



2017-2018

Student & Family Handbook

(revised July, 2017)

Fairfield Christian School

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Welcome!

It's going to be an exciting school year! Fairfield Christian School was founded on a revolutionary, yet simple educational philosophy: God created each person as a unique individual, so education should also be distinct and individually tailored.

Students, it's our desire for you to grow spiritually, academically, socially and physically while you're a part of our school family. The time has come for you to receive an education that doesn't see you as just a member of a larger group, but as one created and loved by God, designed to fulfill His purpose for your life. You are beginning an exciting adventure which will influence you forever if you'll willingly embrace the process.

This handbook has been created to better acquaint you with FCS. We ask that you give us your full support so that we are not only your educational facility but also your educational family.

"Direct your children onto the right path, and when they are older, they will not leave it."
Proverbs 22:6

School History

Fairfield Christian School began in 2009 as a dream to create a school with a truly Christian environment that didn't have to sacrifice quality academics and fine arts. Since then we have grown exponentially and had to relocate to accommodate more students. We have now also launched a second campus. Because of our approach that incorporates a unique, individualized approach to every child's education, parents have readily embraced our educational philosophy, building a community that results in a truly superior school experience.

Our Mission

VISION: Developing a Biblical world-view one child at a time.

MISSION: Helping parents raise Godly children by sharing a commitment to spiritual growth and individualized, academic excellence.

FCS was established with a guiding philosophy that ensures our dedication to five basic values we believe are essential to quality education. Fairfield Christian School exists to

provide a biblically based, family centered education that is academically excellent and individually tailored to meet the needs of each student while remaining financially affordable.

Our Code of Honor

We, the staff of Fairfield Christian School, believe our primary responsibility is to encourage students to develop into active and intelligent pursuers of Christ. We consider the development of the “inner man” to be essential if true education is to take place, so we expect students to follow the FCS Code of Honor:

“As a member of the Fairfield Christian School Community, I pledge my respect, honesty, self-discipline and integrity to God and to the community, and I expect others to be responsible and do the same.”



Our Five Pillars:

Biblically Based

At FCS we believe that God’s Word must be at the center of everything we do. If a foundation is unstable, then eventually the structure will fall. From science to civics, everything is presented with a Biblical worldview as an essential component of a quality Christian education.

Family Centered

We firmly believe that a quality, Christian education functions best as an extension of the family environment at home. We exist to work with you, the parents, to reinforce the values you are diligently teaching to your children. (Deut. 6:5-9)



Academically Excellent

When considering a school for your child, academic quality is of vital importance. For our core subjects, FCS has partnered with Alpha Omega Publications to provide an academically excellent, highly individualized education. Many of our courses use Ignitia, a computer based curriculum that uses mastery teaching, entertaining video content, instant evaluation and feedback, and other creative ways to integrate web-

based resources into every lesson. Other opportunities include class discussions and interaction, weekly chapel, multi-grade electives and community service opportunities.

Individually Tailored

At FCS, we diagnose and prescribe individualized courses of study based on each student's academic needs and interests, not simply according to their chronological age. Students find this approach richly rewarding without sacrificing the quality of their educational experience or subjecting them to academic peer pressure. Students thrive when education is not directed at them, but instead created for them.



Financially Affordable

We have endeavored to keep our pricing structure as inexpensive as possible to ensure all families can benefit from private education. On average, our total costs are at least 40% less than many other private institutions.

Expected School-Wide Learning Results (ESLR's)

Our ESLR's are designed to apply to every area of a student's life, including but not limited to spiritual growth, academics, relationships, and physical health. We do not believe an individual can focus on one area to the exclusion of others. Jesus himself referred to "heart, soul, mind & strength." Our ESLR's will demonstrate the opportunity for growth in all of these areas.

Every student of Fairfield Christian School will learn to:

L: LIVE every day as a grateful example of God's undeserved grace & mercy in my life.

Key Word: Humility

1 Peter 5:5 | *And all of you, serve each other in humility, for "God sets himself against the proud, but he shows favor to the humble."*

Spiritual: Students will understand & exhibit the knowledge of all Christians simply being sinners who are saved by grace. Knowing that we are all saved only by faith in Christ will govern our natural desire to insist on personal "rights".

Academic: Students will understand & exhibit their role in the classroom as one of a student to be taught. Instruction, guidance & correction will be received with a humble and grateful spirit.

Social: Students will understand & exhibit their role as Christ's hands and feet in our community through service to others. Since we have all received mercy that we didn't deserve, we should in-turn freely serve others.

Physical: Students will understand & exhibit their role as examples of Christ by applying Biblical principles to their physical life. This includes eating & exercise habits as well as physical discipline in every area of life.

I: INVEST my total energy into everything God presents for me to accomplish.

Key Word: Focus

Philippians 3:13-14 | *No, dear brothers and sisters, I am still not all I should be, but I am focusing all my energies on this one thing: Forgetting the past and looking forward to what lies ahead, 14 I strain to reach the end of the race and receive the prize for which God, through Christ Jesus, is calling us up to heaven.*

Spiritual: Students will learn how and be expected to demonstrate their commitment to spiritual growth by forming and following a plan for consistent Biblical study, prayer and personal application.

Academic: Students will learn how and be expected to give their best efforts at all times. No "0's" or intentional "incompletes" will be allowed. Students will be taught to prioritize their tasks, giving each their total focus at the appropriate time.

Social: Students will learn how and be expected to involve themselves in the lives of the people around them. As Christians we are called to "share each other's burdens." Therefore, students will learn to focus their involvement not in commiserating the problem, but in praying for and working toward solutions.

Physical: Students will learn how and be expected to approach physical disciplines with the same commitment given to their most favorite activities. From Physical Education to private self-disciplines, students will be taught the value of focusing their efforts on improving the future instead of dwelling on their past.

O: OVERCOME every apparent obstacle in all areas of life by the power & guidance of the Holy Spirit.

Key Word: Perseverance

1 Corinthians 15:58 | *"...stand strong. Do not let anything change you. Always give yourselves fully to the work of the Lord, because you know that your work in the Lord is never wasted."*

Spiritual: Students will be taught that we are all in a very real, spiritual battle, and how to allow the Holy Spirit to work in us and through us to overcome every challenge and attack that comes our way.

Academic: Students will be taught to not only enjoy their successes, but to persevere in the subjects that do not come to them as easily. Academic struggles will be seen as opportunities to develop character, overcome difficulty and work toward an achievable goal.

Social: Students will be taught to gain friends and influences from a variety of people and backgrounds regardless of potential peer influence. They will learn to embrace others even when it's difficult, to persevere in relationships when it's not easy, and to remain a true friend in the face of adversity.

Physical: Students will be taught, by God's help, to "push through" physical obstacles that would hinder their success. Whether it be athletics, self-disciplines, or any other area of life, the concept of not allowing personal discomfort to halt personal progress will be highly valued.

N: NEVER compromise my personal values for temporary gain.

Key Word: Integrity

Psalm 101:2 | *I will be careful to live a blameless life...I will lead a life of integrity.."*

Spiritual: Students will be educated on what God's Word has to say about the importance of unquestionable character and the value of reputation. They will learn that though man appraises the outward appearance, God regards the integrity of the heart.

Academic: Students will be educated on the concepts of original work and plagiarism, and will be held accountable for their academic integrity. They will learn the importance of individual academic progress and achievement while minimizing the secular importance of comparing their progress with others.

Social: Students will be educated in the importance of being at peace with God and man. The benefit of strong, close friendships with people of similar faith and values will be strongly encouraged and demonstrated.

Physical: Students will be educated in the necessity of loving themselves, seeing themselves as God sees them, and protecting their personal morality according to Scripture. For older students, abstinence and proper relationship priorities will be regularly promoted.



S: STUDY for a lifetime, learning for God's approval rather than the admiration of man.

Key Word: Purpose

1 Thessalonians 2:4 | *Our purpose is to please God, not people. He is the one who examines the motives of our hearts.*

Spiritual: Students will explore what it means to be a "mature" believer, and how childish things are put away as personal growth continues to occur. Students will learn that spiritual growth can be measured, and be taught how to measure themselves against the standard of Scripture.

