

# *Christian Faith School*

## Parent/Student Handbook

2017-2018

Accredited by:

**ACTS** (Association of Christian Teachers & Schools)

**NCPSA** (National Council for Private School Accreditation)

**NWAC** (Northwest Accreditation Commission)

Approved by:

**State of Washington**

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[www.christianfaithschool.com](http://www.christianfaithschool.com)

Fall 2017

Dear Parents:

Thank you for choosing Christian Faith School as your partner in the education of your children. We know that God has given you the responsibility of raising your children to know and love God, "in the nurture and admonition of the Lord" (Eph. 6:4), and we want to partner with you in teaching them a Biblical life with Christ. It is important, then, that you read this handbook carefully and are assured that you are in total agreement with the policies and procedures outlined for you and your child.

The mission: "Christian Faith School is committed to offering families a superior Bible-based education that equips students to be socially relevant leaders who are fully prepared for higher achievement". We will first endeavor to provide a superior Bible based education for your child. That means we will teach in an unapologetic manner the truths of God's word in every subject. The events and activities your child engages in will reflect Biblical principles.

We also desire that every child be a "socially relevant leader." We live in a culture that is becoming more and more "anti-Christian", so we are committed to teaching our students how to impact a world with His truth without alienating those we want to reach. All students are taught what it means to be a servant leader as they learn the blessing of serving others through age appropriate community service.

Our students graduate prepared for higher achievement. Our academic standards require students to be serious about learning, to be engaged in higher level thinking, and to critically examine the information provided by the world they live in. Even young children can discern what is good and beneficial and can make choices that are godly. Students leave CFS ready for success in the work world as well as institutions of higher learning. It is not uncommon for CFS seniors to earn significant scholarships to well-known universities.

Each year the administration chooses several goals for school improvement. This year we will be focusing on improving academic rigor; bringing more meaning and organization to our community service and outreach; and in bringing more consistency to our student care and conduct. We appreciate your prayers as we grow.

The administration and teachers desire to serve you and your children within the scope of our mission, vision and core values. Please let us know when we have served you well and when you have an idea for how we can improve. You will find that we are good listeners.

We anticipate God's blessing on our year!!

*Debbie Schindler*

Head of School

### Staff Information

Email is the best way to contact our teachers as they do not have direct phone lines. However, you may reach the voice mailbox of a teacher at any time by dialing **253.943.2500** and following the prompts to “dial by name” or by entering the voicemail extension listed below.

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**Board of Trustees:**

Doug Ostrom, Dr. Casey Treat, Carmen Goers, Steve Burdine, Bob Graby, Jack Chang, and Ken Braaten

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### **NONDISCRIMINATORY POLICY:**

Pacific Christian Academy dba Christian Faith School admits students of any race, color, national or 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic and other school administered programs.

## Section 1: Statement of Faith, Biblical Worldview

### STATEMENT OF FAITH

1. We believe the Bible to be the inspired, only infallible, authoritative, inerrant, all sufficient Word of God (II Timothy 3:15, II 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, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and 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 are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; those that have accepted Christ unto the resurrection of eternal life and those who have not accepted Christ unto the resurrection of eternal judgment (reference: John 5:28,29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
8. We believe that the key to living a victorious, biblical lifestyle is the renewing of the mind to God's way of thinking. This means that our behavior and attitude exhibit the principles given in scripture. (Romans 12:1-2)
9. We believe in the baptism of the Holy Spirit and praying in other tongues. (Acts 2:4, Acts 2:38)
10. All employees understand that they will teach and will uphold the Statement of Faith without creating division.

### **Biblical Worldview**

Christian Faith School is a Bible based, Christ-Centered school committed to developing disciplined young people to be leaders as citizens of the world and followers of Christ. Our students are taught to set an example of excellence and moral character as demonstrated academically, socially, personally and through acts of service and obedience to the Lord Jesus Christ and The Great Commission (I Tim. 4:12, Matt. 28:19-20). Our students are expected to rise up and lead, communicate effectively, demonstrate an honorable work ethic and develop a passion for life as they discover their individual God-given destiny. (II Tim. 1:6-7 & 2:15, Jer. 29:11) Our approach is to integrate a Biblical worldview with the inspiration of the Holy Spirit and Christian mentor/teachers into every class that is taught. We train our students how to think critically, make right decisions, form healthy opinions and express them confidently while developing a Biblical World View. (Rom. 12:1-2)

Everything we do at Christian Faith School is aimed at promoting smart life choices flowing from a personal relationship with God through Jesus Christ. Our graduates are sought after in the professional world, continue on to higher education, become active in the local church for life, prosper and carry on a love for learning, concern for people and a strong personal relationship with Jesus Christ throughout their lives. (Ps. 92:12-15, Josh. 1:8-9) The educational program of Christian Faith School and our methods of teaching are dependent on a philosophy that teaches the viewpoints, truths and principles for life found in the Bible. The concepts of a Biblical worldview cover five main areas which are large in scope and include, but are not limited to the following:

1. God:
  - God is the creator and sustainer of all things.
  - The Holy Spirit has been sent to empower believers and lead our lives.
  - Jesus came so we might have an abundant, healthy, successful life.
2. Creation:
  - The world was created and is being sustained by God
3. Mankind:
  - Mankind was created in the image and likeness of God.
  - Through Christ we are totally accepted by God.
  - Believers in Christ have His unmerited favor and the blessing of God on their lives by Jesus' death on the cross.
  - God has a plan for every person He has ever created.
  - There is total forgiveness in Christ.
4. Moral Order
  - Principles of moral order come from God's Word and apply to all people.
  - Knowing the truth will set you free and transform your life.
  - Meditating on God's Word brings success and prosperity.
5. Purpose
  - All mankind has been created for a purpose.
  - Living bigger than ourselves, serving and giving brings true fulfillment in life.

#### **CFS & Common Core State Standards:**

CFS purposefully does not align its curriculum with the state standards. Every school has outcomes – desired learning objectives – for each subject at each grade level. Teachers approach each year knowing the concepts, skills, attitudes and spiritual truths they want students to retain for that year. Since most public schools have adopted CCSS, most companies market their alignment with common core outcomes, even if their textbooks continue to include the same content as before the alignment. CFS will not adopt textbooks in our elementary school where the content is in disagreement with God's Word. We will adopt textbooks that meet the learning objectives we have for our students. Beginning in junior high and into high school, CFS may carefully, but intentionally, use texts that are secular or have secular thought as part of the content, as an educational tool for teaching discernment to secular thought.

#### **Section II: Who We Are**

##### **VISION (*Long-term objectives*) UNDER REVISION**

Christian Faith School is committed to an education that values academic excellence and offers an outstanding and diversified curriculum that prepares students for higher education, career success and Christian living. We promote an environment of creativity and disciplined, high level thinking through innovative teaching and cutting edge technology. Christian Faith School is a thriving faith-filled community that engages our culture, developing leaders in the marketplace by providing focused character development and critical thinking skills based on the Word of God.

##### **MISSION (*What we do every day*)**

Christian Faith School is committed to offering families a superior Bible-based education that equips students to be socially relevant leaders who are fully prepared for higher achievement.

## **CORE BELIEFS (*Primary values and areas of focus*) UNDER REVISION**

- Teach & exemplify foundational Biblical truths
- Instill vision & purpose in the heart & mind of every student
- Lead in academic discipline, inspire life-long learning
- Train students in social skills, critical thinking, and conflict resolution
- Use technology to inspire innovation
- Help students to understand the importance of personal character

### **Teaching Bible**

We understand that our students attend a variety of churches and therefore use a variety of versions of the Bible as they study and memorize scripture. The Bible curriculum we currently use refers to the NIV for all memorization. Thus, our teachers will use the NIV for classroom and memory work. Secondary students have the option of memorizing in other versions.

## **Section III: ADMISSIONS AND REGISTRATION**

### **I. Admission Requirements:**

We welcome new students - we desire to make the process as easy as possible and welcome your questions.

#### **A. New Students**

1. Completed application forms and parental agreement with Christian Faith School policies and educational philosophy
2. In secondary, the student must **personally** desire to attend Christian Faith School and be willing to abide by the policies and Honor Code of Christian Faith School
3. Personal interview with parents, and 6-12 grade students with a member of the administration
4. Current Immunization Records (K4-12)
5. Birth Certificate (K4-12)
6. Report card from previous school (1-8), or transcript (9-12)
7. Paid registration fee
8. Entrance test and paid entrance test fee or copies of recent standardized test scores
9. Signed FACTS agreement, or tuition and fees paid in full

#### **B. International Students**

##### **International Student Guidelines**

Christian Faith School accepts students of all races, creeds and ethnic backgrounds.

International students are allowed to attend Christian Faith School if they have an F-1 or F-2 status. The I-20 must be issued from Christian Faith School, and approved by the INS. I-20's will be issued for one year upon receipt of complete enrollment application and documents and upon receipt of all fees and payment of one year's tuition (non-refundable, unless the student is unable to acquire a visa to enter the country as proven by the agency denying entry). Upon receiving an F-1 or F-2 status, students are eligible for academic grades, and may enroll for continuous school years.

