

# FHCS BOARD POLICY MANUAL

## TABLE OF CONTENTS

### **PURPOSE AND OBJECTIVES 001-099**

Vision Statement	001
Mission Statement	002
Statement of Faith	003
Philosophy of Christian Educ.	004
Core Values	005
Expected Student Outcomes	006

### **BOARD GOVERNANCE 100-149**

Name and Location (Bylaws Art.I)	101
Objectives of Corporation (B.Art.II)	102
Membership (B.Art.III)	110
Role and Authority of the Board (B.Art.IV)	120
Terms of Office (B.Art.IV)	121
Nominating Committee (B.Art.IV)	122
Eligibility for Office (B. Art. IV)	123
Board Membership (B.Art.IV)	124
Board Meetings (B.Art.IV)	125
Replacing Members (B.Art.IV)	126
Meeting Quorum (B.Art.IV)	127
Majority Vote (B.Art.IV)	128
Hiring (B.Art.IV)	129
Special Meetings (B.Art.IV)	130
Dismissal of a board member (B.Art.IV)	131
Officer's Duties (B.Art.V-VII)	140
Treasurer (B.Art.VIII)	141
Committees (B.Art.IX)	142
Members Meeting (B.Art.X)	143
Fiscal Information (B.Art.X1)	144
Amendments to the bylaws (B.Art.XII)	145

The Board Governance section is drawn exclusively from the school's bylaws.

### **BOARD OPERATIONS 150-199**

Role of the Board	150
Organization	151
Elections	155
Orientation of Board Members	156
Selection of Board officers	157
Specific Duties of the Board	160
School Budget	161
Board Signing Authority	162
Formulation of Policies	163
Conduct of Meetings	170
Rules of Order	171
Board Meeting Agendas	172
Minutes	175
Yearly Board Calendar	176
Planning	178
Document Retention	180

### **FACULTY EMPLOYMENT 200-269**

Definition of Faculty Positions	200
Re-assignment and Hiring	201
Background Checks	202
Veracity of Documentation	203
Non-Discrimination	205
Hiring of Substitutes	210
Health Certificates	211
Personnel Records	212
Pay Periods	213
Attendance	215
Personal Leave	221
Professional Leave	222
Sick Leave	223
Maternity Leave	224
Jury Duty and Court Subpoena Leave	225
General Leaves of Absence	226
Other Benefits	230
Required Faculty Attendance	240
Conflict of Interest	241
Teacher Evaluation	250
Grievance Policy - Employees	251
Harassment	253
Duty Hours for Teachers	255
Termination of Employee Contract	257
Continuing Contracts	258
Personal Conduct	260

**TEACHER DUTIES AND RESPONSIBILITIES 270-299**

Lesson Plans	272
Homework	273
Student Records	274
Classroom Student Records	275
Release of Confidential Information	276
Classroom Environment	277
Appropriate Use of Materials	279
Classroom Conduct	280
Supervision of Students	281
Lightning & Thunder	282
Sexual Harassment and Abuse	283
Recess Procedures	284
Field Trips	287
Instructional Films	288
Study Halls	289
Classroom Visitation	290
Faculty Dress and Conduct	292
Building Keys	294
Communications & Electronic Media	295

**STUDENT POLICIES 300-399**

**ENROLLMENT**

Enrollment	300
Enrollment Requirements	301
Academic Probation	301.4
Non-Discrimination Policy	302
Enrollment of Special Needs Students	302.5
Kindergarten & K4 Requirements	303
School Fees	304
Referral Credit	304.5
Curriculum Fee	305
Past Due Accounts	305.5
Textbook Rentals	306
Financial Assistance	307
Parent Orientation & Involvement	308
Home School Students	309

**ATTENDANCE**

Attendance Policy	310
Excused Absences or Tardies	311
Unexcused Absences or Tardies	312
Chronic Absences	313
Classroom Tardiness	314
Student Leave	315
Early Dismissal	316
Make-up Work	317
Truancy	318