Academic: Students will explore the benefits of education as it relates to a lifetime of personal success and achieving their God-given purpose. They will understand that true learning is a daily process that can and should be measured, should never cease, and should be readily evident as continued individual growth and maturity.

Social: Students will explore how to properly influence and be influenced by other people without compromising themselves in search of personal acceptance. They will learn that a "successful life" is one that has left a positive mark on those it touches, both in the present and also long after that life is gone.

Physical: Students will explore their personal abilities as it relates to physical activities. While not every student would certainly not be deemed “athletic” by some standards, everyone can develop their abilities for a lifetime of health and fitness.

Statement of Faith

About God: We believe there is one God who is the Creator and the Ruler of the universe (Gen. 1:1). He eternally exists in three persons: the Father, the Son and the Holy Spirit (Matt 28:19).

About Jesus Christ: We believe that Jesus Christ is the Son of God, in His virgin birth (Matt 1:23), His sinless life (Heb. 4:15; 7:26), His atoning death on the cross (I Cor. 15:3), his resurrection on the third day (John 11:25; I Cor. 15:4), and that He will return again to reign as Lord of lords (Acts 1:11; 1 Tim 6:13-16).

About the Holy Spirit: We believe in the indwelling presence of the Holy Spirit that empowers each Christian to live a godly life (Rom. 8:11). The body of each believer is a “temple” in which the Holy Spirit dwells. Christian must foster a life of being filled with the Spirit, which is both an initial and an ongoing experience for Christians (Eph. 5:18). The Holy Spirit provides the Christian with power for living, understanding of spiritual truth, guidance in doing what is right and spiritual gifts to edify the church.

About the Bible: We believe that the entire Bible is the inspired, infallible and inerrant Word of God and that men were moved by the Spirit to write the books of Scripture (2 Pet. 1:20-21). The words of the Bible are the primary source for teaching and equipping Christians for a life of righteousness (2 Tim. 3:16-17).



About Humanity: We believe that human beings were created in the image of God to have fellowship with Him (Gen. 1:26), but became alienated from that relationship through sinful disobedience (Gen. 3). As a result, humanity is totally incapable of coming back into a right relationship with God by one’s own effort.

About Salvation: We believe that the shed blood of Jesus Christ on the cross solely provides for the forgiveness of sins (Mark 10:45). Therefore, salvation is received only when a person places his faith in the death and resurrection of Christ as the sufficient payment for one’s acknowledged sin (Acts 2:38). This salvation is not earned but a gift available by the grace of God alone (Eph. 2:8-9).

About the Christian Life: We believe that for every Christian the old way of living for oneself is in the past and the new way of living for Christ is for the present and for the future (2 Cor. 5:17). By obedience to the Scriptures and daily yielding to the Spirit we will mature and

become conformed to the image of Christ, which should be exhibited by love for God and for one's neighbor (Matt. 22:37-39).

About the Church: We believe that the church is the body of Christ, of which Jesus is the head (Col. 1:18). The purpose of the church is to gather believers to glorify God by being a powerful witness for Jesus Christ in a lost world (Matt. 28:18-20). God wants to edify and build up His church, this is why the Holy Spirit gives a variety of spiritual gifts to believers such as—encouragement, serving, teaching, healing, prophecy, etc. (Rom. 12, I Cor. 12). We practice two ordinances in the church instituted by Christ Himself: water baptism (Luke 3:21-22) and Holy Communion (Luke 22:14-20).

About Healing: We believe that Christ's power to heal, evident in the Gospels, is available to all believers today through His atoning sacrifice (Isaiah 53:4-5). The church is to lay hands on the sick, anoint them with oil, and pray faithfully for their recovery (Jam. 5:14-15).

About the Future: We believe that Christians who have died will be reunited with those still alive at the second coming of Jesus Christ (I Thess. 4:16-17). This event will be followed by the millennial reign of Christ, a final judgment (Rev. 20:1-15), and the appearance of a new heaven and a new earth (Rev. 21-22).

Organization and Administration

Fairfield Christian Schools is a ministry of Real Life Church of Fairfield. Our operational funds come from tuition, fees, and gifts, as well as support from our church.



Shawn Fortney serves as the principal of our original school campus located in Fairfield. He began attending Real Life Church in Fairfield in 2008. Since then, God has been asking more and more from him. Professionally, Shawn has had some incredible opportunities, including working in television as a sports writer and editor for a number of years, and training tigers and lions for 15 years (Yes, really!) He now oversees the day to day administration at Fairfield Christian School with the help of an amazing staff. He has taught, Bible, History, Finance, and Chapel Leadership, and still gets into the classroom to teach when needed. He also serves at Real Life

Church in Fairfield under Pastors Mike and Renee Tadlock, where he serves on the Worship Team, is a Deacon of the church, and is part of the Sunday morning Teaching Team.

Shawn has been married to his better half, Deanna, since 2000. Deanna is a Realtor, and spends much of her free time running. She even helps out with the Running Club at FCS. Together, Shawn and Deanna have a wonderful daughter that attends Fairfield Christian School. Shawn has also helped to raise Deanna's daughter and twin sons, all three of which are now adults.



Michael Tadlock is the Lead Pastor of Real Life Church in Fairfield, CA, which is the church that gives FCS its spiritual covering. Michael and his wife Renee have pastored in the city of Fairfield for the past fourteen years with an emphasis on connecting church and community. As a result, Michael had the privilege of serving as an honorary Commander of the 60th Air Mobility Wing at Travis Air Force Base and also serves on the leadership team of one of the fastest growing-non-profit organizations in Solano County called The Leaven. Michael and Renee have been married for 23 years and have two incredibly

gifted sons, Mason and Jeremiah, as well as a beloved Basset hound named Mazy. Michael is an accomplished musician and worshipper who is passionate in seeing the Kingdom of God advanced, by proclaiming the good news to see transformation in the lives of those who are lost, broken, and captive.

School Board

In the spring of 2009 the board of Real Life Church voted unanimously to establish a new school, eventually establishing a subsidiary school board. Our current board members are: Pastor Mike Tadlock, *Board Chairman*; Dr. Joseph Conrad, *Educator*; Pastor John Butcher, *Pastoral Representative*; Robert Boulay, *FCS Parent*; Keith Brown, *FCS parent*; Shawn Fortney, *FCS Principal*.

Admissions Policy

Attendance at Fairfield Christian School is a privilege and not a right. Students or families whose behavior, whether in action or in attitude, whether on-campus or off-campus, is not in a spirit of cooperation with the school's policies, may be asked to withdraw. It is and shall be the policy and practice of Fairfield Christian School, in the admission of its students, not to discriminate on the basis of the applicant's race, color, gender, national or ethnic origin.

Church Attendance

Faithful church attendance is a **mandatory** requirement for students and staff of Fairfield Christian School. The Bible emphasizes the importance of believers gathering together for the purpose of worship and learning. As we encourage students to develop their spiritual lives, we require they attend a Bible-believing, Christian church on a consistent basis. Failure to do so may result in being asked to withdraw from FCS.

Age Requirements

FCS tries to be as inclusive as possible, yet we recognize the need to be discerning when it comes to the age and maturity levels of our students. When entering into Kindergarten, students who are 5 years of age by December 31st are eligible to enroll that calendar year. Students turning 20 years of age by August 1st will be referred to off-campus programs in that

calendar year in order to complete their education. Any exceptions to these requirements would have to be approved by Administration or the School Board.

Minimum Enrollment

Some students, in particular seniors, may be partially enrolled at FCS while taking classes at another institution to obtain dual high school/college enrollment. In order to be enrolled with FCS, a minimum of a Bible course must be taken through FCS.

In addition, seniors may have Senior Rights which allow them to leave campus early if all of their classes are completed. Seniors must be on campus at least until lunch if they are going to be an "on campus" student and use their Senior Rights to leave early.