Students must receive approval from the administration to attend Christian Faith School with a visiting visa status (all fees apply). Students with a visiting visa will not receive academic grades, as they are legally not allowed to attend Christian Faith School full-time, until they receive an F-1 or F-2 status. Upon completion of the visit, the CFS office will provide a letter documenting the student's length of stay for the student's national school.



All international students must abide by the same policies and guidelines established for all students attending CFS. They must agree with the mission, core values, philosophy of education, to Speak Only English while on campus, interact with American students and actively participate in all-school events and activities such as Mission trips, Chapels, Bible classes, Advances, concerts, performances, monthly outreaches and other seasonal specials. They must acknowledge the statement of faith as the core belief of CFS.

International students must be very aware of practices which may be acceptable in the culture of their own home country but are not acceptable in the culture of the United States. International students must honor the United States culture.

International students are required to meet all admission requirements of new students in addition to the following:

1. International Addendum
2. Acceptable TOEFL, IELTS, or iTEP score
3. Enrollment in English Second Language (ESL) until English language level is proficient as evidenced via testing
4. Copy of Visa/Passport in place of birth certificate
5. Proof of income
6. Proof of medical insurance
7. Tuition/fees paid in full upon enrollment

**C. Re-enrollment**

1. Enrollment form
2. Registration fee
3. Signed FACTS agreement, or tuition and fees paid in full

**D. Age Requirement**

Students must attain the following age by September 1<sup>st</sup>:

Kindergarten: 5-years-old

Grade 1: 6-years-old

**E. Admission and Continued Admission**

Admission and continued admission to Christian Faith School is a privilege and not a right.

**II. TUITION AND FEES**

Our tuition does not cover 100% of our operating need; annual fundraisers, through the generosity of our family and friends, make up the difference.

Tuition and fees are quoted in annual amounts and are paid over 10 months.

**A. Fees:**

1. Registration fees are due upon enrollment and are non-refundable and are non-transferable. All other listed fees will be included with tuition when your account is set up and are payable on a ten-month plan. If payment is made for a full year or semester those fees will be due on July 1<sup>st</sup> along with the tuition payment. These fees are also non-refundable and non-transferable.
2. New families to CFS will be charged a one-time Campus Fund fee of \$400. This fee is due upon enrollment.

**B. Tuition:** There are three options for Domestic Student tuition payments (International students are required to pay in full by August 1<sup>st</sup>). All payments are made through a FACTS contract which is an automatic bank draft payment agreement system. The withdrawal dates are the 5<sup>th</sup> and/or the 20<sup>th</sup> of each month. There is an annual enrollment fee charged by FACTS and will be withdrawn from your account within 7 days of the agreement being posted to the FACTS system. The agreement will remain in force until all payments are complete. Changes may be made to your contract upon approval of the

Business Office. A minimum of **3** business days prior to the date of the draw. In addition, any tuition payment not drafted by FACTS is subject to a \$25.00 handling fee.

1. **Full year.** This is one payment is due on July 1<sup>st</sup>. CFS offers a 4% tuition discount for accounts paid in full prior to or on July 1<sup>st</sup>, 2017. The discount will be 3% for the 2018-19 school year. There is no enrollment fee for FACTS.
2. **Semester payments.** There are two payments. The first payment is due on July 1<sup>st</sup>. The second payment is due on January 1st. There is a \$10 annual enrollment fee.
3. **Quarterly Payments.** There are four payments. The payments are August 1st, November 1st, January 1st and March 1st. There is a \$41 FACTS annual enrollment fee.
4. **Monthly payments.** There are ten equal payments, August through May. There is a \$41 FACTS enrollment fee.

**C. Insufficient Funds:**

If the tuition bank draft is returned for insufficient funds, a fee of \$25.00 may be assessed by CFS. In addition your bank and FACTS may also charge a return item fee. Notification will be made by CFS to the responsible party. Replacement payment must be made to the school business office in the form of cash, cashier's check, or money order by the CFS requested date. Monthly tuition payments are considered delinquent upon funds rejection from the bank. If the account is not paid within the time specified, the student will be withdrawn from classes until the tuition is paid. Insufficient funds and declined credit/debit cards will be handled in the above mentioned manner.

**D. Withdrawal**

If a parent/guardian wishes to withdraw a student, an exit interview with the Head of School is required. For students withdrawing after August 1<sup>st</sup> a withdrawal fee of 10% of the annual contract will be charged. For students withdrawing after the first day of school, tuition will be prorated. The same policy applies to students who have been expelled. Any eligible refund is first subject to deduction of outstanding balances. Official student records will not be released until all past due amounts have been paid and all school property returned. Unpaid debts are subject to official collection agency procedures.

**E. Donations and Gifts**

CFS encourages parents to give to the two major school fundraisers as well as participate in the Annual Fund which currently is our Capital Campaign. Please contact the Director of Development or go to our website for more information.

**F. James Fund**

The James Fund provides tuition for families who have faith in Jesus and who have experienced severe financial hardship and cannot afford Christian education. The current plan includes funding by the yearly fall fundraiser, 10% of the Auction proceeds (not including the Fund-a-Need and Teacher Wish List) and 5% of the positive net income on July 31 of each school year as directed by administration. In addition, each fundraiser will tithe 10% of its net income to the James Fund; this teaches our students the importance and practice of tithing and giving to those in need.

**G. Employee Care Account**

The Employee Care Account exists to provide for the unexpected and emergency needs of the employees of CFS. The community of CFS is encouraged to give to the ECA. As needs become known, employees may apply for funds OR the administration may suggest that the account funds be used.

## Section IV: SCHEDULES AND ATTENDANCE

As we train young leaders, we teach them to value being on time.

### I. Schedules

#### A. Early Education (Preschool) 3 & 4 Full day – 5<sup>th</sup> Grade

8:00 a.m. to 2:40 p.m.; students must be picked up by 2:55 or they will be placed in afterschool “Adventure Club” where a fee will be charged.

#### B. Grade: Early Education (Preschool) 3 & 4 Extended day

As early as 6:00 a.m. and as late as 6:00 p.m.; or a fee of \$1/minute will be charged thereafter.

#### C. Grade: Early Education (Preschool) 3 & 4 Half day

8:00 a.m. to 11:30 a.m.; students must be picked up by 11:35; or a fee of \$1/minute will be charged thereafter.

#### D. Grades: 6 - 12

8:00 am to 2:50 pm. All students are expected to depart school premises by 3:10 p.m.

#### E. Morning Arrivals

1. Students should not arrive earlier than 7:30 a.m.

2. Drop off of students

++Under the portico on the north side of the building. Traffic is one-way for the entire length of the portico. Parents must join the drop off line, giving deference to others.

++Student crossing guards in reflective vests are on duty to help everyone understand the traffic flow. Parents and students are asked to respect those students as they are serving as volunteers who want to see our school be as safe as possible.

++Parents who need to get out of their car must park in a stall on the eastside of the building. Drivers are not to leave a car along the curb to “run in for a minute.” Being gone even 60 seconds leaves an unattended car, which becomes an unnecessary obstacle to clear vision of other drivers.

3. Pick up of students

++When picking up elementary aged students and then waiting for secondary aged students along the east side, do not allow children to play on the playground. The playground is for school hours only with direct staff supervision; please plan activities for your kids to do while waiting in the car.

4. Adventure Club is available for elementary students needing to arrive between the hours of 6:00 a.m. and 7:30 a.m. Additional fees apply.

5. Secondary students may not be in the secondary wing until 7:30 a.m.

#### F. Supervision

The supervision policies at CFS provide safety for our students. It is important that parents abide by the procedures set by the administration so that all students are safe.

##### After School

1. Christian Faith School is not responsible to supervise students on campus after 3:15 pm. The only exceptions are those students participating in after-school Adventure Club or after-school sports and activities.
2. Elementary students not picked up by 2:50 pm will be sent to after school Adventure Club and charged accordingly.
3. Secondary students found on campus after 3:15 pm will be sent to a study hall which is supervised by one of the teachers/staff. Parents will be charged a per hour fee so that CFS can pay those that must stay late to provide supervision. The fee will be added to the parent bill, much like the after school Adventure Club.
4. CFS is a closed campus facility. Students will not be allowed to leave campus during school hours without the presence of a legal guardian. If a student does not sign out, he/she will be marked truant and consequences may be enforced. 10-12<sup>th</sup> grade students, with permission slip on file, may leave campus for lunch.

## General:

1. Students are always to be under the supervision of a teacher.
2. Students are not to be in the gym/Kid Zone unless a teacher is present and actively supervising.
3. Students may not be in classrooms unless a teacher is present.

## II. Attendance

Students are encouraged to be punctual and maintain good attendance. We believe that students need to be in attendance to experience a quality education. The following attendance guidelines are in place to ensure every student achieves the full benefit of their education. Early Education 3 years – 9<sup>th</sup> grade maintain a closed campus; Grades 10-12 may leave campus for lunch, with parental approval and appropriate grades. A consent form must be on file in the office.

