

**FLINT HILLS CHRISTIAN SCHOOL**  
**Parent/Student Handbook**  
**2019- 2020**

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## **SECTION I - GENERAL POLICIES**

### **Article I. Vision and Mission Statements** (Approved 2/3/14)

Our vision is to partner with Christian families to educate and inspire their children in the desire to love, serve, and honor God as mature Christian leaders to reach the world for Christ.

Our mission, as an extension of the Christian home, is to educate in Truth, train in righteousness and fully develop each child in body, mind, and spirit. —Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth. 2 Timothy 2:15 (NIV)

### **Article II. Statement of Faith** (Approved 9/8/14)

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe that 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 our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), in His sinless life (Hebrews 4: 15, 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11, Revelation 19:11). That man is redeemed by grace through faith in Christ's atonement for sin, through the shedding of His blood on the cross.
4. We believe that for the salvation of lost and sinful man, regeneration sovereignly applied by the Holy Spirit and evidenced by a living faith in Christ is absolutely essential. (John 3:15-19, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe that God has created man and that He created them male and female. We also believe that God instituted monogamous marriage between a male and female as the foundation of the family. For this reason, any sexual relationship outside of marriage between one man and one woman is considered sinful and unacceptable to God. (Genesis 2:22-24, Matthew 19:4-6, Hebrews 13:4, 1 Corinthians 7:2)
6. 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, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)
7. We believe in the resurrection of both the eternal saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of eternal loss. (John 5:28-29)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 2:12-13)

### **Article III. Philosophy of Christian Education** (Approved 2/3/14)

Flint Hills Christian School is an independent, non-profit, community supported educational facility designed to meet the needs of the Christian community by providing a quality education from a Biblical perspective. We believe it is our responsibility to create an environment that is conducive to learning, as well as to promote Christian values that will extend beyond the

classroom walls.

Our mission is to be an extension of the Christian home in an effort to see each child develop in mind, body, and spirit. In this context, we are not a replacement for the home or the church. Our ultimate goal is to equip and prepare well-educated, mature Christian men and women to best fulfill God's calling in their lives.

#### **Article IV. Core Values** (Approved 9/14/09)

As a school community, we ...

1. Strive to honor God in all we say and do. God's Truth should be integrated into a well-rounded program of academic and extra-curricular activities.
2. Teach and model a Bible-based, Christ-centered world view.
3. Strive for educational excellence.
4. Are committed to providing educational programs that create a learning atmosphere that develops a desire for high achievement and encourages student participation, critical thinking, and problem-solving.
5. Believe that since parents have the primary responsibility for educating their children, parent involvement in school programs and activities is expected. We believe that the benefits of Christian education are enhanced when the entire family is committed and involved.
6. Value each child as a unique creation of God.
7. Provide educational opportunities for diverse learners and strive to meet the individual educational and special needs of each child.
8. Focus on encouraging each student in his/her relationship with Jesus Christ.
9. Practice justice, mercy and peacemaking, resolving conflict in a positive manner using Biblical principles.
10. Are committed to hiring exceptional employees who love and honor God, love children, and are consistent godly role models. Teachers should be called by God to the teaching profession, demonstrate expertise in their academic areas, and have an unselfish spirit of dedication.
11. Seek to honor God in all our financial decisions by being faithful stewards of His resources.

#### **Article V. Expected Student Outcomes** (Approved 10/12/09)

##### **Students who graduate from Flint Hills Christian School**

##### **Spiritually...**

1. Commit to and develop a personal relationship with Jesus Christ.
2. Know, understand, and apply God's Word as a standard for daily life.
3. Are able to articulate and defend their faith and Christian worldview while having a basic understanding of opposing worldviews.
4. Are empowered by the Holy Spirit and pursue a life of faith, exhibiting the fruit of the Spirit in their lives.
5. Treat their bodies as the Temple of the Holy Spirit.
6. Personally respond to carrying out the Great Commission locally and around the world.
7. Are actively involved in a church community, serving God and others.
8. Become Christian servant-leaders of their home, church, and community.
9. Commit to developing and using their spiritual gifts.

## Academically

10. Are skilled in reading, writing, speaking, and listening.
11. Are proficient in math and science.
12. Have a knowledge and understanding of people, events, and movements of history and the cultures of other people and places.
13. Appreciate literature and the arts and understand how they express and shape beliefs and values.
14. Have an appreciation of languages and cultures of other people, helping to dispel prejudice.
15. Know how to responsibly access resources including technology to find, analyze, and evaluate information.
16. Are committed to life-long learning.
17. Have the critical thinking skills to question, problem-solve, and make wise decisions.
18. Value intellectual inquiry and are prepared to engage in the open and honest exchange of ideas.

## Socially

19. Value and engage in appropriate social and community activities.
20. Practice justice, mercy, and peacemaking in their family and society.
21. Are good stewards of their finances, time, and resources.
22. Understand that work has dignity as an expression of the nature of God.
23. Respect and relate with integrity to the people with whom they live, work, and play.
24. Value the worth of every human being as created in the image of God.
25. Appreciate the natural environment and practice responsible stewardship of God's creation.
26. Are equipped to practice the principles of healthy, moral family living.
27. Practice Biblical hospitality towards all people.

## Article VI — School Policy Statement (120)

The School Board determines the policies of the school. Student, parents, and staff are expected to cooperate fully with the school policies as set forth in this handbook.

## Article VII — Admission Policy (301)

Flint Hills Christian School exists to offer Christian education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body of high moral Christian standards. Flint Hills Christian School is dedicated to the teaching of Christian values and principles. We believe that it is necessary to apply these truths to all areas of life. Flint Hills welcomes applications from all who recognize the importance, within their family, of Christian beliefs and endeavor to teach these truths in the training of their children at home. Families will show their commitment to these values by participating regularly in a local church body.

Acceptance of a student will be based on school records, a personal interview with parents and student, testing results, and/or recommendations concerning character, attitude, general promise, and spiritual development.

Flint Hills Christian School is not equipped to accommodate the special needs of all children. With evaluation, review of a student's particular needs, and approval of the Administrator and teacher(s), students with exceptional physical, cognitive, language, or emotional needs may be accepted. Special needs students will be monitored and re-evaluated periodically.

## **Re-Enrollment**

A current student with documented academic, social, attendance, and/or disciplinary problems, or one with special needs may have his/her records reviewed at the end of the academic year by the Administrator and appropriate teachers. If the Administrator and teacher(s) agree that a student or the school might not profit by the student's return, a meeting will be scheduled with the student's parents to discuss the matter. After meeting with the parents, the Administrator will determine whether the student will be allowed to re-enroll for the coming school year. Parents will be informed of the decision as will the board of education. The Administrator's decision will be final.

## **Academic Probation**

Current junior and senior high students who fail to earn a 2.0 or higher GPA for any semester will be placed on academic probation for the next semester. A probationary contract will be drawn up and signed by the parents and student. Reasonable special help or tutoring will be provided as available. Conferences will be held with the parents, teachers, and student during this period to evaluate progress. Failure to achieve a 2.0 GPA or higher at the end of the probation period will result in termination of enrollment unless special circumstances exist as determined by the Administrator.

**Note:** Expect in the case of an expulsion, when a student is not allowed to reenroll, his/her permanent transcript will show no evidence of that action. However, all of the documentation regarding specific academic or disciplinary events will remain in the student's permanent record.

## **Notice of Non-Discriminatory Policy (302) (amended 3/9/2015)**

Flint Hills Christian School admits students whose parents believe in FHCS' Statement of Faith and are actively involved in a local Christian church. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, or in athletic and other programs.

## **Article VIII - Enrollment Procedure**

The enrollment procedure will consist of a two-tier system. All families wishing to enroll must fill out an application and supply enrollment documents, which will then be followed by an interview with the Administrator. Prior to the interview, a student may be screened or tested to help determine his/her academic level and/or emotional maturity.

### **Tier I – Unconditional Acceptance by Administrator**

1. For a student to be accepted at FHCS, the following minimum requirements must be met:
2. One or both parents must provide a written Statement of Faith in Jesus Christ.
3. The family must be actively involved in a local Christian church. If new to the area, the family will provide a history of past church involvement. Current pastor and other references may be contacted.
4. Parent(s) must express a desire for Christian education.
5. The potential student does not exhibit a pattern of significant behavioral problems.
6. The potential student in grades 7-12 must express a willingness to be in the school and complete a student contract.
7. Parent(s) must be in agreement with the foundational documents of Flint Hills Christian School.

The Administrator will conduct a family interview to discuss the criteria listed above. If all other

factors are satisfactory (ability to pay, provision of school records, and proof of a physical), the student(s) will be enrolled in school. Parents will be notified of acceptance or rejection.

**Note:** The board determined that it would not knowingly admit a child from a same sex relationship. Rationale is based on current policy, an understanding of Biblical principles, regarding such relationships.

**Note:** Junior and senior high students enrolling for the first time with a grade point under 2.0 for the last semester completed will be placed on academic probation for the first semester. A probationary contract will be drawn up and signed by the parents and the student. Reasonable special help or tutoring will be provided if needed. Conferences will be held with the parents, teachers, and student during this period to evaluate progress. Failure to achieve a 2.0 GPA or higher at the end of the first semester will result in termination of enrollment unless special circumstances exist as determined by the Administrator.

### **Tier 2 - Conditional Acceptance**

Situations may allow for conditional, probationary acceptance if all six of the above criteria are not met. The following procedure will then be followed:

1. An interview with the student and his or her parent(s) will be conducted with the Administrator.
2. If the Administrator is in favor of admission, he or she will present in writing the terms of acceptance. The Administrator reserves the right to accept the student on probationary terms or reject the applicant for admission.
3. The decision of the Administrator to accept or reject the student's application for admission is final.