Tuition and Fees

We endeavor to keep tuition and fees at the absolute lowest amount possible so that private education is affordable for everyone. A current description of tuition & fees can be found at our school's website, www.fcslions.com.

Miscellaneous Fees

A late fee of 10% will be applied on the 6th of each month if monthly payments are not made in full. Occasionally there may be minor fees for field trips and other special events. Parents will be given ample notice to prepare for these fees.

Late Payment

If payment is not made by the 15th of the each month, the student will not be allowed to return to school until payment has been made. If three (3) such occurrences take place at any time during the school year, the family may be asked to withdraw from the school.

Withdrawal Policy

Enrollment at FCS constitutes a contract for the entire school year. If a student is withdrawn for any reason, the balance of tuition will be pro-rated through the current week and a termination fee of \$300.00, according to FCS financial policy, will be assessed.

Extended Care

Extended care is available from 7:00 a.m. to 6:00 p.m. The hourly rate for extended care is \$4.00 an hour, billed in 5 minute increments. The maximum monthly fee charged per student is \$200. Late pickup will result in being billed \$5.00 per 1-minute increment per occurrence, per child. The maximum monthly fee does not apply to late pickup.



Family Investment & Service Hours (F.I.S.H.)

In an effort to keep our tuition rates as low as possible, we have many opportunities for parents to volunteer for one-time as well as on-going needs on our campus. A current list will always be available on our school website for one-time events (clean-up days, field trip supervision, etc) as well as sign-up opportunities for repeating events (lunch supervision, etc.)

Parents may serve 20 hours over the course of the year, with a maximum of 5 hours per quarter. Each hour served is worth \$10 credit toward tuition. Hours must be served between August 1st & May 28th during the school year. Records will be kept in the school office.

2017-2018 Bell Schedule

A bell schedule for each student is provided at the beginning of the school year. Though every effort is made to maintain the schedule, it is subject to change with reasonable notice. Additional copies are available in the school office.

2017-2018 School Calendar

The school calendar is available to download at the school website. Though every effort is made to maintain the schedule, it is subject to change with reasonable notice. Additional copies are available in the school office.

Parent & School Communication

Fairfield Christian School recognizes we work in cooperation with parents to educate their children. Communication is essential for each student's success. Parents may contact teachers through email or by telephone. This information is included on the school's website. Parents are encouraged to call the office for any questions they may have.

Academic Progress Reports

For grades K-2, parents can track their child's progress electronically on our QuickSchools database system.

For grades 3-12, parents can continually track most of their child's progress electronically through the use of the Ignitia Online portal, and will receive quarterly reports through our QuickSchools database system.

Parent-Teacher Conferences

Conference days are set up at the end of the first quarter and at any other time according to individual requests. Like any other parent and school communications, these may be initiated by either party. Dates for scheduled conferences will appear on the school calendar.

Conflict Resolution

Parents must first address any concerns with their child's teacher before consulting administration. (Matt. 18) If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to consult with an administrator.

Weekly Email & Text Alerts

Every week the school office sends out an informational email with news and event updates. This is our primary form of communication. We also send occasional text alerts as reminders for events and other special announcements. Parents and students are strongly encouraged to sign-up for these services by visiting the school website.



Academic Guidelines and Policies

At Fairfield Christian School, we have taken what is best in traditional wisdom regarding educational structure, abandoned what is most detracting and constraining in conventional models, and enhanced all we do through the use of industry-leading resources and technology, making the possibilities for maximizing your child's learning experience truly unlimited in an unprecedented way. In our continued efforts to see that potential become reality for each family, this handbook

includes a framework for greater familiarity with our unique programs and policies. We look forward to collaborating with families for the glory of God in every life we are privileged to help form.

Fairfield Christian School has a number of individuals that oversee all academic issues & policy administration. All inquiries, after discussion with a child's teacher, should be directed to the school office, and that inquiry will be directed to the appropriate individual.



Course Assignment

In alignment with our school's guiding philosophy, we treat each child uniquely as we determine their abilities, create and assign course material, develop academic plans, and make any necessary adjustments throughout their education. Students

enrolling in the 3rd-12th grades will be given Math and Language placement tests to aid in this determination. Each new high school family will also meet with our staff to establish a four-year course plan, with follow-up meetings for any additional changes that occur.

When deemed appropriate, a course will be assigned in credit recovery (CRx) mode, which allows the opportunity to demonstrate mastery on a test which, if passed, replaces the material for that unit. In addition to our regular differentiation for individual students, any student for whom specific exceptions are made to an all-school process or policy will meet with our staff to record these changes as a Special Needs Adjustment Plan (SNAP). This includes evaluation and implementation of district Individual Education Plan (IEP) recommendations and services as well. Our partnership with families involves potential for many diverse credit opportunities with external organization, as well as for college credit through dual enrollment. Select Advanced Placement (AP) courses are also available for high school students, all by administrative approval.

Enrollment in our on-campus programs involves a minimum of 4 courses per semester, and our high school diploma tracks require a minimum of 4 semester courses to be completed through FCS for those transferring in.

It is within the power of the administration to adjust a student's course assignments when it becomes apparently necessary.

Three Keys to Success

1. Student Self-Direction

Our school system undoubtedly presents an academic standard that is more rigorous and challenging than what most students have faced before. It is also among the most thoroughly and practically college-preparatory and life-long-enriching educational experiences imaginable. One of the main aspects of our school that makes this true is the central reliance upon student ownership and initiative in their studies. Success at Fairfield Christian School is utterly dependent upon students:

- a. Reading lessons (including watching all multi-media components), and reviewing them after they are graded, checking for teacher comments and corrections.
- b. Asking for help when they don't understand something they encounter. This includes the use of the help button and the online messaging component, both of which are built into every assignment in the Ignitia learning management system (3rd-12th grade), for any question or concern with their experience in that subject.
- c. Abiding by and following all academic processes and policies (e.g., taking appropriate notes, completing subject-specific assignments as directed, completing unfinished work as homework each day, etc.).

2. Teacher Support

Our provision of robust directed instruction to guide students through lessons, along with additional individual attention as students work in self-directed ways, maximizes the quality of student interactions with the curriculum and the instructor, instilling an approach to education that extends beyond school years. During the teacher-led portions of a class, the student lesson is surveyed. This includes clarifying the overall structure and narrative of the lesson, identifying the goals/objectives of the lessons for note-taking and group engagement in dynamic multi-media components and collaborative annotations, major application discussions, further augmentation and extension that the teacher develops, and even a couple of the assigned practice questions in the lesson. During independent work time, the teacher is available for one-on-one help with lesson material as well as addressing any other obstacles to progress. Teachers also are working diligently to promptly respond with detailed guidance within the mechanisms of the Ignitia system.



This also means helping students remediate areas when and where they fall short of our mastery requirements.



3. Parental Accountability

In as much as we offer superior opportunities and stellar support structures, we also call on parents to be directly involved in a critical way with their child's education process. The most notable function of the parents in our program is that of holding the student accountable at home along the way. Having a parent check-up on a student's progress each day after school, and each weekend before planning any extra-curricular activities, is the best way of assuring that students are keeping up with their work, and that any complications or demands on the student are not being left unattended.

Familiarity with this process is actually quite user-friendly and includes a very small number of steps. It cannot be stressed enough what a world of difference it makes to have parents truly partnering in

this way. Finally, close and regular communication between parents and teachers to this end will continue to raise the level of excellence achieved in all areas of our school. If a student falls significantly behind, our staff will implement steps to raise accountability and increase communication with families to help in this area (see AAP below).

Policies and Procedures

For grades 3-12, much of our curriculum is completed in an online learning environment. Students are expected to abide by the internet agreement contract provided at enrollment. They are trained during our new student orientation on the basic structure, navigation, and logic of the system. They are also given regular guidance from teachers on the most efficient and proficient use of the tools they are given. All of our policies have been carefully developed with your child's ultimate success in mind, attempting to ensure they are truly engaging material in a thoughtful way. Students are expected to demonstrate full completion as well as a basic level of mastery before moving forward in their assignments. These aims are manifested in the following guidelines.