### A. Mandatory Attendance

1. **In grades 1-8**, students who are absent more than 18 days for the school year (10% of the year) will not receive credit for the year or for the particular course load from which they were absent whether excused or unexcused. Exceptions are made for illness and other excused absences.
2. **In grades 9-12**, students who are absent more than (9) days per semester (10% of the semester) in any course will not be given credit for that course for that semester whether excused or unexcused.

### B. Excused/Unexcused Absences (*pertaining to Secondary School only*)

1. An absence is defined as missing more than 10 minutes of class.
2. An excused absence is any absence followed by a note from the parent on the day the student returns.
3. Absences due to a doctor's appointment/or surgery (both must be documented by a doctor's note), death in the family (documented by parent note), a college visit (documented by college letterhead and approved by Dean of Academics), or absences due to vocational project (documented by supervising professional) will not be counted against the student's maximum absence allowance.
4. An unexcused absence is defined as an absence in which the student did not bring a note the next day, skipping a class, or arriving more than 10 min. late to class

### C. Absence School Event (ASE)

Absences for school events (athletic contests, fine arts performances, field trips, or any other event sponsored by the school) do not count against the student's maximum absence allowance and are excused by the school administration. Students are required to keep up with course material and assignments while missing class for school events

### D. Absence for Vacation During School Days

Families are encouraged to plan their vacations around the school vacation days. Occasionally this is not feasible. The school wants to work with parents; however, it is charged with an educational responsibility. For families that must be on vacation during school days, the following will apply:

1. The school office and the student's teacher(s) should be notified of the absence 8-10 days in advance.
2. Adequate arrangements must be made for completing as much of the missed academic assignments as possible before or during the absence. (It can be difficult for a teacher to anticipate the exact class assignments days in advance.)
3. The teacher will give a reasonable time limit for make-up work to be turned in.
4. It is advisable for parents to discuss their child's academic standing with the teacher(s) before planning an extended school-time vacation.

### E. Extended Absences

For reasons other than the above, parents should submit a written note to the office, explaining the reason for the absence one week prior to the date absence will begin. After the request is approved, the

teachers will assign the make-up work necessary. All academic work must be completed as outlined by policy.

**F. Return From Absence Procedure**

All students returning from an absence must submit a signed note from his/her parent (guardian) to the receptionist. The note should state the date of and reason for the absence.

1. Students without a note will receive an unexcused absence from the office and may receive further discipline (see Truancy).
2. A grade of "0" will be issued for each unexcused absence.
3. No make-up work will be allowed for unexcused absences.

**G. Make-up Work**

1. Students with excused absences will make up any work deemed necessary by the teacher and keep up with the academic progress of the class.
2. Parents are encouraged to pick up student assignments and books in incidents of prolonged absence. Coursework can be followed via Focus online posted assignments.
3. Students will have the same number of days as they were absent, to complete make-up exams, quizzes, or homework.
4. Make-ups should be scheduled with the teacher for before or after school.

**H. Credit Redemption for Excessive Absenteeism**

1. In grades 9-12, students who do not meet the mandatory attendance requirements will redeem credits/hours by making up the credit hours at a fee.
2. Credit hours may not be redeemed during the school day. Each absence beyond the stated maximum allowed absences will result in additional hours to be redeemed.

**H. Tardy Policy**

1. In grades K-5, a tardy will be defined as arriving to class after 8:00 AM. Excessive tardiness will require a parent conference and restitution of the time missed.
2. In grades 6-12, a tardy is defined as not being in a seat ready to begin class when the bell rings. Upon the 4<sup>th</sup> tardy per quarter, the student will redeem the time lost in detention. Each single (1) tardy thereafter will result in an additional detention. Tardy marks accrue; they are expunged on a quarterly basis.
3. In grades 6-12, if a student misses more than 10 minutes of a class period he will be marked absent for that period.

**Section V: Academics**

**Curriculum**

At CFS we place the emphasis on "Christian." Our teachers are Christians; we support the local church and teach with a Biblical Worldview in every class we offer. Not all of our curriculum is published by Christian publishers; however, our teachers are trained to integrate Biblical truths into the classes they are teaching. Our goal is to produce discerning students who can think on their own and develop critical thinking skills with a Biblical worldview. All classes are designed to be thought-provoking and challenging and take the students to new levels of faith. Please visit our school website for a full list of curriculum used at christianfaithschool.com

**Grading Scale:**

Letter	Percent	GPA	Letter	Percent	GPA	Letter	Percent	GPA	Letter	Percent	GPA
A+	97-100	4.0	B+	87-89	3.3	C+	77-79	2.3	D+	67-69	1.3
A	93-96	4.0	B	83-86	3.0	C	73-76	2.0	D	65-66	1.0
A-	90-92	3.7	B-	80-82	2.7	C-	70-72	1.7	F	Below 65	0.0

All grades are based on percentage. Tests are valued at 60% of the course grade; quizzes at 25% and homework at 15%.

**A. Grade Checks**

Parents are highly encouraged to regularly check their student's progress using Focus, our student information system. Focus is automatically updated with attendance and grades for each class.

**B. Grade Reports**

Hard copies of students' current grades are available upon request from the teacher. Report cards will be published on Focus every nine weeks in grades K-12, and paper copies at the semesters.

**C. Parent/Teacher Conferences**

There are two regularly scheduled parent/teacher conferences already posted on the calendar, however, parents are encouraged to regularly communicate with the teaching staff throughout the year about the progress of their child. Please email or call the teacher to schedule a time when they will be available to meet.

**D. Helps Classes**

Students struggling in one or more of their subjects can set up individual assistance with their classroom teachers outside of regularly scheduled class times. Before school and lunch times may be provided at the secondary levels for students to receive personal assistance in a given subject area. Private tutoring may be available with our staff for an additional cost outside of the regularly scheduled school day. Tutoring may not be provided by the child's current course teacher.

**E. Homework Guidelines**

1. Homework is a part of every class: 1) to increase reading abilities 2) develop sound study skills, 3) to give students an opportunity to complete already given assignments, 3) to increase understanding of classroom instruction. Homework is given to reinforce what has already been taught in the classroom. Reading may be assigned as an introduction to a new concept the following day.

2. Homework for elementary students may take up to 1 1/2 hours, including reading time, junior high students two hours and high school students three hours, especially 11<sup>th</sup> and 12<sup>th</sup> graders with Advanced Placement and college-level classes, depending on the student's learning style.

3. Homework should be turned in the day it is due. Typically, late homework in grades 6-12 is reduced by 50%. In some cases, especially with large projects, the reduction in grade may be 10% per day the assignment is late.

**F. Student backpacks**

1. Students are supplied lockers to use for storing books and supplies for classes and are given 5 minutes between each class to get the necessary supplies for the next class.

2. Students are encouraged to bring 2 classes worth of supplies with them in order to assist those who struggle getting to their lockers during the 5 minutes.

3. Most days, there is a 10 minute break between 2<sup>nd</sup> and 3<sup>rd</sup> period. This allows for a longer time to use the bathroom or grab items for classes. These helps are in place so that students do not have to carry all of their textbooks and supplies with them from class to class in a backpack.

4. Students are encouraged to use the school-supplied planners to write down evening homework. This will assist the student in only bringing home the necessary books for the evening.

5. Some courses have online textbooks or home copies of the textbooks. Check with individual teachers to see if that course textbook is online. Many of the teachers allow at least some time in class to begin/finish their homework. Students who utilize this teacher provided time tend to not find it necessary to take as many books home in the evening.

**G. Honor Roll**

Honor Roll will be published twice a school year. All students with a 3.5 GPA (90% average) or better will receive honors recognition and be placed on the Honor Roll. Honor Roll designation begins with Grade 6.

## H. Minimum Grade Standards

### 1. Credit for classes:

- High School students will fail to receive credit for any class with a semester grade lower than 65% and must repeat the entire class or attend summer school to receive credit.
- Elementary students who fail two or more subjects must repeat that grade or take summer school and pass a minimum competency test before advancing into the next grade level.
- All students in grades 4-12 who fail Math and/or English must attend summer school (9<sup>th</sup>-12<sup>th</sup>) or take extensive summer tutoring (4<sup>th</sup> – 8<sup>th</sup>).

### 2. Probation:

Secondary students failing to maintain at least a “C” average (70%) in all classes and/or fail two or more subjects in any given quarter will be placed on academic probation and be required to obtain additional tutoring/ instruction until the grades improve. Students on probation will be ineligible for athletic competition. Failure to improve grades to a passing status within the next quarter may result in dismissal from CFS. A parent conference will be held with every student placed on academic probation.

## I. Graduation Requirements

Each course is half credit per semester, unless otherwise noted. Students must earn a minimum of 26.5 credits in grades 9-12 for graduation.