**BEHAVIOR**

Code of Behavior	330
Student Contract	331
Inappropriate Behavior Defined	332
Boy/Girl Relations	333
Sexual Harassment	334
Off-Campus Conduct Policy	335
Appropriate Use of Materials	337
In-School Suspension	340
Out-of-School Suspension	341
Saturday School	342
Expulsion	343
Appeal Process	345
Electronics Policy	350
Food Policy	351
Damage to School Property	352
Dress Code	353
Dress Code for Extra-Curriculars	354
Closed Campus	355
After School (Loitering)	356
Grievance Procedure – Students or Parents	360

All policies in this manual were approved by the FHCS Board of Directors and are current as of June 13, 2022.

<b>ACADEMIC PROGRAM</b>	<b>400-449</b>
Accreditation	400
Faculty Selection	401
Class Size Guidelines	402
Curriculum	404
Reporting Student Progress	405
Grading Scale	406
Honor Roll	407
GPA/Transcripts	408
Promotion/Retention Policy	409
Band	410
Grade Level Credit Requirements	411
Adding and Dropping Classes	415
Graduation Requirements	420
Transfer of Credits	421
Graduation Honors	422
Diplomas	423
Seniors	424
Off-Campus Classes	425
Secondary Honors Program	428
Strong Spirit Award	429
Honor Society	430
Media Center Philosophy	435
Media Center Donation Policy	436
Disposal of Media Center Materials	437
Reconsideration of Books/Materials	438
Chanel Services	440
<b>EXTRA CURRICULAR ACTIVITIES</b>	<b>500-599</b>
Academic Eligibility	501
Medical Eligibility	502
Policies For All Sports	510
Sports Fees	515
Volleyball	520
Soccer	521
Basketball	522
Cross Country	523
Track	524
Golf	525
Strong Heart Award	530
Senior Trip	535
Transportation	540

<b>ADMINISTRATION</b>	<b>600-650</b>
Handbooks	600
Establishing policies, procedures, etc.	601
Additional Administrative Responsibilities	605
<b>BUSINESS POLICIES</b>	<b>650-699</b>
Fundraising	650
Purchasing Supplies & Equipment	651
Overtime Hours & Hours Outside Normal Schedules	670
Time Sheets	671
Deposits	672
<b>BUILDINGS AND GROUNDS</b>	<b>700-749</b>
Building Use and Rental	700
Long-Term Rental Agreements	701
Preventative Maintenance Schedule	710
<b>HEALTH &amp; SAFETY</b>	<b>800-849</b>
Health Records	800
Administration of Medications	805
Accidents ...	810
Student Illness	815
Emergency Drills	825
Crisis Management Plan	830
Supervision of Students Before and After School	835
<b>SPIRITUAL TRAINING</b>	<b>850-900</b>
Daily Prayer	850
Bible Classes	851
Chapels and Assemblies	852
<b>OTHER</b>	<b>900-950</b>
School Colors	900
School Mascot	901
School Hours	902
Annual -Survey	910
Right of Access to Records	915
<b>COMMUNITY RELATIONS</b>	
School-Church Partnerships	930
Pastoral Advisory Council	931

# FLINT HILLS CHRISTIAN SCHOOL

## BOARD POLICY MANUAL

### 001 – 099 PURPOSE AND OBJECTIVES

#### 1 Vision Statement (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.

#### 2 Mission Statement (Approved 2/3/14)

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)

#### 3 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)

#### 4 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.

#### 5 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.

Expected Student Outcomes (Approved 10/12/09)

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

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

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

#### **Academically**

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

#### **Socially**

30. Value and engage in appropriate social and community activities.
31. Practice justice, mercy, and peacemaking in their family and society.
32. Are good stewards of their finances, time, and resources.
33. Understand that work has dignity as an expression of the nature of God.
34. Respect and relate with integrity to the people with whom they live, work, and play.
35. Value the worth of every human being as created in the image of God.
36. Appreciate the natural environment and practice responsible stewardship of God's creation.
37. Are equipped to practice the principles of healthy, moral family living.
38. Practice Biblical hospitality towards all people.