Assignments come in four categories (lessons, projects, quizzes, tests) and are generally weighted at 35%, 28%, 7%, and 30% respectively of their overall unit grade. For high school student semester grades, the assignments are weighted 30%, 30%, 5%, and 25% respectively, with 10% grade based on the semester final. Every assignment must be completed for every unit in order to receive credit for a class.

1. The lessons must be completed (with no question left unanswered) in sequence at an 80% score or else they will be reassigned. After the second attempt, the lesson will become blocked until the student gets explicit help from the subject teacher on the lesson.
2. The projects in a unit are all accessible on the first day the unit begins and must be completed at a 50% score before moving on to the next unit. Students are strongly encouraged to use an external program (Google Docs, Microsoft docs, Word Pad, Word, etc.) to write their projects before entering the work into the Ignitia system. Any project score can be improved by completing the assignment again for up to a maximum recovery of half of the missed points, though any original points lost for late submissions cannot be made-up.
3. The quizzes in the system can be completed at home or at school with the aid of any handwritten notes taken by the student. After this, students will benefit



from reviewing the difficulties they faced on that quiz. These are viewed as a self-check and an impetus to further learning.

4. The tests can only be completed at school. Students are not permitted to use notes. If a test score is below a 60%, their progress into the next unit in that subject will be temporarily blocked until a teacher reviews their overall performance on that unit and allows them to continue. Students are not permitted access to test results without the oversight of a teacher.
5. The overall unit score must be a 70%. If it is lower, the subject teacher will work with the student to remediate portions for which they showed lack of comprehension. This may include additional or repeated assignments and assessments at the teacher's discretion. If a unit was tested out of through our credit recovery program by a score of 70 or higher, its score will not factor in to the overall course grade.
6. Any work copied or cut-and-pasted from any lesson or any other source must be cited for credit. Failure to cite sources for any work that has been copied or paraphrased constitutes plagiarism and is considered a form of cheating. A student involved in dishonest activity will receive disciplinary consequences and will be required to re-do the assignment for up to a maximum of half credit (0 credit for quizzes or tests). It is also considered cheating if a student:
 - a. Has any other program, window, or tab open during an assessment.
 - b. Talks to another student once either one has an open assessment.
 - c. Helps another student with an assessment or receives such help.
 - d. Attempts to look up answers (except quiz notes) while an assessment is open. (No notes are allowed for tests.)
 - e. Attempts to force a system disconnect, refresh, or to artificially access or exit an assignment.
 - f. Attempts to disseminate or receive assignment questions, detailed results, and/or answers.
 - g. Uses another student's notes or answers from any assignment.
 - h. Fills out an answer for another student in any assignment.



Note-taking

At Fairfield Christian School, one of the distinctive elements of our academic process is the requirement for students to take handwritten notes on their lessons. This process is regularly incorporated into teacher presentations, and should be reinforced when they work from home as well. Our requirements act as a starting point for the development of this skill.

Note-taking is first and foremost a tool for helping to frame engagement with the lesson material. It is to help students read critically and synthesize information, as opposed to rote memorization or copying of data. Only after this purpose do we discuss the use of notes as a long-term study tool for quizzes, tests, and finals. Though we do permit the use of these notes as an aid during quizzes, this is by no means their primary aim. Teachers will help direct the inclusion of items that go above the basic standard in order to help improve the learning process as a whole.

Each lesson should have corresponding notes which include the lesson title, the objectives/goals from the lesson, and the review items from the lesson. The objectives/goals are very near the beginning of each lesson, labeled as such and given in bullet-



point format. The review items are similarly in bold and bullet-pointed at the end of the lesson. The emphasis is on being sure each part of each objective is specifically addressed in the notes. They can be organized spatially in a variety of ways according to teacher expectation and/or student personality, but must all achieve this same end. Depending on the subject and the lesson, teachers, at various times, may also advise additional inclusions such as vocabulary terms, charts, rules, steps, formulas, etc. Conversely,

there are various lessons that do not require notes, such as the reference and review lessons each unit.

Homework

Our daily classroom structure is designed so that, if students take advantage of our support, they should not need to do homework other than completing occasional projects. However, if a student does not successfully complete their assigned work for the day, they will need to complete work at home in order to stay on track to finish their course within the given time frame. These additional homework priorities include:

1. Completing any assignments from the past that were left unfinished.
2. Completing any assignment that was not finished at threshold that day.
3. Reviewing and studying for any upcoming quiz or test.
4. Completing any desired note-taking.

Students can log in at any time, any day from home and complete this work, utilizing the same online tools that are used during school hours. This is also true of students who have to miss school for any excused absence. Since they will still have assigned work, they can log in from any computer with internet access to stay current. For extreme situations of prolonged absence or lack of access, work can be rescheduled by our staff upon return to account for the difference.

Students who miss work due to excused absences have twice the number of days they were absent to obtain and complete all work from that time as well as all subsequent work since returning. After that time frame, all assignments must still be completed in order to get credit for the class, though point penalties will be applied according to classroom policies.

Academic Assistance Program

In a concerted effort of helping to address students that fall behind schedule, our guidance process occurs at three levels:

1. Classroom:

Teachers will daily set the expectation of where students should be in their progress, though it is not always reasonable to expect advanced scheduling in print due to changes for each student each day. Multiple instances of homework not being completed as expected will result in various levels of disciplinary action (i.e. classroom correction, detentions, etc.). Teachers will also notify administration of any students who persist this way and/or fall more than a week behind in any subject, by which point parents can expect to be notified.

2. Administrative conference with student including parental notification:

This meeting serves to restate and assure academic procedures are being followed, address any behavioral barriers (at school or at home) to staying caught up, and to discuss academic issues such as:

- a. Utilizing teacher support.
- b. Note-taking.
- c. Reading comprehension.
- d. A plan for getting caught up over time
- e. Potential for Special Needs Adjustments Plan (SNAP) items.

3. Academic Assistance Program enrollment (AAP):

Parents will be contacted to schedule a conference with administration to discuss the details of this program as it applies to their child. With the exception of elementary grade students, generally it includes all of the following:



- a. One month period (or until completely caught up with no overdue work) of closer awareness and accountability with a daily overdue check-up.
- b. Daily productivity forms to be completed each period by teachers, detailing classroom completion of work.
- c. Regular "Action Steps" assigned and documented with disciplinary consequences for failing to complete them.
- d. Weekly email update to parents, clarifying any questions or policy concerns.
- e. Possible adjustments of academic plans and/or probation of other school privileges.

Grade Reports

All computer assignment grades are always accessible and current in the system. Completed unit grades are transferred to the Quickschools Gradebook, which is accessible through its own parent portal, where class weighting formulas are applied to the scores. At the end of each term students will receive an incomplete ("I") on their report card if they have either no completed units or have not completed the expected number of units for that course. Non-computer subjects will be updated by teachers on a weekly basis in Quickschools as well.

Semester credit will not be given for a class unless a semester's worth of material has been fully completed (generally 50% for a 10 credit class, 100% for a 5 credit class). Instead students will receive an incomplete ("I") until they achieve the necessary progress.

Special Needs Adjustment Plan

Our Dean of Academics/Principal is available for consultation to any family interested in pursuing special diagnostic testing for learning and/or behavioral disorders, disabilities, spectral analysis, etc. at any time during the year. To proceed with such formal testing, we will also refer families to appropriate school district resources, partnering in the process of discernment, evaluation, and application of the results. The same process of analysis occurs for students transferring in with district Individual Education Plan (IEP) documentation already established. We see each and every child as an intentional creation of God, with his/her own gifts, talents, and purposes in His Kingdom. Our school environment is very welcoming to all students, and we integrate classroom and social settings for students to work in without stigmatization, while still reaching for academic standards that are appropriately adapted. Parents will be notified in conference whenever such structural components may create additional challenges for their own child or the classroom environment. SNAP documentation will be drafted many cases in order to achieve the following goals:

1. Track our integration of external assessments, programs, and services.
2. Record parent input on perceived needs.
3. Outline FCS plans and projections for any student in need of exception to our standard guidelines.