### **Upon Acceptance:**

1. Parents will request the forwarding of the student's permanent records from the school previously attended.
2. The student will have undergone a physical examination in the past year. A medical history form completed by the parents and the child's physician is due in the office by the start of the school year.

### **Transfer Students:** (421) (Amended 2/7/2011)

Students who transfer to FHCS after the first semester of 9<sup>th</sup> grade and plan to graduate from FHCS, will have their transcripts evaluated by the school administrator to determine what courses/credits will be accepted towards graduation at FHCS. Credits will generally be accepted from all accredited high schools and non-accredited Christian schools.

Credits from home-school settings may be validated with standardized achievement tests (SAT-10, ACT, PSAT, etc.). Credits may be accepted in mathematics, language, social studies, or science if a student scores at least at the 50<sup>th</sup> percentile on a standardized test in the particular area of study. Credit for a lower level course may also be accepted by a student's successful completion of a higher-level course in the same field (e.g. success in pre-calculus may validate an Algebra II home-school credit).

Credits from community or junior colleges (Highland, Cloud County, MATC, etc.) will generally be accepted at the rate of 1 semester of a 3-hour class counting as a .5 high school credit at FHCS.

Final decisions regarding the acceptance or denial of credit reside with the administrator.

Grade level placement in elementary classes is at the administrator's discretion based upon school records, teacher and parent input, and testing data.

### **Article IX - Kindergarten and K-4 Entrance Requirements** (303)

Students entering Kindergarten or the K-4 program must meet the following requirements:

1. Proof of a recent physical examination by a doctor or the health department.
2. An up-to-date immunization record. If the required immunizations have not been received, we must have a statement signed by the parent stating that the child has not been immunized and or tested for tuberculosis because of a religious conviction or other objection to immunizations/testing.
3. A copy of the child's birth certificate.
4. FHCS requires that a child must be 5 years of age by August 31 before enrolling in kindergarten or 4 years age for K-4 enrollment. This policy may be waived by the Administrator after consultation with the kindergarten teacher and testing of the child.
5. The student will be screened or tested by the FHCS staff to determine whether the school can meet the child's needs and whether the child is ready for the K or K-4 programs.

### **Article X - Financial Policy** (304) (amended 12/12/2016)

Scripture clearly shows that one's heart is in the same place that one's treasure is. Flint Hills Christian School is a non-profit, tax-exempt corporation and, therefore, receives minimal federal or state aid. 100 percent of funding for the school is provided by tuition, fundraising, and donations. Therefore, prompt and regular payment of tuition is vitally important.

#### **Fees**

New families to our school will pay a \$100 application fee. The application fee is non-refundable if a family does not attend. To see details about this, refer to our web site under Admissions > Tuition and Fees.

#### **Tuition**

Tuition rates are established annually by the board. Visit our web site or call the office for the current rates. Tuition must be pre-paid or paid over twelve (12) months beginning in June. Seniors may qualify for reduced tuition fees. For additional information please see Section 3, Article XVI.

#### **Refunds**

Registration fees are not refundable. Curriculum Fees may be prorated at the discretion of the Administrator for students enrolling after the year begins or leaving before the year ends.

#### **Late Tuition**

Tuition payments are due on the first (1st) of each month. On the 11th of the month, notification will be made by phone, letter, or email as a reminder of overdue tuition payment(s) and a late fee of \$20 per tuition will be applied unless previous arrangements have been made with the office staff. If tuition has not been paid by the end of the month for which it is due and no alternative arrangements have been made, continued classroom participation will not be possible.



## **Referral Credit** (304.5, Adopted 12/10/2018)

*Effective January 1, 2019, FHCS is beginning a New Family Referral Tuition Credit Program, hereinafter “Program”.*

A Current FHCS Family can earn tuition credits of up to **Eight Hundred Dollars (\$800)** for each New Family who is referred as per the Terms and Definitions stated below.

### Terms & Definitions

- FHCS: Flint Hills Christian School, Manhattan KS
- New Family: A family who has never previously had a child or grandchild who attended FHCS
- Current FHCS Family: A family who currently has a child or grandchild who attends FHCS
- Each New Family Tuition Credit will be applied in two Four Hundred (\$400) installments to the Current FHCS Family’s account:
  - If the New Family has a child who begins attending FHCS at the start of the school year (August), the first \$400 credit will be applied on the following October 1<sup>st</sup>, and the second \$400 credit will be applied on the following March 1<sup>st</sup>.
  - If the New Family has a child who begins attending FHCS at a date (month) other than the start of the school year (August), the first \$400 credit will be applied on the 1<sup>st</sup> day of the 2<sup>nd</sup> month after the month the child first attends school. The second \$400 credit will be applied on the 1<sup>st</sup> day of the 7<sup>th</sup> month after the month the child first attends school.
- In order for the Current FHCS Family to be eligible for tuition credits, the New Family must remain up-to-date with tuition payments, and remain in good standing with the school. The New Family must be paying full tuition.
- There is **no limit** to the number of \$800 tuition credits that can be received by a Current FHCS Family. See “Example” below.
- Tuition Credits can NOT be redeemed for cash. The credits may only be applied to the account of the Current FHCS Family who made the referral and received the credit. A family is NOT allowed to have another family’s account balance applied to their account. If the Current FHCS Family stops attending FHCS, any unused credits are forfeited.
- The New Family(s) will need to indicate on the application if a Current FHCS Family has referred them and the referring family’s name. The New Family cannot list more than one family as the referring family for referral credit purposes.
- The Current FHCS Family is eligible for one \$800 New Family Referral Tuition Credit (received in two installments) per each New Family referral that meets the eligibility guidelines as outlined in this “Program”, regardless of the number of students enrolled by the New Family. This is a per New Family credit, NOT a per student of New Family credit.
- This “Program” replaces any and all previous student/family referral incentives that may currently exist.

**Example:** Assume a Current FHCS Family refers 5 New Families over the course of the year: The Current FHCS Family could receive \$4,000 (\$800 x 5) of tuition credit from the “Program”

### “Program” Oversight, Interpretation and Dispute Resolution

- The FHCS Board of Directors:
  - Have complete and sole authority to alter the terms or discontinue the “Program” at any time.
  - Have complete and sole authority to settle all questions, disputes and disagreements regarding the “Program.”
  - Will reassess the “Program” annually.

### **Past Due Accounts Policy (305.5)**

When a family’s account is past due, the following steps will be taken at the time the account reaches the stated number of days (or date range) past due:

<u>Days Overdue</u>	<u>Action Taken</u>
10 Days:	Email/Text Reminder
20 Days:	Phone call from FHCS staff
30 Days:	\$30 Late Fee is assessed. Additional \$30 Late Fees will be assessed once a month thereafter on approximate 30-day intervals.
45 to 60 Days:	There will be an in-person meeting between one or more family members and one or more FHCS staff members. During the meeting, one of the objectives will be to obtain a written and signed payment plan, and to obtain a written and signed explanation of why the payments are late. In both cases, the document should be signed by at least one family member and at least one FHCS staff member.
After 60 Days:	The account may be turned over to a collection agency

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10 Days:	Email/Text Reminder
20 Days:	Phone call from FHCS staff
30 Days:	\$30 Late Fee is assessed. Additional \$30 Late Fees will be assessed once a month thereafter on approximate 30-day intervals.
45 to 60 Days:	There will be an in-person meeting between one or more family members and one or more FHCS staff members. During the meeting, one of the objectives will be to obtain a written and signed payment plan, and to obtain a written and signed explanation of why the payments are late. In both cases, the document should be signed by at least one family member and at least one FHCS staff member.
After 60 Days:	The account may be turned over to a collection agency

#### **Administrative Measures:**

- 1) The Administrator has the authority to unenroll student(s) and withhold grades.
- 2) If it appears a family is not making a genuine effort to pay their amount owed and has a significant balance at the end of a given semester then:
  - a. A warning will be issued and a required response by a set time, or the family may not be allowed to enroll for the next semester. An example of “set time” may be August 1st and December 30<sup>th</sup>.
  - b. Grades may be held until the balance is paid and the family is back in good standing.
- 3) If a family leaves the school for whatever reason, grades may be held until any back tuition or fees are paid in full.

In all matters dealing with past due accounts, the Administrator has the freedom to extend grace to modify the above guidelines on a family by family basis at the Administrator’s discretion.

### **Financial Assistance (307)**

Financial aid may be available upon application. An application can be obtained through the school office. The maximum limit of financial aid is 40% of full tuition.

A tuition discount is available for families with four or more students enrolled at Flint Hills Christian School. To be eligible at least three of the students need to be enrolled full-time. For families with four students enrolled, their tuition will be calculated for each child in the family and the total tuition will be reduced by waiving the tuition for the child that generated the smallest tuition assessment. For families with more than four students enrolled, their tuition will be calculated for each child and the total tuition assessment for the family will be discounted 25%.

If each family does its part, we will be able to provide your children with a high quality, Christian education. We promise to use the finances in the wisest way possible so that we can provide the most for your child in terms of an excellent school experience.