<b>Core Courses</b>	<b>Credits</b>	<b>Notes</b>
Bible	4	
English	4	
Social Studies/History	3.5	WA State History: .5 credits
Math	3	
Science	3	

<b>Electives</b>	<b>Credits</b>	<b>Notes</b>
Fine arts	2	
P.E.	1.5	.5 credit for sport participation
Health	.5	
World Language	2	
Vocational Project	1	.25 per year
Electives	3	Offers vary from semester to semester

## J. Class Rank

To qualify, an 8<sup>th</sup>-12<sup>th</sup> grade student must attend CFS fulltime. The student is eligible for class rank after completing two full years

### 1. Valedictorian/Salutatorian

These top academic honors will be determined by adjusted cumulative G.P.A. at the end of the final semester. Students must have completed a full schedule of classes at CFS for both the Junior and Senior years.

### 2. Students on an AEP

CFS offers Assessment and Education Plans (AEP) in addition to “helps” classes for those students requiring academic assistance in order to keep pace with their grade-level classes and to graduate on schedule. Student’s transcripts will indicate an adjusted plan. He/she will not be eligible for class ranking based on G.P.A., nor end of the year awards in subjects where the altered plan has been applied.

**3. Independent Study**

Students who desire to advance a grade level or work independently through Running Start or other programs, yet still desire to be a part-time student at Christian Faith School must submit a written plan to the administration, in advance of starting any work, for approval. These students are considered part-time and:

- (1) Are not eligible for class rank, leadership office positions or honor roll.
- (2) May only be on campus during their scheduled CFS class(es).

**4. Honors Classes**

Five points will be calculated into the yearly G.P.A. of students passing designated honors classes. (A minimum grade of 70% overall is required to receive these honors points.)

**5. Advanced Placement Classes (may vary year to year)**

AP US History	AP Government
AP Calculus	AP Language
AP Literature	AP Biology

Ten points will be calculated into the yearly G.P.A. of students passing designated AP classes due to the caliber of instruction at high school level.

(A minimum of a 70% overall is required to receive these AP points.)

Students registered for an AP class are encouraged to take the AP exam for that course.

Additional fee applies for testing. Students not taking the AP exam will be required to take a semester exam worth 20% of their grade.

**6. Credit**

- a. Students in 8th grade who successfully complete high school-level courses may be given high school credit for the following: Algebra I, World Language level I, and WA State History. A signed form requesting that the credit be added to the transcript will be required from the parent and student.
- b. Student Teacher Assistants: Will receive .5 credit for a full year's work. A pass or fail grade will be issued.
- c. PE Credit for Major Sports: .5 credit will be granted for each completed sport. Sports managers will receive .25 credit per sport as an elective credit. A pass/fail grade will be issued.
- d. Flex Credit for Competition/Performance Extracurricular Activities – students participating in extracurricular activities with a competition or performance outcome (sports, symphony, etc) may be awarded credit for the appropriate elective. Students will need to submit documentation from their coach or teacher reflecting the number of hours involved in the activity at the completion of the activity in order to receive credit. The grade will be Pass/Fail.

**7. Adding/Dropping Classes:** Forms must be completed within the first two weeks of a new semester upon administrative/teacher approval.

**8. Electives:**

Students must decide their elective by the second week of the school year. From that point, changes may only be made for the second semester. All changes require a parent signature.

**K. Student Academic Services (SAS):**

All students can learn. Christian Faith School provides a variety of support for students who are not succeeding or are at risk for failure. Current services are ESL, AEP's and personalized tutoring.



## **L. Achievement Tests:**

Christian Faith School employs many different methods of measuring student achievement. The majority of these are teacher-designed tests, quizzes, projects, and daily assignments. Others are designed by the authors of the curriculum and assessments, modified by individual teachers.

In addition to these classroom measures, CFS administers the Terra Nova Test, a nationally normed test, once each year. This allows CFS students to be compared to students in the standardization group who were carefully selected to represent a true profile of all students and schools across the nation.

CFS does not use the Terra Nova to assist in the evaluation of teachers, the grading of students, nor in the promotion or retention of students. This would be misuse of the test since assignment of grades is subject to the expectations of the CFS curriculum, individual teacher and student. The benefit of the test is that it provides a reliable measure of academic growth from year to year. It also provides that same measure for individual grade levels and for the school collectively. It is a type of external audit of our academic excellence, which helps CFS determine if we are meeting the academic portion of the mission statement regarding a quality education. It may be used to help determine if an AEP is needed.

## **Section VI: Athletics (Grades 5-12)**

Christian Faith School believes that a complete education includes the opportunity to participate in sports. Student-Athletes are expected to uphold the highest of academic and behavioral standards to maintain the privilege of participating on CFS athletic teams. In addition to the participation fee, additional fees may be charged for uniforms, travel or equipment.

### **I. Participation Requirements**

An Athletic Eligibility Card must be obtained from the Athletic Director showing fulfillment of the following participation requirements prior to the first practice. The yellow copy of this 3 part form must be submitted to the head coach in order to participate.

**A. Age Restriction:** Students in grades 9-12 can be no older than 19 years of age on September 1<sup>st</sup> of the school year.

**B. Medical Insurance**

Must show proof of medical insurance or purchase insurance through the school.

**C. Physical Examination**

Physical examinations must be done every two years and be on file with the athletic director prior to participation.

**D. Concussion Information**

A Concussion Information sheet must be read, signed & dated by athlete and parent/guardian. This form must be on file with the athletic department prior to participation.

**E. Participation Form**

A Participation Form must be completed for and signed by the parent/guardian granting permission and agreeing to the risks of the sport. This form must be on file with the athletic department prior to participation.

### **II. Practice**

Daily, except on game days. Grades 5-8 may have fewer scheduled practices.

### III. Eligibility

#### A. Academic Eligibility

Student must have no less than a 65% cumulative average in each course he/she is taking. Academic eligibility will be determined on a weekly basis. Grade checks will be completed on Mondays.

#### B. Attendance Eligibility

1. Students must attend at least a half-day of school in order to participate in a game or practice on that school day.
2. Running Start students must take 50% of their courses required for graduation at CFS in order to be eligible for athletic participation with CFS.

#### C. Academic Standards Not Met

Should academic standards not be met:

1. A student will be placed on probation for the following week. Student will practice and play, but will be notified of the need for academic improvement.
2. If each grade is not improved to a minimum of 65% cumulative average by the end of the one week period, the student will not be allowed to compete until academic eligibility has been met at the next reporting period. Athletes must attend practice and games, but may not "suit up" for contests.
3. **Any student receiving an "F" on a report card for the quarter will automatically be benched without a probationary period.**
4. Benched students are not eligible for early dismissals.
5. Academic Probation: Secondary students failing to maintain at least a "C" average (70%) of all academic classes and/or fail two or more subjects in any given quarter will be placed on academic probation and be required to obtain additional tutoring/ instruction until the grades improve. Students on probation will be ineligible for athletic competition. Failure to improve grades to a passing status within the next quarter may result in dismissal from CFS. A parent conference will be held with every student on academic probation.

#### D. Academic Bench Appeal

An agreement may be established between the parent, teacher, supervisor and principal to allow a student to compete during a week of academic bench due to noted exceptional progress or extenuating circumstances. The Academic Bench Appeal Form, once signed, will remain on file in the student's permanent record. Appeal forms may be obtained from the school receptionist. Student-athletes may be granted a maximum of one appeal per sports season.

### IV. Uniforms & Gear

Athletes are responsible for the care and maintenance of all issued uniforms and gear. School records will be retained by CFS for failure to return uniforms and equipment in good condition. Students are responsible to pay for the purchase of missing or damaged equipment.

## Section VII: Student Care and Conduct

### Restorative Discipline

Restorative Discipline is an approach to discipline that is more community oriented than individualistic, and focuses on healing and reconciliation rather than punishment and retaliation. It infuses life into the school, as the focus becomes on building up the school community. It promotes forgiveness, accountability and reconciliation. It encourages students to take ownership of their actions and provides a model for working through problems and disagreements. It emphasizes identifying and repairing the harm caused and teaches students to repair the damage rather than face punishment. Restorative Discipline promotes a strong, mutually respectful school community.

Restorative Discipline is not used with students who are violent or when the situation calls for adult intervention and decision making.

At CFS, we believe that every person in the school is an image-bearer of God. We are all made in His likeness. "Why should I care about my neighbor?" Because God does. We are all brothers and sisters in Christ. We know that God places great value on relationships. Thus, an appropriate response of loving, accountable grace to wrong-doing mirrors the grace God extends to us.

Every believer in Jesus Christ experienced the goodness of God as He steps in to heal our pain through reconciling our sin through Christ and restoring relationships. *Even so, we also know that we have the capacity to hurt one another.*

In the classroom, the goal of Restorative Discipline is repentance, restitution and restoration. Discipline is not just a response to a broken rule, but to the hurt in the community of the classroom/school that has resulted in broken relationship. "When one part of the body is hurt, the rest hurt with that part." (I Cor. 12:26) Restoring the wrongs in our school community and taking part in making them right is a principle of the Christian life that can be taught to students. As we work with our students, we understand that the child cannot change his behavior; it is the grace of God that saves and sanctifies. Titus 2:11-12 Thus the goal is a repentant and changed heart, not external conformity. This happens through God's mercy applied through accepting responsibility repentance, reconciliation and restoration. Students are taught that they are accountable to make right what they have done wrong. For example, they pay to replace what they have broken or stolen, sometimes twice again. They serve those whom they have hurt or injured. Restoration of relationship occurs when wrongs are made right.