- Regularly update and evaluate the results of these plans according to student growth.

Awards

In tandem with regular, affirmative support from home, we always strive to motivate all students to reach their full potential in all areas, with righteousness as its own reward. While all students in our school are appreciated for the unique ways God continues to manifest Himself in their lives, FCS offers both ongoing and annual awards to honor student performance in academics and behavior. This includes regular character awards as nominated



by homeroom teachers, and enrollment on the "Dean's List" for students maintaining the equivalent of a 3.5 GPA (or 87.5 average for K-8 students) when quarterly reports are run. At the end of the year, we offer the John Mark award for overall growth, the Heart of the Lion award for outstanding Christian character, and Academic awards for completion, honor roll (85% average), and straight A's/E's.

Graduation Requirements

Fairfield Christian School offers three courses of study for high school students. Honors' is our most intense course of study which requires at least 270 credits in required categories. Our College Preparatory course of study is a rigorous well-rounded program which requires 250 credits in specified categories. Our General course of study requires 230 credits and has fewer requirements in the more difficult core subjects.

Honors Course of Study

Bible	40	Visual & Performing Arts	10
Math	40	Foreign Language	20
English	40	Practical Arts	10
Social Science	40	Physical Education	20
Science	30	General Electives	20
			Total Units: 270

College Preparatory Course of Study

Bible	40	Visual & Performing Arts	10
Math	30	Foreign Language	20
English	40	Practical Arts	10
Social Science	40	Physical Education	20
Science	20	General Electives	20
			Total Units: 250

General Course of Study

Bible	40	Visual & Performing Arts	10
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Math	20	Practical Arts	10
English	40	Physical Education	20
Social Science	30	General Electives	40
Science	20		

Total Units: 230

Academic Standards

The academic year is divided into approximately two eighteen –week semesters with grades being given every nine weeks. Students in grades 3–12 use the following grade scale:

A+ 97-100%	A 93-96%	A- 90-92%
B+ 87-89%	B 83-86%	B- 80-82%
C+ 77-79%	C 73-76%	C- 70-72%
D+67-69%	D 63-66%	D- 60-62%
F 0–69%		

Students in grades K-2 use the following grade scale:

E+ 97-100%	E 93-96%	E- 90-92%
G+ 87-89%	G 83-86%	G- 80-82%
S+ 77-79%	S 73-76%	S- 70-72%
N 0-69%		



If a student receives a grade of “incomplete”, it means the required work for that subject/course has not been completed. If the work is not completed within the allotted time, the incomplete work will receive an “F”.

Extra Work Requests

We, at Fairfield Christian School, believe that grades should be a reflection of a student’s daily work and therefore no extra work or extra credit is given for the purpose of improving grades.

Early Withdrawal

If a student chooses to withdraw from FCS before the school year is completed, full credit will be given only if that semester’s work has been completed. A High-School student choosing to withdraw from the school in the middle of a given semester will receive a current grade but no credit for that semester’s work. Customarily, credit would be given at their next school once the assigned work is completed. Any current student desiring to drop a course must have the action approved and course inactivated by our staff within 8 weeks of the term’s beginning in order to avoid receiving an “incomplete”. Academic records will not be released until the school account is paid in full and all school books and other property have been returned. Please note that official transcript and/or report card requests are processed by our administration within 48 hours of the request, but may take as long as up to 5 business

days to complete. In addition, transcripts and report cards will not be released until all accounts and invoices have been paid.

Plagiarism

It is vital that FCS students use integrity in all of their work. This is expected when a student is using any source that is outside of one's own knowledge and experience. This is done through parenthetical citation and a works cited page, which is required in MLA format for all writing assignments in our 7th-12th grade classes. Students are expected to cite their sources for the following three circumstances: summarizing, paraphrasing, and using direct quotations. This is presented in detail in the Ignitia English curriculum for our 7th-12th grade students. Elementary students are also held accountable for academic credibility, though the standards are grade appropriate and addressed in the classroom. Plagiarism can be avoided by documenting notes, using quotation marks, writing parenthetical citations, and making a works cited page.

Plagiarism is one of the most serious forms of cheating. Should a student be found plagiarizing, the first course of disciplinary action will be to meet with a staff member, have the work reassigned, and the piece will be rewritten according to MLA documentation standards. The student will receive 0% for that particular project, until the project is rewritten. In addition, that student will be assigned a brief course in Ignitia which will review the lessons on how to avoid plagiarism (7th-12th only). This course must be completed within 1 week. Should the problem be ongoing, the misconduct will be evaluated by staff. Plagiarism could result in lunch detention, Friday detention, Saturday school, suspension, or expulsion from the school.

Additional aid regarding MLA format, parenthetical citation, and works cited pages can be found at: <https://owl.english.purdue.edu/owl/>

Internet and Technology

As a student I understand that:

- The only purpose for personal computers, school computers and other information technology resources, on campus, is to support teaching and classroom learning.
- The school will do its best to keep me safe while using global information systems such as the computer or the Internet.
- I am **not permitted** to access material that is inappropriate or visit unapproved websites.
- I am forbidden to pass on such material by copying, storing or printing.
- I am forbidden to enter a chat room or any other social networking site (Facebook, etc.)
- Unless authorized by a teacher, I am forbidden to copy from, or to, the school computer system e.g. CD's, diskettes, flash drives, etc.
- I may only use the computer with adult supervision.

- I may never have more than one window open at a time without specific permission from the teacher.
- I may not instant message or send an email.
- I may not go to social sites (such as Facebook or Instagram), music sites or any other locations.

I UNDERSTAND HOW IMPORTANT IT IS TO:

- Take care of Information Technology resources by being careful with equipment and furniture & use only school software on computers.
- Tell the teacher immediately if I come across anything inappropriate and remove it from the screen.
- Be responsible for privacy and security.

“Bring Your Own Device” Technology Policy

FCS delivers the majority of it’s curriculum in an online format for grades 3rd-12th. All students in these grades are required to provide a computer for use at school. Acceptable devices include laptop computers with WiFi capability or a full-size tablet with portable keyboard and mouse. Before purchasing a computer or tablet, please consult the school office for more information. Students are allowed to leave their computers at school in a designated cabinet or may take them home. Regardless, the school will not be held responsible for loss or damage, nor in maintaining the computers in any fashion. Parents are strongly encouraged to purchase insurance for their devices.

New Device Registration

When a student is new to our campus, we must register their computer device on our system. When students start the year with us, they will attend New Student Orientation, which is where they will register their device. Students joining the school in the middle of the year will register their device on their first day of school. Any students that bring a new device on campus in the middle of the school year **MUST** bring the device to the office as soon as they come on campus so that the new device can be registered on our system.

Not Bringing a Device

A student’s device (laptop or tablet) is the most important thing they can bring to school. If a student does not bring their device to school, or if they do not bring their charger for their device and their device runs out of power, they will need to borrow a device from the office. The first time a student has to borrow a device in a quarter from the office, they will be able to borrow it for free. The second time they have to borrow a device in a quarter, they will be assigned Friday (Academic) Detention and be invoiced for \$25 in order to pay for staff to administer the detention. The school has a limited number of loaner computers, and we have no capacity for long term loans. For more information on Friday Detention, see Disciplinary Action below.

Attendance

Regular attendance is not only vital to school success, but required by California state law.



We request that medical and dental appointments be made at a time that does not interfere with school whenever possible. We also request, that whenever possible, family vacations not be taken at a time that interferes with school since prolonged absences can be extremely detrimental to academic success. Absences are excused in case of illness, death in the family and emergency situations.

If a student is absent for any reason (illness, etc.) they must bring a note the day they return to school, or the parent may send an email to kristav@fcsliions.com. The note should include: date

of note, date of absence, specific reason for absence, and a parent's signature. A student may NOT write their own note even if they are 18 years old. Any absence without a note is an unexcused absence and will remain an unexcused absence if a note is not received by the office within three days of the student returning to school.