## **Article XI - Parent Orientation and Involvement** (308)

Flint Hills Christian School assumes that parents will be actively involved in the education of their children; therefore, the following is expected of all Flint Hills Christian School parents:

1. The parents' attendance at the annual —Back-to-School Night held in August.
2. A thorough reading of this handbook by the parents and secondary students.
3. Consistent, timely payment of tuition and other fees.
4. Regular attendance at a Bible-believing church of the parents' choice.
5. Participation in major school fundraisers.
6. Attendance at Parent-Teacher Conferences.
7. Either provide the minimum number of required service hours to the school\* **or** serve 20% of the required service hours\*\* and then buy-out the remaining hours at the rate of \$20 per hour.\*\*\*

\* Minimum number of required service hours per fiscal year (June 1-July 30):

- a. Household of K4 student - 10 hours of approved service
- b. Single parent household of full-time student - 15 hours of approved service
- c. Dual parent household of full-time student - 30 hours of approved service

\*\* Twenty-percent of the required service hours per fiscal year (June 1-July 30):

- a. Household of K4 student - 2 hours of approved service
- b. Single parent household of full-time student - 3 hours of approved service
- c. Dual parent household of full-time student - 6 hours of approved service

\*\*\* This contribution would not be considered a tax-deductible donation, since it is in place to help reduce tuition.

## **Article XII – Home-School Student Policy** (309)

### **Areas of Involvement**

1. Services — Individual student pictures, PLAN/PSAT and standardized testing, hearing/vision screening,
2. Extra-curricular activities — Athletics, band, choir, spring play.
3. Enrollment in any class on the elementary or secondary level.
4. Home-school students will be allowed to participate in field trips and class parties with prior notification to the teacher, as long as they are enrolled. If they participate in field trips, their parents will be encouraged to drive.

### **Enrollment Process**

New home school students must go through the same process as regular students. They must also have the approval of the teacher or coach who will be involved with the student on a regular basis.

### **Home-School Participation in Athletics**

1. Home-school athletes must meet academic requirements adhered to by full time students (see Academic Eligibility). Recognizing that home-school students may be graded differently, parents will be asked to sign a statement affirming that their student(s) are progressing at a rate comparable to FHCS students. Such a statement needs to be signed and given to the Athletic Director every four (4) weeks. If there is difficulty and the student is declared ineligible, then the parents will be asked to sign a statement every two (2) weeks.
2. Full time students will be given priority for filling team rosters. The Athletic Director and coaches will

determine team sizes for each sport. Once we know how many full-time students are participating in a sport and we determine how many teams and how many positions are left unfilled, we will open registration to home-school students. A deadline will be set for receiving applications. After that date, we will prioritize applications as follows:

- A. Number of years of positive involvement with Flint Hills Christian School.
- B. Number of other classes currently being taken in the school.
- C. Siblings currently or previously taking classes in the school.
- D. First-time applicants.

3. Home-school athletes, while they are participating on an FHCS athletic team, may not practice with or play for any other teams during that season. We hold full time students to the same requirements to assure that student athletes are giving 100% of their effort to the team.

4. The athlete shall follow all regulations outlined in the FHCS Parent/Student Handbook during the season(s) in which he/she participates (dress code, conduct, etc.). Students will be disciplined in a similar manner to regular students. The athlete is required to complete a student contract prior to participation.

5. Once students are accepted on a team, all team members will have equal status. Playing time will be earned according to the coach's guidelines.

**Home-School Fees and Requirements** - Current fee information is available from the school office.

## **SECTION II- STUDENT CONDUCT AND DISCIPLINE**

### **Article I - Attendance Policy** (310)

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. Faithful attendance and punctuality is essential for each student to receive the maximum value from each class. These characteristics will also aid students throughout their adult lives.

#### **Excused Absences** (311)

1. Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
2. Death in the family.
3. Absences with prior approval from the office (unless listed under Unexcused Absences).
4. Bad road conditions.

An absence or tardy may be excused by a phone call or note from a parent within 24 hours of the initial absence. Failure to call or send a note will result in an unexcused absence. The determination as to whether an absence or tardy is excused or unexcused resides with the Administrator.

#### **Unexcused Absences** (312)

Absences for shopping, haircuts, baby-sitting, needed-at-home, etc., will be unexcused. If a student accumulates three unexcused absences, a parent conference may be scheduled.

For secondary students, three unexcused tardies in any class in a quarter will be counted as an unexcused absence.

### **Student Leave** (315)

Families are encouraged to schedule family vacations and other events during times when school is not in session. In the event that school must be missed due to a scheduled trip or family gathering, students are to pick up an Application for Student Leave from the office. The application should be completed and submitted to the Administrator at least seven days prior to the leave date, except in cases of emergency. Failure to submit an application may result in an unexcused absence. Secondary students are responsible for communicating with their teachers to gather assignments, reschedule tests, etc. prior to their absence.

### **Early Dismissal** (316)

Checking out of school early is strongly discouraged. Parents should try to schedule appointments after school hours. When possible, please notify the office in advance of the early dismissal. No student will have permission to leave unless accompanied by a parent or guardian. (An exception is made for high school students who have their own transportation.) Notify the office if someone else will be picking up your child. All students must sign out before leaving the building during school hours.

### **Make-up Work** (317)

Credit given for late daily work, projects or tests will be at the discretion of teachers. Work missed for excused absences will be completed with full credit given within a reasonable time frame. Credit given for work missed due to unexcused absences will be at the teachers' discretion. In both cases, teachers will determine how much time the student is allowed to make up missed homework.

### **Truancy** (318)

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Such action will not be tolerated. Make-up work will be given upon return and credit given at the teacher's discretion.

### **Chronic Absences** (313)

A junior high or senior high student may not receive credit for a course if he/she has missed a class more than ten (10) times (excused or unexcused) during a semester. A warning letter will be sent out when a student accumulates eight (8) absences. A conference will be held with the parents and student when ten (10) absences have occurred. Exceptions may be made in cases of prolonged illness. A doctor's verification of illness may be required and the Administrator will determine whether such an exception exists.

### **Tardiness** (314)

It is important that students always be on time to school and to class. Each student is expected to be in the classroom when the period begins. All students must come to class fully prepared with the materials needed for class. The student is considered tardy if he/she arrives after the scheduled time for class to begin.

Students who have more than 5 unexcused tardies in a quarter will be assigned a detention. If a student accumulates 10 unexcused tardies, he/she will receive 2 detentions and a meeting will be held with the student and his/her parents to work to resolve the problem.

A tardy is unexcused if no explanation is given or if the reason given is unacceptable. Being late because the student overslept, missed a ride, or was using the restroom are examples of unexcused tardies. A student who arrives to class late without a slip will automatically be given an unexcused tardy.

### **Article II - Boy/Girl Relations** (333)

FHCS provides opportunities for boys and girls to cultivate friendships with the opposite sex. Any such friendship must be handled in a responsible manner. Public displays of affection, such as holding hands or other physical intimacies, are considered inappropriate at school.

### **Article III – Sexual Harassment** (334)

Sexual harassment (SH) is any unwanted verbal, written, or physical conduct of a sexual nature that interferes with a student's right to learn, study, work, achieve or participate in a comfortable and supportive atmosphere. Sexual harassment may include, but is not limited to, the following:

- Leering at someone else's body
- Making comments, gestures, or jokes of a sexual nature
- Manipulating clothing in a sexual manner
- Displaying sexual objects or pictures
- Spreading sexual rumors or commenting about sexual behavior
- Repeatedly pressuring for dates or unwanted sexual activity
- Touching, grabbing and/or pinching
- Teasing and or bullying in sexual terms
- Asking for sexual favors in exchange for grades, promotions, or participating in school activities.
- Sexting or the use of any electronic device for the conveyance of sexual images or comments.

Note that some of the behaviors listed above might also be categorized as sexual abuse depending upon the level of severity, frequency, or the existence of a power imbalance between the persons involved.

FHCS will not tolerate any form of SH by students or staff. The school recognizes the student's right to participate in school programs and activities in an atmosphere free of any form of SH. Students have the moral responsibility to not engage in conduct that is unwelcome or offensive to others or contrary to Scripture.

SH committed by students or staff of either sex against students or staff of either sex constitutes inappropriate conduct. Any student or staff member has the right to file a complaint regarding an alleged incident of SH that has occurred in school or out. Complaints should be filed in writing with the FHCS administrator. If the complaint is against the administrator, a report should be filed in writing with the school board president.

Students are encouraged to report harassment that they experience or witness. Any staff or faculty member who receives a SH complaint should report it immediately to the FHCS administrator.

All complaints will be handled promptly and in a manner appropriate to significant disciplinary infractions. While an isolated incident may not constitute SH, FHCS is responsible for providing appropriate interventions and or disciplinary measures to eliminate SH in the school community.

Every reasonable effort will be made to maintain confidentiality during an investigation. Retaliatory action against a complainant or any witness who participates in an investigation will not be tolerated.

#### **Article IV - Chapel and Assemblies** (440)

Chapel and assemblies are an important part of the spiritual education program of Flint Hills Christian School. Each school day includes a devotional times and classes consisting of prayer and Bible reading. In addition, weekly chapel services are held. Chapel services are divided by grade levels. Elementary chapels are conducted by the teachers, while faculty, students, area pastors and other guest speakers provide messages for grades 7-12. The following guidelines are used:

1. Attendance is required of all students. Older students are expected to bring their Bibles, pencils and paper.
2. Students are expected to demonstrate proper courtesy to speakers or group leaders.

#### **Article V - Code of Behavior /Student Contract** (331)

A student contract is required for all students in grades 7-12. The completed form with all signatures is due in the Administrator's office by the end of the first week of school. Students who fail to meet the deadline may be excluded from classes or activities until the contract is handed in. All students are subject to the authority of all staff members during the school day or during school functions. Students are to demonstrate respect for all adults and each other.