## **100-149 BOARD GOVERNANCE**

### **101 Name and Location (Amended 4/13/2020, Bylaws 1.1,2)**

The name of this not-for-profit, non-stock corporation shall be FLINT HILLS CHRISTIAN SCHOOL, INC. The principal office of the corporation shall be located at 3905 Green Valley Rd., Manhattan, Kansas, or any other place that may be designated by the Articles of Incorporation.

### **102 Objectives of Corporation (Bylaws 2.1)**

The objective of this not-for-profit corporation is exclusively for educational purposes and it is to operate exclusively for the benefit of and to perform the functions of or to carry out the purposes of an organization exempt under Section 501 C (3) of the Internal Revenue Code.

### **110 Membership (Amended 11/19/07, 12/7/09, Bylaws 3.1)**

The membership of this corporation shall include all adult persons who are:

1. Legally responsible for any child who is a current student at Flint Hills Christian School.
2. Faculty and staff so long as they remain employed at the school.
3. Approved by the board as members according to the requirements listed below.

Any Christian adult residing in Riley, Pottawatomie, or immediately surrounding counties who desires to be a member of the corporation, may be considered for membership by the board upon submission of a letter of interest in membership and evidence of financial support of the school in the amount of \$100 or more (cash or in-kind) within the previous 12 months. The board may also require a written statement of faith from applicants along with a signed statement indicating the applicant's agreement with FHCS's Statement of Faith. The Board may for any reason accept or reject any individual that applies. The Board's decision is not subject to appeal.

No stock certificates shall be issued to said members.

### **120 Role and Authority of the Board (Bylaws 4.1)**

The business and affairs of this corporation shall be managed by the Board of Directors which shall, in all cases, act as a Board of Directors. The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the corporation as it deems appropriate and which are consistent with these Bylaws and the laws of the State of Kansas.

### **121 Terms of Office (Amended 4/13/2020, Bylaws 4.2)**

Up to six members of the board shall be elected by voting members of the corporation. Board members are elected to 3-year staggered terms. Board Membership should normally include two persons who are in the first year of three-year terms, two persons in the second year of three-year terms, and two persons in the final year of three-year terms. A new year of board service begins with the new fiscal year (July 1).

Elected members of the Board of Directors shall serve no more than two consecutive 3-year terms, not to exceed seven consecutive years of service on the Board if a previous appointment to the Board was made. There is no limit to the number of terms a qualified Board member may serve provided they continue to meet the qualifications of membership and spend a minimum of one year off of Board service immediately following two consecutive elected terms.

#### 122 Nominating Committee (Bylaws 4.3) (Amended 5/20/2019)

The Nominating committee will present a slate of qualified candidates to the membership for three-year terms open in July and any unfulfilled terms created by vacancies. The potential slate of Board members will be publicized to the general membership no later than two weeks before the election.

Nominations by Petition. Additional names of candidates for Board members can be nominated by petition bearing the genuine signatures of at least thirty members. Such a petition shall be filed with the Nominating Committee within ten days after notice has been given of the other nominees. The determination of the Nominating Committee as to the validity of the petition shall be final.

#### 123 Eligibility for Office (Amended 2/1/10)

Any person who is a member of the corporation is eligible to serve on the Board with the exception of employees of Flint Hills Christian School.

#### 124 Board Membership (Amended 12/7/09, Bylaws 4.4)

The Board of Directors will be made up of no more than six members to be elected as described above.

#### 125 Board Meetings (Amended 4/13/2020, Bylaws 4.5)

The board may hold its meetings at such places as the majority of the members may from time to time designate. The Board shall meet as often as is necessary to conduct the business of the school.