A parent may write a note to excuse a student for up to three consecutive days, but absences of more than three consecutive days will require a doctor's note. Without a doctor's note, any absences over three days will be considered unexcused.

Pre-arranged Absence

Students who are planning to be absent are responsible for completing a Pre-Arranged Absence Form, notifying their teachers, getting their teachers' signatures, and getting all of their assignments before their absence. All work is expected to be completed by the date(s) listed on their form. If a long-term project/paper is due during their planned absence, it may be required by the teacher to be completed before the student leaves. Students who do not submit this form prior to their planned absence will NOT have their absence excused.

Making Up School Work Missed

Students who miss school for illness will have twice the number of days as they missed to make up assigned projects after they return. Students should consult with their teachers and the Dean of Academics/Principal for specific due dates.

If a student has a planned absence, the date for work to be done will be included on their Pre-Arranged Absence Form.



Tardy Procedures

Students are required to be in class on time. If a student arrives for class after the designated start time, they are considered tardy and must go to the office to receive a tardy slip. Students with excessive tardy notices may be endangering their credit for the class or classes missed. (See Consequences below.) Morning tardies will almost always be considered unexcused unless a doctor's note is presented or a specific incident has occurred beyond the family's control (auto accident, etc.)

Suspension

Worked missed due to a suspension will be due the day the student returns to school.

Consequences

Four tardies will equal one unexcused absence.

Three unexcused absences will result in a Friday detention. Friday detentions are from 12:15pm-3:00pm, and the family's account will be invoiced for \$25 in order to pay for a staff person to administer the detention.

More than 12 unexcused absences in a semester may result in no credit given for courses and/or a student's mandatory withdrawal from school.

Sick Policy

Fairfield Christian School is a "well-child" facility and at no time do we provide childcare for sick children. Under no circumstances may a parent bring a sick child to school. The following illness policies will be strictly enforced for the health, well-being, and safety of all concerned.

If your child is unable to participate in the normal activities of school, then your child **MUST** stay home.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM SCHOOL:

- **Fever:** Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally. A child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol or any other fever reducing substance.
- Sore throat, rash, irritability, or confusion.
- Vomiting and diarrhea: 24 hours after last episode.
- Breathing trouble, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose, weepy eyes.
- Frequent scratching of body or scalp, lice, ringworm, or other spots that resemble childhood diseases.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to school for 24 hours after the condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If you aren't sure about whether or not to bring your child to school, please call the School Office. Allergy related symptoms, and noncommunicable illnesses do not require exclusion if you have a note from your doctor. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

Should there be a situation where our students are potentially exposed to a medical situation, such as lice or chicken pox, all parents of potentially exposed children will be notified.

Children need to be symptom free for at least 24 hours before returning to school if they are sick. More serious medical issues may require more time. The following common conditions have special requirements:

Lice

If a child is found to have lice, they may not return back to school until they have had treatment to remove all lice and nits (eggs). Upon returning to school, the student must first come to the school office in order to be checked by the office staff. If found to be clear of lice and nits, the student will be allowed to return to class.

Chicken Pox

Children may return to school 7 days after onset of rash and if all blisters have scabs. This information does not replace talking with your health care provider if your child is ill. If your child has symptoms, please seek diagnosis and treatment from your health care provider.

Nut-Sensitive School

Due to a sharp increase in the number of students with nut allergies, FCS wants to make sure that we are sensitive to the safety needs of all our students. Please do not include in lunches or snacks food that contains any sort of tree nut, including: peanuts, almonds, beechnuts, Brazil nuts, brush nuts, cashews, chestnuts, coconut, Filbert, Ginko nut, hazelnut, hickory nut, lichee nut, macadamia nut, nangai nut, pecans, or pine nuts. Part of our school philosophy is that God made every child differently, and we, as a school, are committed to helping in every way we can.

Student Dress Code

FCS is in favor of attractive and tasteful dress. In all areas of appearance, clothes, make-up, and hairstyles, students should look neat and natural with an emphasis on cleanliness and modesty. The school depends on parents to work with us in maintaining the dress code guidelines. When buying clothes for school, parents should remember the dress code.

Some of the criteria listed are to promote modesty, some are to establish an atmosphere appropriate for the important business of education, while others ensure safety.

It is significant to remember that through the individual student's response to the standards, important attitudes are developed. The main responsibility with enforcing the dress code lies with parents. The final decision on appropriateness of a student's clothing will rest solely with the administration.

Dress Code Specifics

Dress standards apply to all school sponsored activities. Students are to be within the dress code the entire time they are on campus or attending a school sponsored event. They are not to come to school out of dress code and change once here, nor are they to change before leaving campus. If there are any changes in the policy regarding standards of dress, there will be an official notification from the school.

Mondays—Thursdays:

FCS has a modified uniform dress code. Students are required to wear a plain polo shirt in the one of the school colors: navy, gray, or white. While other outer apparel (jackets, sweatshirts, etc.) are allowed outside, ONLY dress code approved apparel is allowed inside the classroom. This makes it easy for teachers to determine if a student is abiding by school dress code policies. Jeans, shorts or pants may be worn according to the general guidelines listed below.

Fridays:

On Fridays, FCS apparel may also be worn, as well as **obvious** Christian themed shirts.

Free-Dress Passes:

There will be occasions where students will be able to earn a Free-Dress Pass. Any clothing that conforms to the general guidelines listed below may be worn. There may be other times during the week that "free-dress" may occasionally be earned. A free dress pass will be issued and must be redeemed in the school office before school starts. A "free dress" wristband will be given to be worn for the day and must be prominently visible.



General Clothing Guidelines:

- Any clothing containing words or pictures must be consistent with the school's standards and testimony. Plain-colored t-shirts or distinctively Christian T-shirts are strongly

encouraged. Polo shirts, sweaters or similar are also acceptable within the same guidelines.

- No clothing with words or pictures which are obscene, suggestive, torn, ragged, sloppy, demeaning to other cultures, drug or alcohol related and/or gang related may be worn.
- Jeans, khakis, slacks, shorts are acceptable, but may not be torn or have holes, even if other clothing is worn underneath. Leggings, tights, or similar leg coverings are not acceptable as pants as they are generally too tight. Pants or shorts must have a zipper and pockets. No “sweat” type material or athletic type material (basketball shorts, etc.) may be worn except on announced “Casual Dress” days.
- Clothing that exposes the body, (e.g. bare torsos, see-through clothing, tank-tops, low cut armholes, spaghetti straps, low cut tops, too tight or form fitting) is considered immodest and improper dress. All shirts must have sleeves. Girls are asked to be especially mindful that no cleavage is showing at any time.
- No clothing that resembles underwear or pajamas may be worn.
- Shoes must be worn at all times. Flip-flops for grades 7-12 are acceptable. Tennis shoes must be available for PE times. Students in grades K-6 MUST wear athletic or closed-toe shoes.
- Skirts and shorts must be no more than two inches above the knee when standing. The use of leggings underneath a skirt does not alleviate the length requirement.
- Pants must be worn at the waist. No sagging is tolerated, and underwear may never be seen.
- Students may not wear costumes of any kind unless there is a specific event which allows the wearing of said costume, i.e. Spirit Week, Harvest Day, Sports Day, etc.

General Appearance Guidelines:

- Students may wear sunglasses, hats or caps to school, but may not wear them inside for any reason. This rule regarding hats applies to both boys and girls.
- For girls, ear-piercings as well as one conservative, nose piercing is allowed. Gauges must be very small.
- For boys, conservative ear-piercings are allowed. Studs or small gauges only may be worn.
- No other facial piercings, tongue-piercings or nasal septum piercings are ever allowed. Final determination of what is acceptable for any piercing will be made at the sole discretion of the administration.
- Boy’s hair must be well-kept and out of the eyes. Long hair must be drawn back in a pony-tail.
- No extreme hairstyles are allowed, including “mohawks”, extreme designs, etc.
- In general we would suggest, “If in doubt, don’t.”