#### **Article VI - Off-Campus Conduct Policy** (335)

Flint Hills Christian School believes that a person's relationship with Christ should affect his/her conduct both on and off campus. Students should practice a lifestyle that reflects Biblical principles and Christ-likeness. Students will be held responsible for behavior occurring off-campus that violates this standard. The school reserves the right to discipline students for certain infractions regardless of whether these occur on or off school grounds, whether they occur before, during, or after school hours, and whether or not they occur at school functions. Generally, the school will respond to inappropriate behaviors which occur during the school year. However, FHCS reserves the right to review out of school year behaviors to determine eligibility for enrollment and participation in extracurricular activities (see Section I, Article VIII).

Examples of off-campus behavior that may lead to disciplinary action include: sexually inappropriate behavior, on-line gossip affecting the school community, substance abuse, breaking of civil and/or criminal laws, and obscene, profane, and abusive language.

Infractions which occur off-campus may require a meeting between the student(s) involved and the Administrator. The Administrator will notify the parents concerning any significant disciplinary action before action is carried out.

## **Article VII – Discipline** (332)

Students and parents are asked to consider carefully the rules and regulations laid out in this handbook. Submission of an Application for Admission and completion of a student contract are indications that both student and parents intend to comply with the policies.

### **Behaviors Defined**

Category 1 - The following list of behaviors at school are generally considered as minor misbehaviors that may result in a verbal warning from a faculty or staff member or limited disciplinary action such as the loss of a privilege, a detention, missed recess time, restitution, a changing of clothes, and/or communication with a parent. Repeated violations by a student or a deliberate (defiant) violation of any rule may result in a more serious disciplinary response.

- Inappropriate language including disrespect of others  
(e.g. racist comments, sexual jokes or innuendos, vulgar  
or profane language, disrespectful comments)
- Running in the building
- Excessive or disruptive talking
- Littering
- Being out of a defined supervised area without permission
- Unauthorized food or beverage consumption or unauthorized gum chewing
- Dress code violations
- Possession or use of restricted materials (e.g.
  - Elementary students with electronics
  - Secondary students using electronic devices during the day w/o permission)
- Repeated tardies
- Horseplay not resulting in injury or property damage
- Any minor disruption of the learning environment

Category 2 - The following list of behaviors are considered to be of a more serious nature and will likely result in detention, in-school suspension, out-of-school suspension, Saturday School, loss of the privilege of participating in extra-curricular activities or recess, restitution, and/or a work detail. Repeated violations may result in a more serious disciplinary response.

- Physical, verbal, or cyber bullying, threats, or fighting
- Disrespect towards authority figures including defiant behavior
- Leaving school without permission
- Use of profanity
- Unexcused absences, trancies
- Minor vandalism (deliberate)
- Horseplay resulting in injury or property damage.
- Repeated behavior that disrupts the learning environment
- Misuse of the internet
- Inappropriate physical displays of affection

Category 3 - The following list of behaviors are considered to be very significant. Possible disciplinary measures include any/all the items listed above in category #2 as well as possible expulsion from school.

- Possession or consumption of alcohol or drugs on school property or in the community.
- Sexual misconduct including sexual harassment
- Repeated fighting



Threats of bodily harm  
Possession of a weapon  
Fighting resulting in bodily harm  
Significant damage to property  
Repeated defiant behavior of any type  
Entrance into the restroom or locker room of the opposite biological sex.  
Intentional attempt(s) to present oneself as being a member of the opposite sex through dress, use of pronouns, or other means.

The final determination of the disciplinary response to a student's behavior is at the discretion of the administration in consultation with faculty. Long term suspensions (>3 days) or expulsion require school board action. Generally, the administrator will not be involved in responding to lesser offenses unless a faculty or staff member requests assistance or advice.

In all circumstances, the intent of discipline should be to help the student —change course. With this in mind, faculty, staff, and students should place a priority on biblical peacemaking when a conflict or rule violation occurs.

The above list of infractions is not considered to be exhaustive. The administration and board reserve the right to modify disciplinary policies and procedures to adapt to changes/trends in the culture and to respond to disciplinary problems not addressed in the handbook.

### **In-School Suspension (ISS) (340)**

As a disciplinary response to inappropriate behavior, the Administrator may send students to a study/detention area away from the classroom. Students may receive ISS with no notice if the Administrator thinks that it is necessary. Students will be allowed to work on schoolwork or extra assignments given by teachers or office personnel. Credit for assignments completed in ISS will be given at the teacher and/or administrator's discretion. A teacher may be assigned to a student, and parents may be assessed the cost of hiring a substitute teacher for the day. Efforts will be made to notify parents before a suspension.

### **Out-of-School Suspension (OSS) (341)**

Students in OSS are not permitted to participate in or be present for any class or school activity. The Administrator may assign an OSS for up to 3 days. Long –term suspensions and expulsions require school board action. Specific changes in attitude and/or actions will be expected prior to re-admission.

### **Expulsion (343)**

Expulsion will be recommended by the administration to the board if it becomes apparent that the school will not be able to meet the needs of a student or if the student's behavior is preventing effective classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary problems or for failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. Expulsion is for a minimum of 12 months and requires School Board approval.

## **Electronics Policy** (350) (Amended 12/11/2017)

Student use of cell phones and other personal devices during school time should be limited to educational purposes and essential communication only. (Essential communication would include time sensitive correspondence between parent and child regarding pick-up or drop-off, change in schedule, exchange of emergency related information; student contacting a counselor or mental health professional as part of an arranged program for students experiencing unusual distress; and other similar circumstances. Essential communication is not something related to everyday occurrences or something that can easily wait until after school.)

Teachers will have a basket, box or other container in their room where students will be required to deposit their phone upon entering the classroom. They may be picked up at the end of the class period.

At break time and lunch time students may use their phone for essential communication (see above) but may not use them for watching videos, taking pictures, listening to music or non-essential communication. Students are encouraged to use these times for face-to-face relationship building.

Personal laptops and tablet devices, as well as school computers, can only be used for educational purposes during the school day. Students may not play games, listen to music, instant message or otherwise use these devices during school time for non-educational purposes.

Devices used inappropriately will be confiscated by the teacher and turned in to the office. The student will have to see Mr. McDonald to get the device back at the end of the day. The office will email or text the parent to let them know that their child's phone was taken.

Bringing electronic devices on campus is a privilege and not a right. Consistent abuse of devices during school time may result in requiring the student to leave his/her device at home, in their car or at the school office during the school day. Repeat infractions will be considered rebellious and insubordinate behavior and be subject to the appropriate discipline as outlined in our handbook.

\*As much as possible, parents should contact the office when needing to get an urgent message to their child.

## **Food Policy** (351)

Students are not to consume food or drinks during the school day except during special classroom events, before school, during morning breaks (secondary), at lunch, after school, or at the discretion of a teacher in his/her classroom.

## **Article VIII - Appeal Process** (345)

The appeal process is for students receiving disciplinary actions taken by the administration for major infractions (categories 2 and 3 above) and may include infractions of the Off-Campus Conduct Policy. If the student and his/her parents disagree with the disciplinary action, they may appeal to the School Board within three days of being notified of the disciplinary action. The appeal of a disciplinary action must be in writing, dated and include signatures of the parents and the student. The president of the Board has the responsibility to schedule an appeal meeting date and time. The Board reserves the

right to set the appeal meeting's agenda and parameters including the individuals who will be present at the meeting. The decision of the Board to either uphold or overturn the disciplinary action taken by the Administrator will be final.

If the board overturns the disciplinary action, the student will be given the opportunity to make up all work missed. All indications of the disciplinary action will be removed from the student's permanent record.

### **Article IX - Damage to School Property** (352)

It is expected that all damage, even if accidental, will be acknowledged by the person(s) involved and that a plan for reimbursement will be made.

### **Article X - Dress Code** (353)

Students, parents and school staff are responsible for appearance that promotes Godly, safe, modest and non-disruptive student behavior. In recognition of the inter-relationships between appearance, proper behavior and educational success, these guidelines for appearance will encourage students to become positive contributors to the community and the church.

1 Samuel 16:7 — The Lord does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart.

Romans 12:2 — Do not conform any longer to the pattern of this world.

Dress code violations will be addressed and remedied at any time they are identified. While at school or school-related events students are asked to abide by the following dress code:

1. The classroom teacher may ask that students change their clothing when dress or appearance interferes with safety, performance or course goals in that particular class.
2. No outer headwear, scarves, towels, picks, bandanas, stockings, skull caps, sweat/sport bands may be worn. Sunglasses may not be worn indoors. Hats and ball caps may be worn before or after school or while outdoors.
3. No clothing promoting alcohol, tobacco, drinking establishments, drugs, anti-Christian or non-Christian symbols, or non-Christian music groups are permitted.
4. Shoes or sandals must be worn at all times. (It is recommended that students wear sneakers, running shoes or dress shoes on a daily basis for safety and appropriate support. Flip-flops are not recommended as normal daily wear.) Shoes with wheels or rollers are not permitted.
5. Inappropriate, immodest clothing is not allowed. This includes clothing that exposes cleavage, mid-section, buttocks, and undergarments.
  - \*No halters, strapless tops, spaghetti straps, one-strap or tank tops.
  - \*Students may not wear shirts that are see-through or showing skin along the side of the torso.
  - \*No sheer tops. This includes fishnet shirts for boys.
  - \*While standing or sitting, lower backs and undergarments must not show.
  - \*Skirts and dresses must be no shorter than three inches above the top of the knee when the student is standing and arms are hanging naturally at their sides.