**Discipline: "The Lord disciplines those He loves." (Heb. 12:6)**

CFS teachers will handle most discipline situations in the classroom, and discretely. This, combined with strong student leadership, will establish positive peer pressure and a productive learning environment. Teachers focus on giving recognition to all the great things seen in attitudes and actions, rather than on giving attention to poor choices. CFS is a school that builds students up, consistently enforces the standards, and strives to clearly set boundaries. Our words have incredible power and we constantly pray for and speak victory and life over our students.

Students who choose to disobey teacher instructions and class expectation will be disciplined by the teachers or staff at their discretion. In a conference with the parent, either over the phone or in person, a plan for restoration will be made.

**Detentions and Referrals**

Detention may be assigned to students who choose to disobey/ make poor choices. Students must arrive on time and be in their seat ready to complete the assigned work at the start of the detention period. Disruptions or failure to remain in detention for the duration of the time assigned will require another period of detention.

**Major Offenses**

The consistent, repeated or blatant lack of control and/or foolish behavior or acts endangering the well-being of self, other students, staff or school property, or seriously interrupting the orderly operation and work environment of the school or are illegal are considered serious and will be addressed by the administration. Parents will be notified and expected to be a part of the disciplinary process. All serious discipline action, whether the offence occurs on or off campus, will result in a written report placed in the student files. Parents will be contacted to be a part of the disciplinary process. The administration reserves the right to determine discipline consequences/actions on a case by case basis.

We pray that we never have to ask a student to leave the community of the school (as happened in I Corinthians); however, there are situations where persistence in disobedience and choices of wrong-doing will lead to asking a student to leave CFS. The major offenses listed below may lead to that dismissal.

<b>Major Offense</b>	
1. Violating computer use agreement	13. Rebellion/Disrespect/Lying/Willful defiance
2. Arson – any fire	14. Smoking or Possession of Tobacco Products
3. Assault and Battery	15. Sexual Harassment
4. Bullying, engaging in harassment, threats, or intimidation	16. Truancy (skipping class)
5. Committing an obscene act	17. Unlawfully possessing, selling, furnishing or being under the influence of any controlled substance or the ‘REPRESENTATION’ of such items.
6. Engaging in habitual profanity or vulgarity	18. Unsafe Use of Motor Vehicle
7. Fighting/Assault	19. Vandalism/Theft – CFS assumes no responsibility for any personal property lost or stolen (parents are liable for damages)
8. Forgery	20. Skipping Class
9. Inappropriate or Illegal use of internet and/or electronic devices	21. Viewing pornographic material
10. Sexual Immorality	
11. Plagiarism/Cheating	
12. Possession of a weapon: An “injurious object” or an imitation of firearm/weapon	

As reconciliation, restitution and restoration are sought, the following outcomes could be applied:

<b>1<sup>st</sup> Offense Potential Consequences</b>
<ul style="list-style-type: none"> <li>a. Administrative conference with Parents</li> <li>b. Zero credit for academic work</li> <li>c. Parking privilege revoked</li> <li>d. Extensive detention</li> <li>e. Restitution project/financial payment; restoration</li> <li>f. Suspension</li> <li>g. Referral to Law Enforcement Agency</li> <li>h. Recommendation for Withdrawal</li> <li>i. Expulsion</li> </ul>

**Cheating/Plagiarism:**

In an excellent academic environment, cheating is not tolerated. Cheating/plagiarism is defined as: “the practice of taking someone else’s work or ideas and passing them off as one’s own.” Students will be taught to do their work with integrity and expected to turn in assignments that reflect 100% of their own thinking. Violations will be treated as in the following:

- 1<sup>st</sup> Offence: A zero with no option to redeem the grade
- 2<sup>nd</sup> Offence: Zero for assignment and 1 day suspension
- 3<sup>rd</sup> Offence: Zero for assignment and 3 day suspension

**Bullying, Intimidation and Harassment**

Christian Faith School provides a safe learning environment that protects the legal rights of all individuals involved. We carefully follow state and national laws in place for such incidents. It is our policy that any student, teacher, staff member, parent or volunteer who intentionally harasses, or intimidates or bullies another student, staff member or CFS parent with written, verbal, electronic, or with physical acts substantially disrupting or threatening the orderly operation, education, and work environment of the school, shall face serious discipline

action. A form for reporting bullying is available at the receptionist desk and also in classrooms. The form should be completed and turned in to the Head of School. Those involved will immediately be confronted and will not be allowed to remain in classes/on campus until the situation has been addressed by the administration. Bullying will result in such action as suspension, probation, and possible expulsion. Washington law states that parents can be sued for the behavior of their students. All serious acts will be reported to the proper authorities for further action if required by law to do so. This includes all activities on and off campus.

A person is being bullied or harassed when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Individual and rare episodes do not constitute bullying, though sometimes it is direct and other times it is indirect. The staff is trained to identify bullies and to intervene to defend the victim. Our goal is that every student:

- Learn in a safe and supportive learning environment
- Grow and learn without encountering harassment about race, gender, religion, or ethnic group
- Be free of harassment about appearance, dress, learning style, interests, or behavior
- Receive the help of caring adults if any of the above occurs

Typical bullying behaviors are verbal in nature, such as teasing and verbal harassment, but also includes unwanted touches, physical attacks (hits, kicks, scratches, pokes, etc.), and ostracism. Students must report any such behavior to a staff member, who will follow up with an investigation and appropriate consequences. Consequences will always involve an apology and disciplinary action. See full policy at end of this handbook.

### **Sexual Harassment Policy**

CFS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. God's Word teaches us the importance of treating one another with kindness and deferring to another in love. This school is prepared to take action to prevent and correct any student who chooses not to honor others in words and actions. A student harassing others will be subject to discipline, up to and including termination or expulsion. (See full policy at end of this handbook.)

### **Sexting:**

In keeping with the school's responsibility to provide a safe learning environment for all students, the school 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 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.

### **Discipline Definitions:**

- Warning – A verbal or written warning by any teacher/staff member
- Referral – Written discipline report to Administration by a teacher/staff member
- Detention – Disciplinary time spent after school – for minor offenses.
- Restorative Conference – Administration meets with the student teacher and possibly the parent/guardian to determine steps of accountability and restoration
- Suspension – Unexcused time spent at home from 1-10 days for more serious behavior violations
- Behavior Contract – Written agreement between student, staff and parent outlining the needed changed in behavior
- Disciplinary Probation – An action plan to assist students with unsatisfactory behavior. Student progress will be monitored and evaluated.

- Social Probation – Student prohibited from attending school functions including field trips, sporting events, etc.
- Withdrawal – Administration recommendation for voluntary removal from school.
- Expulsion – Forced removal from school by the Head of School. Expulsion remains on the student’s permanent record. Serious or numerous suspensions may result in the student being expelled from Christian Faith School. Expulsion occurs at the discretion of the administration after consultation with the parents/guardians of the student involved. When a student is expelled, he/she will be issued a written and signed notice of expulsion listing the terms and conditions for future enrollment. Student will receive no credit from CFS for missed work during the expulsion. Parents who wish to re-enroll their student must present their request in writing to the school for approval. The administration may or may not choose to accept to re-enroll the student at their discretion.

If at any time a student’s actions or attitude at or outside of the school is such that it becomes detrimental to the other students, or endangers the Christian environment maintained by the school, disciplinary probation or suspension will be considered. A parent/teacher conference will be held to inform the student and parents, and to determine a course of action. Written terms of the conditions of the probation will be given to the parents and placed in the student’s files. If the situation does not show noticeable improvement within a set period of time, the student could face expulsion.

### **Section VIII: Dress Code**

Thursday is our chapel day. We encourage all K-12 students to “dress up” for chapel. Nice pants or skirt, nice shirt or blouse, or dress (girls) is encouraged.

#### **Elementary Dress Code**

Christian Faith School stresses the Biblical standards of decency and modesty (1Timothy 2:9 and Romans 12:1), the expectation of a neat and clean appearance, and a Christ-like attitude. Dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of students in their campus relationships and in their communication with faculty and staff. Students must adhere to the school dress code at all times while on campus and at school functions.

Parental review before a student leaves for school is an important contribution to their student meeting dress code standards. CFS acknowledges the parental responsibility in determining dress for their child. However the school does have an educational responsibility to teach students to dress for the standards of the CFS learning community.

#### **Dress Code Standards**

- Clothes must not have holes (either deliberate design in the clothing or obvious tears).
- Proper footwear is to be worn at all times for safety purposes. (i.e. Sandals must have a back strap; no flip flops)
- Any clothing, jewelry, backpacks, binders, book covers, games, toys, playing cards, etc. with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gang, the occult or anything contrary to Christian standards may not be worn or brought to school.
- Pajamas/sleepwear and casual sweats are not appropriate for school. Nice athletic pants are allowed.
- Undergarments may not be visible.
- Current trends and fads will be addressed by the administration as they arise.