#### 126 Replacing Members (Amended 12/7/09, 2/1/10, 5/20/2019 Bylaws 4.6)

In the event of death, resignation, or dismissal of a director between annual board member elections, the Board shall appoint another person to fill the vacancy until a vote is held during the next annual election.

#### 127 Meeting Quorum (Amended 12/7/09, Bylaws 4.7-8)

A quorum shall consist of at least 50% of the voting members of the Board. A quorum is required for any official Board action.



#### 128 Majority Vote (Bylaws 4.9)

All actions of the Board of Directors shall be decided by a majority vote of the Board members present.

#### 129 Hiring (Amended 12/7/09, Bylaws 4.10)

The Board of Directors shall have the power to hire employees of the corporation, and shall employ such persons as in the Board's judgment are necessary. The Board shall have the power to define the duties of employees and to fix their compensation and terms of employment.

#### 130 Special Meetings (Amended 12/7/09, Bylaws 4.11)

Special meetings of the Board of Directors may be called by the President at any time. All members of the Board will be given adequate notice of the special meeting such that all members may have the opportunity to attend. If a Board member is unable to attend a special meeting then he or she may be able to provide their vote/opinion via telephone, e-mail, fax, or other available communication.

#### 131 Dismissal of a Board Member (Amended 4/13/2020, Bylaws 4.12)

A member of the Board of Directors who shall be absent from four consecutive regular meetings of the Board shall be automatically dropped from membership on the Board unless confined by illness, or otherwise excused by a majority vote of the Board members.

#### 140 Officers' Duties

##### PRESIDENT (Bylaws 5.1)

The Board shall elect a President who shall have the responsibility for supervision and management of corporation business and who shall have the power to execute, make and enter into on behalf of the corporation, all contracts and agreements necessary and proper for the carrying out of the purposes for which the corporation has been organized. The President shall further discharge such duties as may be designated for him or her by the Board of Directors.

##### VICE-PRESIDENT (Amended 12/7/09, Bylaws 6.1)

The Board shall elect a Vice-President who shall discharge the duties of the President in his or her absence or inability to serve. In addition, the Vice-President shall assume such other and special duties as may from time to time be prescribed by these Bylaws or delegated to him or her by resolutions of the Board of Directors.

##### SECRETARY (Amended 12/7/09, Bylaws 7.1)

The Board shall elect a Secretary who shall record all the minutes of the proceedings of the corporation in a book kept for that purpose. In addition, the secretary shall maintain an electronic copy of all meeting minutes. Copies of all approved meeting minutes are to be made available to school members. If no member of the Board of Directors is willing or able to fulfill the position of secretary then the Board may choose to select someone either associated or not associated with the school for the purpose of recording meeting minutes.

#### 141 Treasurer (Bylaws 8.1)

The Board shall select a Treasurer who is responsible for keeping accurate records of all financial transactions of the corporation, making reports to the members at the annual meeting and submitting his or her books for review and/or audit. The treasurer will also assist in preparing the annual budget. The treasurer will also provide Board members with monthly financial reports concerning the school.

#### 142 Committees (Bylaws 9.1 Amended 2/1/10)

There shall be such committees as are necessary for conducting the business of the corporation. The personnel of each committee shall consist of such members as may be designated by the Board of Directors. The Board shall create and dissolve committees as it sees fit. Committees are to bring relevant recommendations and information to the Board of Directors. The Board shall have the final authority in determining whether recommendations by committees shall be adopted.

#### 143 Members' Meeting (Bylaws 10, Amended 4/13/2020)

An annual meeting of the members of the corporation shall be held at a convenient place designated by the President or the Board of Directors. The annual meeting of the members shall normally be held in the spring of each and every year. At the annual meeting of members, the members and conduct any business which may properly come before the annual meeting. New Board members will also be elected around the time of the annual meeting.