- \*Tights, leggings, jeggings, spandex, etc. must have a garment (dress, skirt, shorts, etc.) covering that meets the standard for the appropriate item.
  - \*Shorts should be long enough to reach mid-thigh or longer. Length of shorts for PE and sports may be at the PE teacher or coach's discretion.
  - \*No tight clothing
  - \*Clothing that is torn, tattered, or with significant holes may not be worn.
  - \*Pajamas and other sleepwear are not permitted.
6. Appropriate undergarments must be worn and not be seen.
  7. No distracting hairstyles. Hair should not disrupt vision or prevent the teacher from having eye contact with the student.
  8. No exposed body or facial piercings (except girls-limited to two earrings per ear).
  9. No exposed tattoos.
  10. Good hygiene will be practiced. Hair should be clean and combed. Showers, deodorant, and toothbrushes should be utilized regularly.
  11. No facial hair on boys is permitted.
  12. No make-up for girls until 7th grade.

All teachers are responsible for enforcement of the school dress code. The Administrator is the final authority in determining what is appropriate in any given situation. Additional dress regulations or restrictions may be added to the above list by the Administrator during the course of a school year. They are subject to review and approval by the school board once a year prior to the publishing of handbooks.

### **Dress Code for extra-curricular events**

Students may be asked by their coaches and activity sponsors to dress up on game/activity days or for specific events. This includes activities in the community and at other schools. Students spectating at home and away games/activities will abide by the FHCS dress code.

### **Article XI – Grievance Procedure** (360)

#### Purpose

The following procedures outline specific steps to be followed by students or parents of FHCS in order to insure prompt and equitable resolution of grievances against school personnel. Students or parents who believe they have been treated unfairly may initiate the grievance procedures outlined below.

As in all matters of faith and life, Holy Scripture guides us. The procedures outlined below attempt to follow the principles of Matthew 18 in dealing with problems. How we deal with conflicts communicates one aspect of our Christian belief to the community. We are motivated by the love of Christ to approach all conflicts as an opportunity to glorify God and honor others.

#### Grievance procedure

##### Step A. Solve at the lowest level

It is the responsibility of a student or parent, who believes that he/she has been treated unfairly, to initiate face-to-face discussion with the staff member with whom they have a grievance. Most conflicts will be solved privately at this level. If at all possible, such grievances should be

addressed within two weeks of the incident that prompted the concern.

It is the responsibility of all staff to promptly and courteously hear all grievances registered in good faith by a student or parent, to clarify misunderstandings, and to make reasonable adjustments in response concerns that arise. See Romans 12:16.

If a grievance is not settled between the parties within 10 working days, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with step B.

#### Step B – Administrator

The student or parent shall present the grievance in writing to the school administrator. The administrator will arrange a meeting with both parties involved. The administrator will then issue a written judgment based upon the information received from both parties and an examination of school policies and procedures.

If the grievance is not settled within 10 working days of the presentation of the written grievance, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with Step C of the grievance procedures.

#### Step C – School Board

The student or parent must present the grievance in writing to the chairman of the school board within 20 working days of receiving a written judgment from the school administrator. The written grievance must contain sufficient detail to identify and clarify the basis for the grievance. The written grievance should contain the following:

- a. The specific action or incident upon which the grievance is based
- b. The date the action or incident occurred.
- c. The reasons the student or parent believes that the action was unfair or unjust, and the specific policy or agreement that was violated (if applicable).
- d. Corrective action sought by the student or parent.
- e. A brief summary of the student's or parent's attempts to date to resolve the problem, and the results of such actions.

Upon receipt of a written grievance, the chairman of the school board will take the following actions:

- a. Determine whether Steps A and B have been followed. If they have not, the aggrieved party will be re-directed to complete the previous steps.
- b. Establish and maintain a grievance file which will be the official record of all actions taken during the grievance procedure.
- c. Establish a Grievance Committee consisting of at least 3 board members.
- d. Conduct a hearing to examine written evidence and listen to testimony from both parties.
- e. Examine all school policies and procedures relevant to the grievance.
- f. Issue a written summary judgment regarding the grievance. The

decision of the board committee will be final.

## **SECTION III - BASIC ACADEMIC MATTERS**

### **Article I - Accreditation** (400)

The State of Kansas does not require private schools to be accredited. Flint Hills Christian School recognizes the distinct benefits of accreditation for the purpose of self-study and accountability as well as for insuring a quality education for the students the school serves. The school was granted full accreditation on July 1, 2012 by the Association of Christian Schools International (ACSI) and AdvancEd (NCA).

### **Article II - Faculty** (401)

All staff members of Flint Hills Christian School have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements for the instructional staff are a God-given gift to teach, an unselfish spirit of dedication to the students, proven expertise in the assigned teaching area, belief that the Christian school ministry is their service to God, complete and personal acceptance of the Lord Jesus Christ, and a visible daily walk of the Christian life.

### **Article III - Class Size Guidelines** (402)

- Pre-K: ten (10) students per session
- Kindergarten: fifteen (15) students per session
- 1<sup>st</sup> - 12th grades: eighteen (18) students per class.

More students will be added only with the consensus of the teacher and the administration.

### **Article IV - Homework and Study Hall** (273, 289)

Homework is a regular and important part of the educational experience. The school discourages the assigning of excessive amounts of homework. The general policy will be to avoid assigning homework that will interfere with church activities on Wednesday nights. Homework —time guidelines for students are: Primary: 15-30 minutes/night Intermediate: 30-60 J. High: 60-90 S. High: 60-120.

Universal guidelines will be used for all study halls. This will ensure that a productive atmosphere is created and maintained.

### **Article V – Curriculum** (404)

Flint Hills Christian School creates its curriculum based on the school's foundational documents (see policies 001-006). For the most part, curriculum materials are from Christian publishers (A Beka, Bob Jones, ACSI, etc.); however, available materials are researched to determine what will best accomplish our purposes.

### **Article VI - Reporting Student Progress to Parents** (405)

Reporting student progress is an important part of parent/teacher communication. The reporting process is meant to convey the amount of growth of each student. Several reporting methods may be

utilized.

1. Progress Reports: Students in grades 7-12 are encouraged to check their assignments and grades on RenWeb at least once per week. Grade cards will be given each nine (9) weeks. Eligibility reports will be issued regularly to students who fail to meet minimum grade standards.
2. Conferences: Twice during the year conferences will be scheduled as a part of the school’s reporting process. Parents are expected to attend these conferences. Baby-sitters will not be available at the school.
3. Standardized Tests: Children are given a standardized test no less than once every two (2) years beginning with the 2<sup>nd</sup> grade. The scores of these tests will be kept on file in the office. After testing is completed, you may schedule a conference with your child’s teacher for an explanation of the results.
4. Parent Visitation: Parents are encouraged to visit the school on an informal basis to observe their child(ren) in the instructional setting. Parents are also encouraged to discuss the student’s progress with the staff at any time. Appointments should be made in advance to ensure that visits do not disrupt tests and/or classes and to provide adequate time for conferencing.

**Article VII - Grading Scale** (406)

A	90-100%	B	80-89%	C	70-79%	D	60-69%
F	0-59%						

**Article VIII - Honor Roll** (407)

An honor roll is posted each semester to recognize junior high and senior high students for high academic achievement. In order to make the honor roll, a student must achieve a minimum grade point average as follows:

HONOR ROLL:	3.0 — 3.49 (w/no more than 1 C and no D’s)
ADMINISTRATOR’S LIST:	3.5 — 3.99 (no C’s or below)
DISTINGUISHED HONOR:	4.0

Students who make the honor roll each of the first three (3) marking periods will receive special recognition at the end of the school year.

**Article IX - GPA/Transcripts** (408)

Grade point averages (GPA) are determined quarterly for secondary students. GPAs are used for determining class ranking, eligibility for sports, and the honor roll. A numerical value from 0 - 4.0 is used in determining grade point average.

Official transcripts are kept for each high school student, recording classes taken and grades received. Grades on transcripts will be recorded without pluses and minuses. The parent, student, or educational institution may request copies of official transcripts.

**Article X - Promotion/Retention Policy** (409)

If the retention of a student (grades K-8) is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. A kindergarten through fifth grade student may be retained when he/she is performing significantly below grade level or he has a failing (F) grade in one of the following major content areas: math, language arts, and reading. A sixth through eighth

grade student may be retained when he/she has a failing grade in any two subjects. Prior to April 15, a conference shall be held with the parents, teacher, and the Administrator. The final decision rests with the Administrator.

**Grade Level Credit Requirements** (411) (Adopted 11/9/2015)

In order to be classified as a Sophomore, Junior or Senior, respectively, and participate in school activities specifically designated for that grade level, a student must have successfully completed the following number of credits prior to the start of the school year:

Sophomore	6 credits
Junior	13 credits
Senior	20 credits

Students entering Flint Hills Christian School after the start of their 9th grade year will have their transcript evaluated by the administrator and/or guidance counselor to determine what their standing would be (See Policy #420 and #421 for Graduation Requirements and Transfer of Credits).

**Article XI — Graduation Requirements** (420)

In order to be eligible to graduate from FHCS and receive a diploma, a student must complete a program to include 28 high school credits according to the requirements listed below.

If a student’s who only attends FHCS for grade 12 (and not 9, 10, 11), he/she must be enrolled as a full-time student and pass a minimum of five (5) credits during the year to graduate from FHCS.