#### **Dress Code for Female Students**

- Dresses, skirts, and shorts must be modest and fit properly. As a general rule, the length should be mid-thigh or longer
- Shirts/tops must be modest and fit properly. Tank tops may not be worn.

## Dress Code for Male Students

- Undershirts, muscle shirts and tank tops may not be worn as outer garments.
  - Pants must fit properly (neither too small nor too large). Pants must not sag.
- Special Dress Days
- Spirit Days and other special dress days will allow for exceptions to the dress code as long as the principles/standards stated above are upheld.
  - Students may wear CFS athletic clothing every Friday unless notified of a special event requiring different dress.

## Secondary Dress Code

Christian Faith School stresses the Biblical standards of decency and modesty (1 Timothy 2:9 and Romans 12:1), the expectation of a neat and clean appearance. We expect student to wear pants/skirt and shirts that are modest and appropriate to the learning environment of a school. We expect our young leaders to honor themselves and God, and realize their dress at school must not distract from the learning environment. Students are expected to follow the school dress code. The administration makes all final dress code decisions.

Our desire is that student dress be modest. Modesty is an attitude of the heart. We want student dress to contribute to our community life in a way which serves God and helps others. Students are taught to choose clothing that is well suited to the event, appropriate to the activity and not distracting. Student should dress with respect for God and for the classroom learning environment.

## Dress Code Standards

- Jeans may not have holes or obvious tears.
- Footwear is to be worn at all times for safety and health purposes.
- Any clothing, jewelry, backpacks, binders, book covers, etc. with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gang, the occult or anything contrary to Christian standards may not be worn or brought to school.
- Sweatpants, pajamas and sleepwear are not appropriate for school
- Shorts must be mid-thigh
- Hair should be neat and clean.
- Excess jewelry such as chains, spikes, studs, gages etc or the like are not appropriate for school.
- Sunglasses may not be worn in classrooms and chapel. Hats may be worn at teacher discretion
- Undergarments may not be visible
- Current trends and fads will be addressed by the administration as they arise.

## Female Students

- Dresses, skirts, and shorts must be modest and fit properly. As a general rule, the length should be mid-thigh or longer.
- Nice yoga pants, leggings, jeggings or any form of tight, form fitting leg coverings may be worn with a long shirt or dress that covers to mid-thigh.
- Shirts/tops must be modest and fit properly. Tank tops are not to be worn alone.

## Male Students

- Facial hair must be neat and trim.
- Undershirts, muscle shirts and tank tops may not be worn as outer garments.
- Pants and shorts must fit properly and not sag.

## Special Dress Days

- Spirit Days and other special dress days will allow for exceptions to the dress code as long as the standards stated above are upheld.

- Students may wear athletic clothing every Friday unless notified of a special event requiring different dress.

### **Dress Code Violations**

1. Junior High/High School - If a student is out of dress code during the school day, teachers and administration will work with him/her to resolve the issue as promptly as possible so he/she may return to class and not experience or cause a disruption in the learning environment. Students will not be allowed to attend class if their dress is immodest or inappropriate for the learning environment.
2. Elementary – elementary parents will be notified of any dress code violations and expected to bring a change of clothes that meet the dress code.
3. If a student is out of dress code more than once on the same day, or becomes a habitual offender, he or she will be considered willfully disobedient and a restorative discipline conference will be required. Administration reserves the right to determine appropriate modest attire for each individual situation.

### **Dress Code: Physical Education**

Students must have the correct shoes for participation. Shoes with non-black rubber soles and closed backs are considered appropriate. Students not wearing proper clothing for PE will lose participation points.

### **Section IX: Spiritual Life**

#### **Leadership**

Students involved in CFS Leadership (elected offices), Worship Team or other Co-Curricular activities must adhere to the sports eligibility guidelines and are held to higher behavioral standards as outlined in the student leadership handbook.

#### **Chapel**

At Christian Faith School, we put God first every day with worship, prayer and ministry of the Word. Weekly chapels are provided for all students as well as prayer, classroom activities and training.

#### **Bible**

Bible is the most important subject taught at CFS and is included in the teaching of every subject. It is our hope that the Bible will become the grid of Truth through which our students evaluate all of life.

#### **Advance**

Secondary student spend two to three days away from campus each fall, focusing on God and learning more about what He wants for their life. The Advance is an opportunity also to make new friends, interact with teachers in a non-classroom environment and – have fun!! The cost for Advance is included in the tuition and is considered part of the curriculum. All students are expected to attend.

#### **Student Life/ASB/ Student Council:**

To give leadership for student events, an ASB/Student Council is elected each year. Class representatives and ASB officers are elected by the student body to bring student ideas and concerns to the faculty, help organize events and accomplish assigned tasks. The ASB/Student Council is subject to the review and control of the administrative officers of CFS and all nominees for council positions must be approved by the Head of School.

### **Section X: INFORMATION AND GUIDELINES A-Z**

#### **Activities (Field Trips/Dances/Sporting Events):**

Christian Faith School recognizes that activities can bring the students closer together, which can result in real life experiences that enrich the school experience. Activities that are school sponsored may occur during the school day or as an extension of the regular school day. A student may be denied participation in part or all of an activity



due to outstanding fees or behavioral issues. A student is eligible to participate only if the student and his/her parent have completed and signed the Activity Permission slip and a medical authorization form is on file. Students are expected to conduct themselves in a manner which will reflect a Christ like life and pride and respect for CFS. All Christian Faith School discipline policies apply when students are in attendance at a school sponsored activity. If a student is serving a suspension, (s)he may not participate.

### **Automobiles: Student Use**

Students driving carelessly and unsafely or breaking the law while on campus will be given one warning. All student drivers must abide by Washington State Laws. Failure to do so will result in campus driving privileges being revoked and parents being contacted for discipline purposes.

### **Cell Phones and Electronic Devices**

The regulations specifying cell phone and electronic device use on campus are to promote a positive learning environment for students and faculty. Use of communication devices are permitted on campus and at school sponsored activities under restricted conditions. All classroom use of electronic devices is limited to enhancing the educational value of materials being taught under teacher supervision. Electronic devices include cellular/digital phones, laptops, video/audio recording devices and any new technology developed for similar purposes. All use outside the classroom must be in agreement with our student code of conduct. Any student wishing to use any type of electronic device must submit a signed copy of the "Electronic Devices Agreement" form found at the back of this handbook.

1. Use of electronic devices are permitted on campus at the teacher's discretion and supervision for educational purposes only and during passing periods and lunch.
2. All electronic devices are required to be turned off and are not permitted to be used on campus:
  - a. During class periods, chapel, or study hall unless instructed by the teacher for classroom purposes.
  - b. To threaten, harass, ridicule, cyber-bully, and/or sexting. (See Discipline – Major Offense)
  - c. To photograph, videotape, or record students or staff at school or school activities without prior consent of parents/guardians and approval of school staff, unless sanctioned by the Dean of Academics for particular school events such as awards, assemblies, sporting events or performances. ( See Discipline – Major Offense)
3. The school is not responsible for the damage or loss of electronic devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or school official upon confiscation. **Students are responsible for the safety and security of all items brought to school.**

**Note:** In the event a student needs to be contacted please call the school offices at #253-943-2500.

### **Computer/Internet Use**

All students using the internet must sign the "Electronic Device Use Agreement Form" in place at the back of this booklet. This is to be turned in to your homeroom teacher and kept on file. No student will be allowed to use CFS computers without this completed and signed by both student and parent/guardian.

**NOTE: No student is allowed to use a teacher's computer or to be at any school computer without direct adult supervision with the exception of the media center during lunch time.**

### **Eagle for a Day: "Student Visitors"**

We invite students who are considering enrollment at Christian Faith School to be our guest for a day. All guest students are teamed with one of our students to visit the classes and enjoy daily activities.

We urge parents and students to invite friends who are considering a change in school to be an Eagle for a Day!

**Emergency/Non-Emergency Notification System:**

Blackboard is a system used by CFS to contact parents, staff and students regarding issues at CFS. You may choose a text or voicemail in your choice of language to alert you to upcoming events at CFS as well as emergencies such as lockdowns, snow days, power outage, etc.

**Field Trips:**

Field trips are an integral part of the school's program. Typically there will be no fee, or a very small fee for nonacademic trips. However, there may be an extended (overnight) field trip in the secondary school for which parents are charged. The expenses for this trip will be kept as low as possible. Parental help in transporting and chaperoning for field trips may be requested. Cooperation is critical for the success of field trips, especially overnight events. Students who misbehave or break rules of conduct during the trip will be subject to disciplinary measures.

**Guidance Services**

Christian Faith School provides guidance services for secondary students through the support of the Dean of Academics. Seniors receive additional support for college preparation as a part of the senior Bible class.