The administration of Fairfield Christian School maintains the ultimate authority in determining whether or not a student’s attire is appropriate. We believe the students of FCS are fully capable of understanding what is meant with regard to “appropriate dress” and we

trust them to use this opportunity to demonstrate maturity when making clothing decisions. We also expect our students to recognize that our school body includes preschoolers through 12th graders, and should thoughtfully consider the impact of their choices on other members of the community. Just as administration trusts the students to dress in an appropriate manner, students should have faith that administrative decisions regarding an individual's dress is done solely to ensure the modesty and integrity of both the individual and the community as a whole. Students not in dress code will, in most situations, work in the office until parents can bring appropriate attire.

PE Uniforms

A PE uniform will be required for students in grades 7 and above. This uniform may be purchased in the school office. Athletic shoes will always be required for P.E., and students may have to plan appropriately depending on their school attire. Students in grades K-6 will not be required to "dress out" for P.E.

Student Expectations

Guidelines have been established to encourage a healthy relationship with God, respect for authority, and to strengthen personal character. Adhering to rules does not make one a Christian, but observance of these rules is a natural expression of a life devoted to becoming more and more like Christ. Every student is expected to be a cooperative, positive member of our study body. This includes cooperative interaction with teachers and staff, consistent Christian testimony and obedience to school rules.

Fairfield Christian School asks students to adhere to the following four guidelines:

1. I am respectful
2. I am responsible
3. I am safe
4. I am prepared

I Am Respectful (Heb. 13:7)

- Students are to be respectful of their teachers and administrators. Students are expected to be prompt, willing and cooperative in their obedience to their teachers
- Students are to be respectful of their fellow classmates. FCS expects students to remember our hands-off policy which includes no horseplay, pushing or grabbing. Respect for fellow students includes words as well as actions. The rights and property of others will be respected at all times. No student shall threaten or be physically or verbally abusive to others.
- Students are to be respectful of the facilities of FCS. The facilities, books, computers, desks, etc. are provided for the use of the students. Damaging and defacing of such property is unacceptable. Students and their parents are responsible for damage incurred to school property whether willful or accidental. This includes lost or damaged textbooks and computer resources.

Students are to treat themselves with respect. FCS recognizes that each student was created in the image of God, and therefore should be treated in a respectful manner. Students are not permitted to engage in any activities that are harmful such as using tobacco, or narcotics.



I Am Responsible

- Students of Fairfield Christian School are responsible individuals who come to school ready to work.
- They take ownership not only of their assignments and work, but also of their behaviors and attitudes.
- They recognize they are responsible for their words, actions and assignments whether on or off campus.

I Am Safe

Safety is paramount and the students of FCS adhere to the following guidelines with regard to safety:

- Avoid running or excessive noise in the classrooms and be careful when you open doors.
- No pushing, shoving, grabbing or horseplay.
- No food or drink in the classroom.
- Students are to conduct themselves in a safe and courteous manner.

I Am Prepared

The students of FCS come to school each day ready and willing to learn. Each student:

- Arrives with appropriate supplies, pens, pencils, paper, etc.
- Completes their assignments on-time.
- Has had an appropriate amount of rest so that they can function well in class.
- Conducted any necessary research to complete that day's assignments.
- Is dressed appropriately for school.
- Has turned off their cell phone, iPod, etc. so that they can study to the best of their ability.

Students should conduct themselves properly at all times. Their testimony sends a powerful message that helps establish the school's reputation. Students are responsible for their conduct. No students shall threaten or be physically or verbally abusive to others (1 Cor. 9:12).



Every student of Fairfield Christian School is expected at all times, both on and off campus, to refrain from talking about, writing about, or engaging in the following non-Biblical, immoral activities: lying, cheating, stealing, swearing, dressing indecently, using narcotics or illegal drugs, using tobacco, any pornographic activity, using vulgar language and occult activity, or any sexual involvement with like or opposite gender.

Other types of behavior never permissible are incompatible attitude, uncooperative spirit, rebellion toward discipline, chronic complaining, sowing discord, and unexcused absences or tardiness. Every student of Fairfield Christian School is expected to act in an orderly and respectable manner, maintaining Biblical standards of courtesy, kindness, language, morality and honesty. Students are expected to strive toward unquestionable Christ-like character in the way they conduct themselves at all times, both on and off campus.

Campus Life Policies and Procedures

Students spend a great deal of time on campus. In order to maintain an orderly and safe atmosphere, as well as comply with overall school rules, students and parents should understand and follow these school policies.

Community Service Hours

As a part of a well-rounded education, all students in grades 7-12 are required to fulfill Community Service Hours during each semester. Each student must serve a total of 10 hours per semester and submit those hours on an FCS Service Hours Form prior to the end of each semester. Families are highly encouraged to do community service hours together.



Care of Buildings and Equipment

Students should not damage school property or equipment. Students are urged to take pride in the school by keeping it clean. If paper or trash is on the ground, pick it up. Students are to keep walls, desks, and other surfaces free of graffiti. Any damage or vandalism will be treated as a very serious offense requiring restitution.

Classroom Etiquette

Though FCS promotes a family atmosphere in all aspects of its education, students are reminded that the classroom is a place primarily for individual learning. Therefore, students are asked to be quiet and respectful of other students. If assistance is required, the student may notify the teacher using approved methods. At no time are students allowed to converse with each other, use another student's computer, or otherwise interfere with the learning process. Students who do not respond properly to requests from teachers to modify their classroom behavior may receive discipline.



Computer Rules

The computers at Fairfield Christian School, even if they are owned and brought by the students, are to be used for academic purposes. Students are not to have multiple windows open while working. They may not go to social sites, music sites or any other locations. Students may not instant message or send emails. Violation of these rules may result in disciplinary action.

Closed Campus

FCS operates a closed campus. Closed campus means that unauthorized visitors are not permitted on campus and students are not permitted to leave campus during school hours without administration approval. Students

should remember that if they must leave during the day, they must bring a note from home or get permission from the office. Before leaving campus, students must sign out. Failure to do so will result in an unexcused absence, which may result in a referral. Every student at school must be in a class, on specific assignment, or in a designated area during class times.

Visitors

Visits are limited to family, pastors, or alumni. Visits should be planned to coincide with the lunch hour. Students may not bring friends to school without permission. All guests must go to the office and pick up a visitor pass before entering the school.



Parking

When driving or bringing students to school, please use care to see that all standards of safety and common sense are observed. High-School students must obtain a parking permit if they will be driving themselves (including siblings) to school. Students who drive to school are to park their cars in the area designated for student parking. Students may not go to their cars during the school day. All books, lunches, etc. must be brought on campus at the start of the day. Students

may not leave in their cars until the end of the school day unless they have a scheduled appointment or have permission from the administration. They must first sign out in the office.

Field Trips

Field trips are an extension of the classroom learning experience and are required if the trip is part of the class grade. These experiences are carefully thought out and planned by the teachers and administration. Permission slips must be filled out and returned to the homeroom teacher. Only parents may drive students on Field Trips. Proof of insurance and a copy of a current driver's license need to be on file for a parent to drive other students.

Dispensing of Medication

In order for school personnel to administer medications to students, a signed parental note must be turned in along with the medication. There must be clear instructions from the doctor explaining proper administration. Students may not, under any circumstance, have medication in their possession while on campus.



Telephone

The telephone in the school office is not for student use unless given permission. Also, cell phones may not be used for any reason during the school day without permission. If parents need to reach their child during the school day, they must call the school office, and the students will be brought to the office.

Lost and Found

Lost and found items are located in the elementary hallway and in the High School restroom hallway. Clothing and items clearly marked with the student's name will be returned directly to the student. Otherwise, items will be held until the end of the quarter and then donated to charity.

Toys, Radios, Beepers, Electronic Games, Lasers, Etc.

These types of items may not be brought to school. Items of this type will be confiscated and held by administration until claimed by a parent. If not claimed on the last day of the quarter it will be donated to charity. This includes items such as fidget-spinners, unless a student's SNAP document clearly deems it necessary.