**Credits Required for a General Diploma**

English (excludes electives)	4	Bible (1 credit per year in attendance)	4
Social Studies Must include: U.S. History (1) World History (1) Amer. Government (.5) S.S. Electives (1.5)	4	Mathematics Science (Biology & Physical Sci. required) Physical Education Music, Art and Drama	3 3 1.5 1
Foreign Language	1	Electives	5.5
Computer/Technology	1	<b>TOTAL CREDITS FOR GRADUATION</b>	<b>28</b>

**Credits Required for a Scholar’s Diploma** (Exceeding KS Regents Standards of 12/2010)

English (excludes electives)	4	Bible (1 credit per year in attendance)	4
Social Studies (see above)	4	Mathematics (incl. at least Pre-Calculus or College Algebra or higher w/ one credit during the senior year)	4
Foreign Language	2	Science (incl. Biology and Physical Sci. and either Chemistry or Physics)	4
Computer/Technology	1	Music, Art and Drama	1
Physical Education	1.5		
Electives	2.5	<b>TOTAL CREDITS FOR GRADUATION</b>	<b>28</b>



Notes:

- A. All students must have 1.5 credits of P.E. to graduate. One-fourth (.25) of a credit must be earned in a traditional P.E. class. The remaining credit may be earned in P.E. classes or sports. .25 credit may be earned by participation in a sport if a student logs 40 or more hours of practice and/or game time.
- B. Credit limitations – Students will not be credited with more than 2.0 credits for P.E., 1.5 credits for Teacher or other Aides, 1.5 credits for Leadership class, or 2.0 credits for Independent Study.
- C. Students entering FHCS after the first semester of their freshman year and special education students may have the total number of credits expected for graduation reduced at the discretion of the administrator due to FHCS' high number of credits required compared to Kansas public schools.
- D. Geometry is a high school credit course, regardless of when a student takes it, counting towards graduation requirements.

**Graduation Honors (422)**

A senior must have earned at least 11 hours of high school credits at FHCS and have maintained a 3.5 GPA or higher on credits earned at FHCS. Eligible students will be recognized with an honor cord at commencement. The student with the highest GPA in the class will be recognized as valedictorian and given the honor of speaking at commencement. The student with the second highest GPA in the class will be recognized as salutatorian and may also be given the honor of speaking at commencement. Students must be in attendance at least their two final years at FHCS to be considered for valedictorian or salutatorian honors.

**Honor Society (430)**

The FHCS Honor Society is an organization for students in the 9th-12th grades who have demonstrated consistent strength in scholarship, leadership, character, and service. Specific guidelines for selection will be developed by the administrative staff in consultation with the faculty.

**Diplomas (423)**

Diplomas are given or mailed out after graduation. The graduate must have returned all books, paid all money due to the school, and completed any final requirements for graduation. Flint Hills offers two levels of diplomas.

A general diploma will be given to students who meet the school's basic requirements for graduation. An FHCS Scholar's Diploma will be given to students who meet the schools Scholars requirements (exceeding the KS Regents requirements).

**Article XII – Suggested High School Course Sequence**

**Grade 9**

Interpersonal Relationships  
English 9  
Algebra I  
Biology  
Geography  
Spanish I  
Physical Education (.5)  
Electives

**Grade 9**

Interpersonal Relationships  
English 9  
Algebra I or Geometry  
Biology  
Geography  
Spanish I  
Physical Education (.5)  
Electives

**Grade 10**

New Testament Survey  
 English 10  
 Geometry or other math  
 Physical Science  
 World History  
 Spanish II  
 Physical Education (.5)  
 Electives

**Grade 10**

New Testament Survey  
 English 10  
 Geometry or Algebra II  
 Physical Science  
 World History  
 Spanish II  
 Physical Education (.5)  
 Electives

**Grade 11**

Old Testament Survey  
 English 11 - American Literature  
 Algebra II or other math  
 Chemistry or other science  
 American History  
 Physical Education (.5)  
 Electives

**Grade 11**

Old Testament Survey  
 English 11 - American Literature  
 Algebra II or Pre-Calc  
 Chemistry  
 American History  
 Physical Education (.5)  
 Electives

**Grade 12**

Understanding the Times  
 English 12 - British Literature  
 Literature Personal Finance (.5) or Consumer Math  
 Additional Science credit  
 Physical Education (.5)  
 Government (.5)  
 Electives

**Grade 12**

Understanding the Times  
 English 12 - British  
 Pre-Calc or Calculus  
 Physics  
 Physical Education (.5)  
 Government (.5)  
 Electives

**ELECTIVES:**

Physical Systems	Band	Systems Management	Forensics	Global Affairs	Leadership Pract.
E-Yearbook	Drama	Psychology	Consumer Math	Business	Psychology
Photography	Choir	Teacher Assistant	Praise Band	Ind. Study	Painting
3-D Art	Botany	Anatomy	Zoology	20 <sup>th</sup> Century Hist.	Graphic Arts
Great Books		Programming	Spanish 3	Spanish 4	

**Article XIII - Eligibility** (501)

For a student to be academically eligible for extra-curricular activities including sports, the following guidelines apply:

1. A student's eligibility will be determined at the end of each mid-quarter and at the end of each grading period (approximately every four and a half (4.5) weeks).
2. The student/athlete must have no F's, no —incompletes, and no more than one D.
3. The administrator will determine eligibility and inform the student, parents, coaches, teachers, and athletic director if a student is ineligible.
4. A student who is ineligible may be allowed to attend practices but may not participate in events. However, the parents, coach, athletic director or administrator may determine that the ineligible student will not allowed to continue practicing until grades are improved.
5. A student who is ineligible because of academic requirements will remain ineligible for at least two (2) weeks. If the problem is not corrected after two (2) weeks, he/she will remain ineligible until the beginning of the next eligibility period. If a student cannot participate due to an incomplete grade, the

student will be able to participate as soon as the incomplete is resolved as a grade of C or better.  
6. Teachers will not give extra-credit assignments to assist students in attaining eligibility.

#### **Article XIV - Minimum Hours for Seniors** (424)

Seniors are required to take classes a minimum of four (4) out of eight (8) periods offered and must have taken all the required courses. This requirement is based on the fact that seniors will receive their diploma from Flint Hills Christian School, making this their primary source of education.

#### **Article XV - Reduced Tuition for Seniors** (424)

If a senior is enrolled in the minimum four (4) hours required by the school, the tuition is 75% of the total. If enrolled in five (5) hours or more, the student pays full tuition.

#### **Article XVI - Off-Campus Classes** (425)

The following guidelines apply to taking classes off-campus (K-State, Manhattan High School, MCC, MATC, area community colleges):

1. Courses that FHCS offers cannot be taken elsewhere unless it is impossible to fit the class in a student's schedule.
2. Off-campus classes cannot interfere with FHCS classes. No more than five minutes may be taken out of a class.
3. Student must have prior approval by the Administrator.

#### **Article XVII - Off-Campus Policy – Seniors** (424)

Seniors, with written permission from parents and approval of the Administrator, may arrive at school just before their first class, depart after their last class, or leave school during a gap in classes of longer than a class period during the day. Seniors are expected to attend weekly chapel. Seniors with gaps in their daily schedule may be assigned to a study hall or other activities while on campus.

#### **Article XVIII - Senior Trip** (535) (Approved 2/7/2011)

The senior class may take a group trip after graduation and before the end of May subject to the following conditions: 1) the availability of a school sponsor(s) to help raise funds, provide leadership for the group, and chaperone the trip 2) sufficient resources to pay for the trip in advance, and 3) approval of the Administrator regarding details of the trip.

#### **Article XIX - College Visits**

Juniors and Seniors may take a maximum of two (2) days for college visits. Leave requests must be turned in prior to the visits.

#### **Article XX - Drop/Add** (415)

At the beginning of each semester, the deadline for adding or dropping class will be (2) weeks after classes start. All changes require the consent of the Administrator, the teachers involved, and the parent. A student may drop a class up to the end of the first quarter of the semester without penalty but after the first two weeks will not be able to add a class. If a student chooses to drop a class during the second quarter of either semester, it will be designated on their report card as “withdrawn passing” or “withdrawn

failing”.

**Article XXI - Textbook Rentals** (306)

Students will be responsible for books lost or damaged beyond reasonable wear and tear and will be expected to pay the replacement value of lost or damaged books.

**Article XXII – Secondary Honors Program** (428)

An Honors Program will be held each spring to recognize meritorious junior and senior high students. Awards will be given for academics, music, band, scholar bowl, drama, honor roll, and fine arts festivals or school fairs. Other recognitions will include the Honor Society, and the Strong Heart, Strong Spirit and Cindy Blanchard Awards

**Article XXIII - Strong Spirit Award** (429)

The Strong Spirit Award will be awarded annually to the sophomore, junior or senior boy and girl who exhibit spiritual leadership in all areas of their school experience. One boy and one girl may also be awarded a runner-up award. Specific guidelines for selection will be developed by the administrative staff.

**SECTION IV - SCHOOL ROUTINE**

**Article I - Change of Address or Phone Number**

If you change your address, phone number, or work location, please notify the school. It is important that emergency information be current.

**Article II - Closed Campus** (355)

Full time students are not permitted to leave campus during the day, including over the lunch hour, without permission from their parents and the school office. Once they arrive at school (for classes or before-school activities) they are to remain on campus until dismissed to leave for the day.

NOTE: Secondary students may leave campus for lunch or other activities with the approval of the students, parents, and also the school administration. The Administrator is charged with determining any guidelines that need to be established for administrative approval.

**Article III – Student Illness** (815)

Please telephone the school immediately if your child is diagnosed as having a contagious disease. We appreciate your cooperation in this matter.

It is the policy of Flint Hills Christian School to send children home if they have a rash, are vomiting, running a fever, or if head lice is found. Children should be kept home from school until they are sufficiently recovered from their illness to allow them to effectively complete their daily school activities and are no longer contagious.

## **Article IV - Emergency School Closing**

Occasionally emergency conditions make it necessary to close school. In most cases, this will be due to heavy snowfall that makes the roads impassable or unsafe. In case of an emergency closing, such information will be shared via school-wide text system, broadcast over radio stations: KMAN 1350 AM, KMKF 101 FM, and KHCA (Angel 95); and TV stations: WIBW 13, KTKA 49, and KSNT 27, no later than the 7:00 AM newscast. Every effort will be made to notify the radio and TV stations of the decision as early as possible. The decision to close school will rest with the Administrator.