**Health Services**

All staff at Christian Faith School are required to hold current First Aid and CPR cards. Ill students report to the school receptionist for prayer, medication (as prescribed by doctor/parents), to rest or to call home for parent pick up.

**Health Records:**

All students attending CFS must be current on immunizations, or certified exempt by the State of WA, and free from infectious diseases. Certificates of immunizations and a completed health record must be on file in the school office by the first day of school.

**Library/Media Center**

We are continuing in the process of developing and expanding our library. Presently, we have a fine selection that we add to every year. Donations of time, books, or money from parents interested in expanding our library are appreciated. Ask the librarian for our current expectations and dreams for our library.

Books may be checked out for two-week periods. Lost or damaged books must be paid for.

**Lockers**

Lockers will be assigned to students in grades 7-12. Sixth grade may earn locker privileges for second semester. Students will be required to supply their own lock. Having a locker is a privilege. Any misuse of locks or lockers may result in the loss of these privileges. CFS is not responsible for items inside of lockers. CFS reserves the right to search a locker at any time.

**Lost and Found**

Lost and found items not claimed will be donated bi-monthly to the needy. Lost and found is located at the main school entrance and in the secondary student lounge.

**Lunch**

Lunch may be purchased at the school or brought from home. High School students may also purchase items from the CFC café. Students in grades 10-12 may have off-campus lunch privileges. Ninth graders may earn their off-campus privileges for second semester.

### **Off-campus Privileges**

Grades 10-12 have an open campus during lunch and are able to leave campus. On campus lunch is closed to outside visitors. Parental consent is required for off-campus lunch. An 80% average must be maintained in order to keep off campus privileges. This will be checked quarterly. Three tardies due to late arrival after lunch will cause the off campus lunch privilege to be removed for 2 months. Student drivers must have parent authorization to drive off campus and to carry passengers. Student passengers must have parent permission to ride with a student driver. Students are not monitored as they leave campus. Parents must make clear to students their off campus expectations.

### **Matthew 18 Principle:**

Parents who may be concerned or offended by the words or actions of CFS faculty or staff member are reminded to first go to the one directly responsible for the offense. If a satisfactory solution is not found, then an appeal to higher authority should be made, normally to the Head of School (HOS). Please do not share your hurt or complaint with another parent or your children. Health and healing in such situations can only come when proper channels of communication are followed. (Matthew 18:15) Parents coming to the HOS first will be asked to go to person of concern either alone or together with the HOS.

### **Medication**

Medication must be kept and administered in the office, by office staff. A note from the parent/doctor must accompany medication. This includes over the counter medications. Washington State laws permits school staff to administer medication only in limited situations. When possible, the parents and physician are urged to design a schedule for giving medication outside school hours. Medication is defined to mean drugs, whether prescription or "over the counter".

Prior to administration of any medication, the following requirements must be met:

1. An Authorization for Administration of Oral Medication form (available at [christianfaithschool.com](http://christianfaithschool.com)) must be on file, giving the name of the medication, dosage, time, dates to be given, student name, parent/guardian signature, and date.
2. Documentation that there exists a valid health reason which makes administration of such medication advisable during the school hours or when a student is under the supervision of school officials must be on file. The Authorization for Administration of Oral Medication must also indicate possible side effects, physician's/dentist's signature. This request is valid for a period not to exceed one year.
3. All medication must be in the original labeled container and be labeled with student's name.
4. A responsible adult should bring medication to school.
5. In grades 7-12, where the parent, physician, and school official believe it is in the best interest of the student that he or she carry the medication, the student shall carry written permission from the parent, indicating the name and dosage (in originally labeled container), as well as parent's written permission. Prior approval must be given and noted by the secondary office. There will be no self-administration of medications by student in grades EE-5.
6. If requirements 1, 2, 3 are not met and parents want the child to have the medication, the parent may come to school and administer it.
7. In most cases, it will be the child's responsibility to come to the office at the appropriate time for medication.
8. The school staff must be consulted prior to bringing injectable medications to school.
9. A separate consent form is available and must be completed for any student who may require emergency medications while at school. This may include a student with asthma or severe allergies.

## **Multimedia**

All forms of media may be used to enhance instruction or for motivational purposes. A parent consent form will be sent home prior to viewing any questionable content. A teacher may send home a list of movies to be viewed throughout the year.

## **Parent/Teacher Meetings & Conferences**

Parent Teacher Meetings and Parent Teacher Conference are held several times throughout the year. The Parent Teacher Meetings are intended to cast vision and share important school information in order to foster open communication because we value our partnership with the parents/guardians. Attendance to these events is highly recommended. Conferences may be scheduled with any teacher as needed.

In September, a Back to School Night is held. It affords the parents and teachers an opportunity to become familiar with one another. Parents are given a brief overview of the goals and activities of each class. In the fall, time is set aside for parent-teacher conferences. All parents are encouraged to attend. Parents are always welcome to schedule teacher conferences anytime during the school year.

### **Pledges:**

Pledge to the Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a Lamp unto my feet and a Light unto my path. I will hide its Word in my heart that I might not sin against God."

Pledge to the Christian Flag:

"I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe."

Pledge to the American Flag

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all."

### **Search and Seizure:**

All school-owned equipment-lockers, desks, computers-are subject to random or individualized searches at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets; the parents will be contacted. If a student refuses to allow this search or empty his or her pockets, handbag, wallet, or backpack for school personnel, the parents will be contacted. If refusal still occurs, the student may be dis-enrolled. If the suspicion involves a substance or object that may injure the student or other students, then authorities will be notified. If illegal drug use is suspected authorities will be contacted.

A search of a student's personal property may also be conducted when there is a reasonable suspicion to believe the particular student is concealing evidence of an illegal act or is in the possession of illegal materials or an object that is a danger to others. It may be necessary to search through the private belongings of students or staff lockers, backpacks, lunch boxes, or pockets of clothing. Care will be taken to act discreetly, so as not to embarrass or harass any student and not harm or disturb the contents.

A general search of school properties and the contents within the premises may occur at any time in numerous ways, where there is reasonable cause. Illegal items found will be confiscated and disciplinary action taken by the school administration as deemed appropriate. If laws are broken, charges will be pressed by the school. Parents of students found with confiscated items will be contacted.

Electronic devices may be confiscated when reasonable concern indicates inappropriate use has occurred.

### **Snow Days, Late Starts and Delays**

If the Federal Way School District is closed due to snowfall or accumulation, Christian Faith School will also cancel school. You may call the school office at 253.943.2500, or watch Channels 4, 5, and 7 to verify CFS's closing. Snow days may be made up prior to the end of the school year.

CFS also has a system called Blackboard. CFS will use this for communicating emergency and non-emergency information to students and staff via text and or voicemail.

In the event of early release due to an emergency or inclement weather, students will be held on campus until picked up by their parent or an approved family friend or relative. Student drivers will be released to leave upon parent permission.

### **Volunteers**

Many opportunities are available to parents/guardians willing to help in those areas you most enjoy and are most effective doing. An incentive program gives each family an opportunity to receive a voucher on completion of a certain amount of hours given. Give us a call and we can find a place for you at times that work with your schedule.

All CFS parents are asked to give 30 hours to the school. To say "thank you" a \$100 voucher will be awarded and credited to the account on the last payment of the current school year, generally in May. Hours earned after May 1 will be credited to the following school year.

## **Sexual Harassment Policy**

### **Definition of Sexual Harassment**

“Sexual harassment” mean unwelcome sexual advance, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

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

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature, either online or in person. Among the types of conduct which are inappropriate are:

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

### **What to do if you Experience or Observe Sexual Harassment:**

Scripture teaches us to honor one another and to be kind towards one another (Ephesians 4:42)

Students who feel that they have been subject to conduct of a harassing nature (whether by a student, school employee or official, or an outsider) are encouraged to promptly complete a written report and turn the form in to one of the school officials designated below or to any teacher the student feels comfortable approaching. The teacher will then inform one of the school officials list below. Students who observe conduct of a sexually harassing nature are also encourage to complete a report and turn the form in to one of the administrators or to any teacher with whom the student feels comfortable. The teacher will then inform one of the school officials listed below.

Students who prefer to give an oral report may ask the teacher or staff person to complete the report for them. All complaints will be promptly investigated.

**Where to Report Sexual Harassment:**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. Debbie Schindler, Head of School
2. Renita Hall, Dean of Academics
3. Stephanie Pond, Director of School Operations
4. Ruth Williams, Director of EE and Student Care
5. Justin Tarsuik, CFC Pastor

However, in the event that one of these individuals is involved in the alleged harassment then the complaint should be immediately taken to another individual.

**Confidentiality:**

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

**Protection against Retaliation:**

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

**False Claims**

Given the nature of this type of harassment, the school recognizes that false allegations of sexual harassment can have serious effects on innocent people. Therefore, the school may take disciplinary action, up to and including immediate termination of employment or expulsion from school in cases where false, frivolous or vexatious complaints are submitted. No disciplinary action will be taken where reports are made in good faith.