Cell Phones & Digital Devices

These and similar items must be turned off when school is in session and kept out of sight. Electronic devices may NOT be kept in a pocket, but must be placed in a purse, backpack, locker, or similar storage area. If a student has a device that also serves an educational purpose, it may only be used with permission during class times as a planner, for note-taking, etc. The consequences for not following these procedures will be:

1. First offense—the device will be confiscated. The student may claim it at the end of the day and a warning will be given.
2. Second offense—the device will be turned in to the office and a parent may claim the phone.
3. Third offense—the device will be confiscated and a parent may claim the phone. The student loses all cell phone privileges for the remainder of the quarter.

Roller Blades and Skateboards

Roller blades and skateboards must not be used on campus. If this is a mode of transportation to and from school, the item must be checked into the school office immediately upon arrival on campus.

Bicycles

Students are free to ride their bicycles to school, but for safety reasons, students may not ride their bicycles on campus. When arriving to the school campus, students must get off of the bicycle and walk it to the designated bike lockup area. Especially during carpool in the mornings and afternoons, with so many vehicles entering and exiting the parking lots, it is simply not safe to have students riding in the parking lots or on the campus. Students are also required to wear a helmet when riding their bicycles to school.

Gum

Chewing gum on campus is prohibited at all times.

Weapons

No weapons (knives, firearms, bullets, etc.) of any kind (even toy weapons) may be brought to school. Violation of this policy could result in immediate suspension or expulsion.

Student Moral Conduct

In order to achieve your true potential not only as a student, but as a person of faith, it is essential that you know and follow the guidelines for behavior set in Scripture. As Paul wrote in Romans 12, "we must submit ourselves as living sacrifices to Christ." Thus Fairfield Christian School believes firmly in holding its students accountable to a Biblical and appropriate code of conduct.

In addition to behavioral obligations, members of our community choose to impose upon themselves the following rules for behavior out of the conviction that they serve both the long range interest of this institution and the immediate good of its individual members.

You have chosen to attend Fairfield Christian School and, therefore, have voluntarily submitted yourself to the rules of conduct and moral expectations. Violations will be regarded as serious breaches of integrity, possibly resulting in suspension, probation, and/or expulsion. Students, whether on or off campus, will refrain from participating in the following forms of misconduct:



Tobacco

As responsible stewards of our bodies, students will not be allowed to use tobacco products while attending FCS, whether on-campus or off-campus. Violation may result in disciplinary action.

Alcohol

Students will not possess or use any alcohol while they are attending FCS. Violation may result in disciplinary action.

Narcotics

Students will not use illegal drugs. This includes the use of inhalants, prescription, or over the counter drugs or drugs prohibited by law. Students may be required to take a drug test at their expense if suspected. Violation may result in disciplinary action up to and including Expulsion.

Inappropriate Language

Inappropriate language is not allowed, including on campus, at school related activities, or on social websites. Violation may result in disciplinary action, including suspension.

Public Display of Affection (PDA)

Physical gestures, contact, or PDA (public display of affection), kissing or prolonged physical contact between students is not allowed (1 Cor. 10:31-33). Violation may result in disciplinary action.

Disciplinary Action

Romans 13:1

1 Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist are instituted by God.

Discipline for the FCS community is to promote personal godliness and self-control. It is the goal of Fairfield Christian School (FCS) to provide an environment and community where students can be respectful, responsible, safe, and prepared. Disciplinary action is necessary when students have violated the guidelines of the community. This action is taken with the goal of bringing restoration, and is tempered with good judgment and understanding.

One of the foundations of our school is the belief that students are individuals, and their education should be individualized to them. Additionally, when it comes to the discipline of behavior at our school, the staff needs the freedom to assess each situation and provide individualized discipline within consistent guidelines. The following forms of Disciplinary Action are standard for correction, though teachers and administration may use other forms of Disciplinary Action as well, as the incidents merit.

Verbal Correction

Teachers, administrators and staff may verbally correct a student for minor, non-recurring, behavioral issues. Occasionally, parents may be contacted to assist with correcting a student's behavior before a referral becomes necessary.

Loss of Recess (K-6th grades)

At the discretion of the teacher, a student may lose the privilege of recess as a part of classroom discipline. Parents will be notified if this sort of correction takes place. Students will be expected to sit quietly either in the classroom with a teacher or on a bench in the playground (if a classroom is not an option) for the duration of the recess.

Teacher (Lunch) Detention (7th-12th grades)

As a part of the classroom discipline process, a teacher at times may give a student a Lunch Detention. Lunch Detention is from 12:15pm to 12:40pm. Students arriving late for Lunch Detention may be assigned another Lunch Detention. The teacher will determine the activity for the Lunch Detention, and may include sitting quietly, picking up trash on campus, cleaning the classroom, or working on assignments. If students receive multiple lunch detentions, or if there seems to be a recurring attendance, administration will notify parents in order to have them assist with the correction of behavior.

Referral

A referral is a more severe disciplinary measure, usually administered when a student's behavior has become unmanageable, or when there is repeated, undesirable behavior. It indicates an on-going problem or a serious offense that merits involvement of the administration. The student will generally be referred to the Dean of Students. In most cases, the Dean of Students will notify the parents of the referral, and may ask for assistance from the parents in the correction of behavior. On a student's first referral, a parental meeting with the administration is optional; on further referrals, it is mandatory. During a referral, the Dean of Students may administer some form of discipline. Students who receive three referrals in one semester may be placed on probation or possibly suspended.

Friday Detention (Academic and Attendance)

Friday detention is generally reserved for students who are having struggles maintaining academic standards. A student who is behind in their lessons or consistently turns in sub-par work may be assigned Friday Detention by the Dean of Academics./Principal. The detention will afford the student the opportunity to work to either catch up, or improve their academic standing. In addition, as outlined in the Attendance Policy, three unexcused absences will result in a Friday detention. Detention will be from 12:15pm-3:00pm, and the family's account will be invoiced for \$25 in order to pay for a staff person to administer the detention. Failure to appear for Detention will result in another Detention being assigned along with another \$25 invoice.

Saturday Detention (Discipline Policy Violations)

Saturday Detention may be assigned by the Principal for various behavioral discipline violations, usually of the more severe or recurring variety. Students will receive a written notice of the date the detention is to occur, and parents will receive an email notification. Unless previously prescribed by the Dean of Students, the activity for the detention will be at the discretion of the overseeing teacher. Saturday Detentions are from 9:00am-12:00pm, and the family's account will be invoiced for \$25 in order to pay for a staff person to administer the detention. Failure to appear for Detention will result in another Detention being assigned along with another \$25 invoice.

Probation

Probation may be imposed for up to nine school weeks. The student will not be permitted to participate in extracurricular activities for the first four weeks and will relinquish all positions of trust and responsibility. At the end of the probation, the administration will determine if the student should be returned to full status. If the problem(s) persists or recurs, the administrator may extend the probation, impose additional restrictions, suspend the student, expel the student, or ask the family to withdraw their child.

Suspension

Suspensions may be imposed by the Dean of Students or Principal for offenses that are either serious or reoccurring in nature. Suspensions will generally be from 1-3 days, during which time the student will not be allowed on campus. Access to school work during the time of the suspension will be at the discretion of the Administration.

Expulsion

Students may be expelled by administration on their first referral if the offense is of a degree that merits expulsion. Those expelled may not return to FCS during the school year they are expelled, nor may they receive a diploma or graduate unless re-admitted.

To be re-admitted to FCS, the student must show a repentant attitude. Re-admitted students will enter on probationary status. The administrator, in lieu of expulsion, may recommend withdrawal.

Harassment Policy

Fairfield Christian School is committed to maintaining an academic environment that encourages individuals to treat each other with dignity and respect. The school is to be an environment which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, 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 a basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the 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 this school.

What to Do if You are Harassed or See Someone Being Harassed

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to report the matter promptly to the principal or lead teacher. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to a school official. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate fully every complaint, and to notify a student’s parents/guardian and appropriate government officials as the circumstance warrants.

Policy Changes

FCS administration & governing board reserves the right to change its policies at any time. If any changes are made during the course of the school year, parents & students will be notified in writing.