## **Article V - Field Trips** (287)

Field trips are planned for their educational value. Some are scheduled as rewards and incentives. Notes giving details of a trip will be sent home. Every effort will be made to keep the cost per child to \$5.00 or less. A permission slip and an emergency medical treatment form are to be filled out before school begins. Your child may not go on a field trip unless these forms are on file in the office.

Secondary students may drive themselves on in-town field trips with special permission. Teachers are expected to recruit parent drivers (See Section IV, Article XX - Transportation). Parent drivers must check with the teacher to determine if it is appropriate for siblings to accompany the students on the field trip.

## **Article VI – Emergency Preparedness** (825, 830, 282)

Throughout the year, there will be monthly fire drills. When the fire alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. All doors must be shut, lights turned off, and there will be no talking. Each student is to remain with his classmates at all times. All classes will have an assigned exit through which they are to pass. A signal will be given to reassemble in the classroom.

Three tornado drills will be held during the school year. Students will be instructed each year regarding safe areas in which to take shelter in the event of a tornado warning. Lockdown drills will be conducted early in the year. The school will hold safety days training in the early fall for all classes.

## **Thunder & Lightning (282)**

When thunder is heard or cloud-to-ground lightning is seen, a storm is close enough to pose a lightning risk. All outdoor activity (sports practice, recess, or any other outdoor activity) is to be suspended and shelter taken immediately. Once activity or play has been suspended at least 30 minutes must pass from the last sound of thunder or lightning strike witnessed before activity will resume. Any subsequent thunder or lightning strike during the 30-minute waiting period resets the clock, and a new 30-minute waiting period begins. If you are outside at recess and there is thunder or lightning, please report to the main office when you bring children inside so we can let other teachers know when the 30-minute period started or will end.

## **Article VII - Health Records** (800)

Students entering school are to present a Certificate of Immunization. The following immunizations are required by order of the Kansas Department of Health: polio, DPT, rubella, measles and mumps. In most cases, immunization certificates can be obtained through a local health department

or your family doctor.

**Article VIII - Illness During School Hours** (815)

In the event a student becomes ill during the school day the teacher is to send the student to the school office. The office will make a determination as to whether the student's parents should be called and whether the student should be sent home.

For this reason, it is important that the school has the correct home and work telephone numbers of both parents.

**Article IX - Lost and Found**

Lost and Found items are kept in the office. Please label all books, clothing, lunch boxes, supplies, etc. This expedites the search for the rightful owner. All items found should be turned in to the office. Lost items that are not claimed for thirty days will be given away.

**Article X - Lunch**

It is school policy that lunch is closed except when a parent desires to take their child out to lunch. Students are expected to return on time for their next class.

Students in grades one through twelve are required to bring their own lunch to school or to buy milk and lunch items at school. A milk/lunch card is available for purchase from the office. We suggest that students bring well-balanced and nutritious lunches. Please provide your child with cups and eating utensils. Microwaves are available for heating lunches if wrapped appropriately. For grades K-6, an adult will supervise microwave use. No soft drinks will be allowed in K-6. (Field trips and parties will be exceptions.)

**Article XI – Medications** (805)

FHCS does not provide licensed, trained medical personnel on campus (e.g. school nurse, EMT, etc.). Any medical situation requiring more than basic first aid will involve notifying parents and/or dialing 911.

Medications (including aspirin, acetaminophen, ibuprofen, decongestants, antihistamines, etc.) shall not be administered to any child except with written permission from a parent or legal guardian or permission on the student's Emergency Contact Card. No prescription medication will be administered by school personnel without written permission from a parent or legal guardian and written permission from a licensed medical provider which includes the name of the prescription medication, dosage and time interval it is to be taken.

The school and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the administration of medication and parent or legal guardian must also agree to release, indemnify and hold the school and its officers, employees and agents, harmless from and against any claims relating to the administration of medication. The main office will keep a record of all medications given to elementary and secondary students including over-the-counter and prescription

medications. The record is to include student identification, date prescribed, name of medication, time and date(s) administered and signature of person administering. Parents or legal guardian will be notified of the administration of all non-scheduled medications. All medication maintained in the school setting is to be kept in a locked container including medication requiring refrigeration. Medications should be inventoried every semester. Out-of-date stock should be returned to parent or legal guardian or disposed of properly.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school. The Administrator may choose to discontinue or disallow the administration of medication provided that the parent or legal guardian or licensed medical provider are notified in advance of the date and the reasons for the discontinuance.

#### Over-the-counter medications:

- The office will administer all over-the-counter medications for elementary students.
- Medication may be given to an elementary student only one time within a school week. Administration of a second medication within a week requires prior parental permission.
- Secondary students are allowed to carry over-the-counter medications for their personal use only.
- The office will supply or administer over-the-counter medications to secondary students with parental permission.

#### Prescription medications:

- Prescription medication must be in its original container, properly labeled and authorized by the written order of a licensed medical provider. It must be brought by the parent or legal guardian, not the student. Any changes in type of drugs, dosage and/or time of administration should be accompanied by new licensed medical provider and parent or legal guardian permission signatures and a newly labeled pharmacy container.
- The initial dose must have been previously administered by the parent or legal guardian to the student due to the higher incidence of medication reaction.
- Only office personnel will administer prescription medications to elementary and secondary students with the following exception:

*The self-administration of medication is allowed for eligible students in grades K-12. An eligible student shall meet all the following requirements: written permission by a parent or legal guardian; a written statement from the student's health care provider stating the name and purpose of the medication; the prescribed dosage; the time the medication is to be regularly administered; any additional special circumstances under which the medication is to be administered; the length of time for which the medication is prescribed.*

All teachers responsible for the student's supervision shall be notified that permission to carry medication and self-administer has been granted. In meeting the requirements for self-administration listed above, the parent or legal guardian agree the school and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agree to release, indemnify and hold the school and its officers,

employees and agents, harmless from and against any claims relating to the self-administration of medication.

## **Article XII - Office Hours**

School office hours are from 8:00 AM until 4:00 PM. on days that school is in session.

## **Article XIII – Visitation** (290)

Parents are always welcome to visit the school. Pre-school age children and school age guests are not permitted to visit classes without the prior approval of the teachers and the Administrator. As a matter of courtesy, parents who wish to visit a classroom should make arrangements with the teacher in advance of the visit. Upon arrival at school, parents or visitors must first come to the office, sign in, and obtain a visitor's pass.

## **Article XIV - Parties**

We will have various occasions for parties through the year. Parents will be asked to help furnish various items and supervise the activities of the students. Parents attending parties must check with the teacher to determine if it is appropriate for siblings to attend. Teachers will supervise party activities.

## **Article XV - Physical Education**

All students are expected to participate in physical education activities, where offered, unless specifically excused by a doctor's written request.

## **Article XVI - School Colors** (900)

The official school colors of Flint Hills Christian School are dark blue, green and silver.

## **Article XVII - School Hours** (902) (356)

School hours will be 8:20 AM - 3:30 PM. Students (in grades K-6) remaining after school who are not involved in a teacher or coach sponsored activity will be assigned to PM Academy by approximately 3:40 p.m. Parents will pick their children up at PM Academy prior to 5:30 pm and will be billed accordingly.

Supervision will be provided for students 25 minutes before school starts and 15 minutes after dismissal. This means that the school will not be responsible for students prior to or after these times unless they are in PM Academy or involved in a school activity. This schedule will be adhered to so that teacher preparation time will not be infringed upon.

Loitering on or near the school grounds is not permitted by either current or former students as well as other individuals. Secondary students who are not involved in a supervised school activity or under the direct supervision of a teacher must leave campus by 4:15 pm or report to PM Academy unless given specific permission by the administrator. Elementary students (those up through grade 6) must report to PM Academy if not picked up by 3:40 pm. Individuals wishing to visit the school shall obtain permission to visit from the administration. The privilege of being on school grounds and/or visiting the school is subject to administrative approval.



**Article XVIII - Student Injury** (810)

The staff of Flint Hills Christian School will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases, where an injury appears to be serious, we will immediately notify the parents. We retain the right to seek professional help, including ambulance, doctor, and emergency room service. Parents will be responsible to pay for the services obtained in the child's behalf.

**Article XIX - Transportation**

Flint Hills Christian School does not provide transportation to and from school. Assistance will be given to help establish carpools. Any cooperative effort of the parents to facilitate transportation of students will be welcome.

Parent drivers are occasionally used for field trips, sport activities etc. It is expected that all individuals providing transportation for school functions will abide by all traffic laws including insurance, speed limit, and child restraint.

**Article XX - Telephone Calls, Messages**

All telephone calls and messages to students or teachers should be directed to the school office. No student or teacher will be called out of class except in emergencies. Students may use the telephone by the front door with permission.

**Student Use of Cell Phones and Other Personal Devices**

Student use of cell phones and other personal devices during school time should be limited to educational purposes and essential communication only. (Essential communication would include time sensitive correspondence between parent and child regarding pick-up or drop-off, change in schedule, exchange of emergency related information; student contacting a counselor or mental health professional as part of an arranged program for students experiencing unusual distress; and other similar circumstances. Essential communication is not something related to everyday occurrences or something that can easily wait until after school.)

Teachers will have a basket, box or other container in their room where students will be required to deposit their phone upon entering the classroom. They may be picked up at the end of the class period.

At break time and lunch time students may use their phone for essential communication (see above) but may not use them for watching videos, taking pictures, listening to music or non-essential communication. Students are encouraged to use these times for face-to-face relationship building.