**Procedures for Investigation of the Complaint and for Taking Corrective Action:**

When one of the school, officials designated in this policy receives a complaint, he or she shall immediately inform the Head of School, unless the Head of School is the alleged harasser, in which case the President of the School Board of Trustees shall be immediately informed of the complaint. The Head of School (or the President of Board, if applicable) will direct the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.





# Christian Faith School

## Electronic Device Agreement

**The Signature(s) On This Page Are Legally Binding And Indicate The Parties WHO Signed Have Read The Terms And Conditions Carefully, Understand Their Significance And Agree To Abide By Them At All Times.**

Access to electronic information is available to the students and staff of Christian Faith School using a variety of electronic devices (computers, cell phones, tablets, e-readers, etc). We are very pleased to provide this access, because diverse and unique resources will be available to users, contributing to the educational excellence in our school. We believe that this access will significantly enhance creativity, collaboration, communication and sharing of resources.

The Internet is an electronic information resource connecting thousands of electronic devices all over the world and millions of individual subscribers. As examples, students and staff using the Internet have access to:

- 1) Electronic communication with groups and individuals on such topics as culture, environment, the arts, government etc.
- 2) Information and news from various sources such as **NASA**, university libraries, and the Library of Congress.

With access to people all over the world comes the availability of material that does not contribute educational value in the context of the school setting. On a global network it is impossible to control all materials. CFS has taken the following precautions to attempt to restrict inappropriate materials.

- 1) Hardware and software will be used to screen out inappropriate materials.
- 2) Staff and student training in acceptable use of electronic information will be provided.

### **Christian Faith School Acceptable Policy**

Users must make efficient, ethical, and legal use of the information network and information services. Any violation of this policy will result in appropriate disciplinary action and may also be subject to legal action, including any applicable criminal laws.

- Use of the information network and information system is a privilege, not a right.
- Attempts to log into any account other than your own is strictly prohibited.
- Transmission of any material in violation of any U.S. or Washington State law or regulation, or any intellectual property or personal right of any person or entity is prohibited. This includes, but is not limited to laws and regulations concerning copyrighted material, threatening or obscene material, photographing/videoing individuals and material protected by trade secret.
- CFS will determine what is appropriate and in appropriate use, and its decision is final.
- CFS has the right to review any material stored on the network and to remove any material, which is deemed contrary to policy.
- Use of the network for commercial activities, product advertisement, or political lobbying is prohibited.
- Security problems must be reported promptly to a supervisor.
- Vandalism is defined as any malicious attempt to harm or destroy any component of information networks or resources and will not be tolerated.
- Commission of any violation may result in withdrawal or denial of access privileges to information network and information resources; in addition, school disciplinary action and / or appropriate legal action may be taken

(Signatures required on next page)

## Christian Faith School - Electronic Device Agreement

As condition of my privilege to use the CFS Electronic Information System and to access public networks such as Internet, I understand and agree with the following:

- 1) I understand and will abide by this Internet and User Agreement, *including the reverse page of this document* and all attachments hereto, I further understand that any violation of the restrictions contained herein is unethical and may constitute a criminal offense or give rise to other liability. Should I Commit any violation, I understand that my access privileges to the information network and information resources may be denied or withdrawn; in addition, school disciplinary action and/ or appropriate legal action may be taken.
- 2) I further understand that CFS administrators have the right to review any stored electronic information and edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise inappropriate, and I hereby waive any right of privacy and any other proprietary or personal rights which I may otherwise have in and to such material. I understand that the use of the network shall be limited to school approved curriculum purposes.
- 3) I further understand that CFS will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/ or obtained via use of the information resources, including, without limitation, access to public networks.
- 4) I further understand that only software and materials that are supplied by a CFC administrator will be allowed to be installed, downloaded, copied, or used on any electronic device on the CFS campus or elsewhere from an electronic device owned by CFS.
- 5) I further agree I will NOT change set-up files on ANY electronic device including groups, colors, printer selections, files, or any one person's set-up format, and that I will not be permitted to use any file exchange program without prior approval.
- 6) I further understand that the Internet access is available to CFS students with instructor permission only. At all times, access will be available to school appropriate sites only with previous approval from instructor.
- 7) I further understand that financial obligation of repairing or replacing damaged or destroyed school property whether accidental or intentional must be assumed by the student/ and or Parent/Guardian. This includes any and all electronic devices; plus all printers, monitors, or color; and keyboards, scanners, LCD projection devices and all other computer hardware equipment found at CFS. The program instructor with the replacement or repair cost at school price will arrange this repair or replacement. Grades will be withheld until payment is made.

**DISCLAIMER:** CFS MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESSED OR IMPLIED, FOR THE SERVICE IT IS PROVIDING, INCLUDING, WITHOUT LIMITATION, OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. CFS WILL NOT BE RESPONSIBLE FOR ANY DAMAGES YOU SUFFER. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, non-deliveries or service interruptions caused by the Schools own negligence or errors or omissions. Use of any information obtained via the information network is at your own risk. CFS specifically denies any responsibility for accuracy, quality or timelines of information obtained through its services.

\_\_\_\_\_  
(Student name please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
*Signature of User*

\_\_\_\_\_  
*Date Signed*

### Parent/Guardian Section

I hereby give permission to issue an account for my child. I accept full responsibility for supervision if and when my child's use of information network or information resources is not in a school setting.

Parent or Guardian's Name: \_\_\_\_\_ **(Please Print)**

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date Signed*

## Christian Faith School CODE OF CONDUCT

Students entering CFS will be required to sign the following pledge, which will become a part of their permanent files. When they sign this pledge, they are agreeing to the principles expressed in it. The administration and faculty assumes responsibility for enforcement of the expected behavior. Student conduct outside of school hours, or events, will remain the responsibility of the parents. However, CFS reserves the right to take action when a behavior outside of school time or events is illegal or detrimental to the overall wellbeing of students or the reputation of the school.

### Honor Code Pledge

I \_\_\_\_\_ (please print your name), agree and pledge myself to the following standards established by Christian Faith School:

1. I will respect and honor God in all I do.
2. I will value and maintain a high regard for this life God has given me.
3. I will diligently apply myself to the best of my ability and strive for the highest level of education: spiritually, academically, and physically.
4. I will respect and honor people and treat them the way that I would want to be treated.
5. I will maintain self-control and strive towards a godly attitude in all I do.
6. I will not gossip, bully or harass my fellow students, staff or parents both on and off campus.
7. I will respect the property of others. Students damaging any personal or school property will be required to pay for all damages and may face expulsion.
8. I will submit to the civil authority of our country and obey its laws. I realize this will prohibit such things as the use of tobacco, alcohol, and illegal drugs, gambling and shoplifting.
9. I will seek to follow the will of God for my life, and to be an example of Christ-like behavior to my peers.
10. I will participate and support school activities such as chapels, advances, trips and functions requiring student participation.
11. I will remain sexually pure and free of pornography and immorality in any spoken, written or electronic form.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Christian Faith School**  
**Statement of Understanding for Participation in School Activities**

Admission to the programs of Christian Faith School is considered with the expectation that all questions and information requested during the application process including continued enrollment, are answered truthfully and completely. I understand that any misstatement or omission of information made on any application or during the admission process may result in revocation of an offer of admission and/or enrollment to, or dismissal of, my son/daughter/ward from CFS.

By signing, the parent, guardian, and student affirm that they understand and agree that enrollment at Christian Faith School is subject to and expressly conditional on the student's compliance with the terms, conditions, rules, and policies stated in the CFS Parent/Student Handbook, Statement of Faith and in other written statements, current and/or amended. The student and parent/guardian are expected to follow these rules, regulations, and policies, and failure to do so may result in corrective action, including dismissal from CFS.

Participating in any school activity may involve injury of some type of either yourself or a fellow student participant. Such injury can include direct physical and possibly crippling injury to one's body and the possibility of emotional injury experienced as a result of witnessing or actually inflicting injury to another. The severity of such injury can range from minor to catastrophic injury such as complete paralysis or even ones' future ability to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

Activity injuries can result from the incorrect or correct performance of playing techniques used in tryouts, practices, warm-ups, games, drills, exercises and other similar undertaking. Injury can also result from failure to follow game, training, safety or other rules. Injury can result from the use of transportation provided or arranged by the school to and from school activities.

Therefore the purpose of this WARNING is to aid you in making an informed decision as to whether your child should participate in these activities. In addition, its purpose is to make you aware that as a student participant, or as a parent or guardian of a student participant, it is your responsibility to learn about and/or inquire of coaches, physicians, advisor or other knowledgeable persons, any concerns that you might have at any time regarding participant's safety.

The Signatures below will be kept on file with the Registrar as documentation of the official signatures for comparison purposes for the remainder of the 2016-2017 academic year.

_____	_____	_____
Student Printed Name	Student Signature	Date
_____	_____	_____
Parent Printed Name	Parent Signature	Date
_____	_____	_____
Parent Printed Name	Parent Signature	Date
_____	_____	_____
Guardian Printed Name	Guardian Signature	Date