Personal laptops and tablet devices, as well as school computers, can only be used for educational purposes during the school day. Students may not play games, listen to music, instant message or otherwise use these devices during school time for non-educational purposes.

Devices used inappropriately will be confiscated by the teacher and turned in to the office. The student will have to see Mr. McDonald to get the device back at the end of the day. The office will email or text the parent to let them know that their child's phone was taken.

Bringing electronic devices on campus is a privilege and not a right. Consistent abuse of devices during school time may result in requiring the student to leave his/her device at home, in their car or at the school office during the school day. Repeat infractions will be considered rebellious and

insubordinate behavior and be subject to the appropriate discipline as outlined in our handbook.

\*As much as possible, parents should contact the office when needing to get an urgent message to their child.

### **Teacher Use of Cell Phones and Other Personal or School Issued Devices**

Teacher use of cell phones, school computers and personal devices when having students under their supervision should follow the same guidelines as students.

### **Article XXI - Band**

A school band program is available for grades 5-12. Students and parents are encouraged to contact the band instructor for information. Band is a mandatory class for all 5<sup>th</sup> grade students.

### **Article XXII – Drop-Off and Pick-Up**

Between 8:00-8:15am elementary children should report to the gym and sit in designated areas. Weather permitting, children will then be allowed on the playground until 8:20am.

At the end of the day, parents should form two lines of cars in front of the school, stay in the car, and wait for your children to be dismissed. DO NOT LEAVE YOUR CAR UNATTENDED. If it is necessary for you to come into the building, please park in a designated parking spot.

### **Article XXIII – Elementary Recess** (284)

Elementary recesses will normally be held outdoors unless it is precipitating or the real or wind chill temperatures are below 20 degrees. Parents and teachers may make alternative recess arrangements for students who are recovering from a cold.

## **SECTION V - ATHLETIC PROGRAM** (500s)

Flint Hills Christian School offers a full range of competitive athletics for grades 6-12.

### **Article I – Admission**

A family season pass may be purchased for home games. Prices for individual events are established by the Athletic Director or by the league in which the students are participating.

### **Article II - Policies**

#### **All sports**

1. Only team members, managers, and spirit squads will be excused from school during school hours to attend a game. (Limited exceptions will be made for the children of team coaches and sponsors).
2. Students who are under the supervision of a coach or faculty may not wander off or separate from the team at away games without permission.

3. Players are required to ride with their team both to and from a game. A student may ride home with his/her parents if permission is received from the coach or athletic director. Players are not allowed to drive to or from an away game under any circumstances.
4. Non-team members are allowed to ride with the team only if there is room.
5. If the school has responsibility for the transportation of a student, the school will assume full responsibility for the student's conduct until the student is released to his/her parent.
6. The athletic director and coaches will determine room assignments for away games involving an overnight stay.
7. Team members will room with team members and team sponsors.
8. Lodging expenses for sponsors will be paid for by the school's athletic department.
9. Every attempt will be made to set the schedule of games and tournaments prior to the beginning of each sport season.
10. Athletic events at home will begin with public prayer.
11. Parents of athletes and Spirit Squad members are expected to support the team by helping with transportation, concessions, gate, etc.
12. Junior high students will not participate in games or activities that require an overnight stay.
13. Music at practices and sporting events are subject to the approval of the athletic director and or Administrator.
14. Travel distance will be limited to assure that students are back to school as early as possible on school nights.
15. No back-to-back Friday/Saturday games will be played in except in a tournament.

### **Volleyball**

1. Junior high volleyball will have a maximum of 10 days of play during the season.
2. High school volleyball will have a maximum of 15 days of play during the season plus tournaments.

### **Soccer**

1. High school soccer will have a maximum of 16 games including those games played in tournament.

### **Basketball**

1. Junior high basketball will have a maximum of 15 games per season plus tournaments.
2. High school basketball may have a maximum of 22 games per season plus tournaments. No player shall participate in more than 6 quarters per day (not including tournaments). Overtime is considered as part of the 4<sup>th</sup> quarter. Each player will be limited to 25 days of play per season plus end of the season tournaments.
3. Teams are allowed 2 scheduled tournaments during the regular season plus end of the season tournaments.
4. If more than 13 girls or 13 boys go out for basketball, there will be varsity and junior varsity teams formed.

### **Article III - Eligibility**

Student involvement in athletics is based on eligibility. Eligibility is based on academics,

attendance at school and practices, and meeting standards set by the school board, coaches, and athletic director. This policy applies to all students in grades 6-12 who are enrolled in Flint Hills Christian School or who are home-school students participating in extra-curricular activities at FHCS.

**Criteria:**

1. The student/athlete will exhibit Godly behavior at all times. Ungodly conduct or violation of school policy will result in the student being declared ineligible for a period of time.
2. The student/athlete must attend all classes the day of a scheduled event in order to participate in that event except in the case of a family emergency such as a funeral. If absence is due to personal illness, then the student will not be permitted to play games or participate in any other extra-curricular activities on the day of their absence.
3. The student/athlete will dress in accordance with standards set by the school (athletic director/coach) on days of events.
4. Student athletes must follow the dress code at practices, including the length of shorts as outlined in the Flint Hills Christian School dress code.

**Academic Eligibility:** (501)

For a student to be academically eligible for extra-curricular activities including sports, the following guidelines apply:

1. A student's eligibility will be determined at the end of each mid-quarter and at the end of each grading period (approximately every four and a half (4.5) weeks).
2. The student/athlete must have no F's, no incompletes, and no more than one D.
3. The administrator will determine eligibility and inform the student, parents, coaches, teachers, and athletic director if a student is ineligible.
4. A student who is ineligible may be allowed to attend practices but may not participate in events. However, the parents, coach, athletic director or administrator may determine that the ineligible student will not allowed to continue practicing until grades are improved.
5. A student who is ineligible because of academic requirements will remain ineligible for at least two (2) weeks. If the problem is not corrected after two (2) weeks, he/she will remain ineligible until the beginning of the next eligibility period. If a student cannot participate due to an incomplete grade, the student will be able to participate as soon as the incomplete is resolved as a grade of C or better.
6. Teachers will not give extra-credit assignments to assist students in attaining eligibility.

**Medical Eligibility:** (502)

1. All students must pass an athletic physical exam prior to the first practice of the season. No student will be allowed at practices or games until a completed physical is on file.
2. In order for a student to receive extended excused absences from practices and games, a note from a physician will be required. If a physician has restricted a student's participation, a note from the physician must be received to allow participation to resume.
3. A student who misses a portion of the school day due to health concerns may not participate in an athletic competition the same day.

**Disciplinary Ineligibility:**

If a student/athlete receives an in-school or out-of-school suspension, he/she will not be able to

participate in one game for each day of the suspension.

#### **Article IV – Fees** (515)

1. Sports Fees for any sport must be paid prior to the first practice of the season for that sport. Sports fees for students enrolled full-time at Flint Hills Christian School are \$50 for each sport participated in. Fees for home school and part-time students are \$100 per sport participated in. Parents of athletes participating in sports at Flint Hills Christian School are expected to volunteer time working concessions, gate, scorer’s table or driving to and from games.
2. A gasoline fee will be collected for each away game.

#### **Article V - Strong Heart Award** (530)

The Strong Heart Award is to be given annually to one sophomore, junior or senior boy and one sophomore, junior or senior girl from the high school that best exemplify, on the court or field, the Christian leadership, values, attitude, team spirit, ability and other character traits promoted by FHCS. One sophomore, junior or senior boy and one sophomore, junior or senior girl will also be elected to receive a runner-up award in the high school. A Junior Strong Heart Award will be awarded to one 7<sup>th</sup> or 8<sup>th</sup> grade boy and one 7<sup>th</sup> or 8<sup>th</sup> girl that also exemplify these same Christian character traits in their sports endeavors. Eligible students must participate in at least one sport during the school year.

Selection Process

1. Coaches, the Athletic Director, and the Administrator will nominate student athletes for the award. To be eligible, a student must have participated in at least one sport during the year and have maintained a 3.0 cumulative GPA.
2. Junior and senior high students will vote for the nominees from their respective school levels.

The awards will be presented to the athletes at the annual Honors Program in the spring.

## **SECTION VI - ENDING REMARKS**

#### **Article I - End-of-Year Survey** (910)

There will be an annual End-of-the-Year Survey at the end of each school year. Parents and teachers are encouraged to give input—negative or positive. They are also welcome to attend any of the regular Board meetings during the year.

#### **Article II - Right of Access to Records** (915)

Parents have the right to view their children’s educational records. The Buckley Amendment (FERPA, 1974) affords the right for challenging the accuracy of recorded information. A parent may challenge the content of the records by making a written statement of his position. That statement shall be inserted in the records.

#### **Article III - Our Responsibility**

Many institutions take the position that their responsibility to the student does not go beyond work or school hours. We at Flint Hills Christian School do not take such a position. We believe that it

is our responsibility to set standards for our students, and we will take a firm stand in doing so. Each student and his/her parents make the decision to attend Flint Hills Christian School. Those who decide to do so thereby agree to accept the standards, principles, and requirements as set forth in this handbook. For us to pursue any other course would be to abandon the responsibility of a Christian school. We appreciate the confidence shown in placing your child(ren) in our care to guide and reach the student socially, academically, and spiritually.

*“My son, if you will receive my sayings and treasure my commandments within you, make your ear attentive to wisdom, incline your heart to understanding; for if you cry for discernment, lift your voice for understanding; if you seek her as silver and search for her as for hidden treasures, then you will discern the fear of the Lord and discover the knowledge of God. For the Lord gives wisdom; from His mouth come knowledge and understanding. (Proverbs 2:1-5)*