A special meeting of the members may be held at such convenient place and time as may be designated by the President or Board of Directors. The general membership shall be notified of the meeting time, place, and purpose a minimum of ten days in advance unless waived by the unanimous consent of the Board of Directors to hold such a meeting whenever requested by thirty members of the corporation.

At the discretion of the Board, votes may be cast either in person or electronically, and voting shall be restricted to members of the corporation who are members for at least one month before the said annual meeting. A majority of the total votes cast shall determine any issue or election.

#### 144 Fiscal Information (Bylaws 11, Amended 2/1/10)

The fiscal year of the corporation shall commence on the first day of July and shall end on the last day of June.

#### 145 Amendments (Bylaws 12, Amended 2/1/10)

These Bylaws may be amended by the affirmative vote of two-thirds of the Board of Directors at any regular or special meeting of the directors.

## **150-199 BOARD OPERATIONS**

### **150 Role of the Board of Directors (Amended 2/1/10)**

The Board is created by the Flint Hills Christian School membership which confers all the powers it possesses, prescribes duties that the Board is to perform, and imposes all liabilities to which it is subject. When there are changes in the personnel of the Board, the Board itself continues as an entity. Contracts, property titles, and other business is in the corporation name of the school, not in the name of the Board members, even though their names may appear on documents as officers authorized to act for the school. The school will provide board members with personal liability insurance to protect them from lawsuits that may arise as a result of their actions during their term of board service.

### **151 Organization (Amended 2/1/10)**

The Board shall consist of up to six members who are elected by the eligible voting members of the corporation. Each of the six Board members shall have equal voting power in all matters. In addition, the administrator shall attend all board meetings, but will not be a voting member of the Board.

### **155 Elections (Amended 4/13/2020)**

Applications for Board positions shall be requested by the Board at least one month prior to the Annual Meeting. The Board of Directors shall present a slate of screened candidates to the membership of the corporation at least two weeks prior to the Annual Meeting. The Board will establish its own criteria for screening candidates and conducting the election.

Only members of the corporation will be allowed to vote. Those candidates who receive the highest number of votes will be elected first to the three-year terms and then to any unfulfilled terms.

Determination. The names of all candidates shall be arranged on a ballot in alphabetical order. A ballot with instructions to vote for no more than the number of vacancies to be filled will be presented to and voted on by members.

### **156 Orientation of Board Members (Amended 2/1/10)**

The Administrator and Board president will provide orientation to new board members. New board members will be given a copy of the Board Policy Manual, Faculty Handbook, Parent/Student Handbook and other materials related to Board membership.

### **157 Selection of Board Officers (Amended 6/12/17, 6/10/2019)**

On or around the final meeting of the old fiscal year or the first meeting of the new fiscal year, the Board will elect new officers

## **Specific Duties of the Board**

### **160 Specific Duties of the Board (Amended 12/5/11, 9/19/19-Formerly known as Hiring and Evaluation of Administrator)**

The Board is a policy-making body, ensuring financial stability, providing direction in strategic planning and assisting in carrying it out as needed, providing spiritual direction, and conducting annually a self-evaluation. The Board also has the sole responsibility of hiring and evaluating the head of school.

### **161 School Budget**

The Board, in consultation with the school treasurer, will draft, discuss and approve an annual budget.

### **162 Board Signing Authority (Amended 5/08/2023)**

The Board president shall have authority to sign corporation checks and documents obligating the school. This authority is delegated by the board to the Administrator, board treasurer, and other parties related to the school as deemed appropriate by the board.

### **163 .Formulation of Policies**

Policy changes are the responsibility of the board. The Board may gather input as needed from parents, staff, students, committees, and administration to develop new policies or to change current policy. Special committees may be used to help draft policies and /or to solicit ideas for changes to policies. New policy recommendations and current policy changes will be presented to the board for final approval.

### **170 Conduct of Meetings (Amended 4/10/2023)**

Meetings of the Board of Directors shall be open to members, as defined in policy 110.

The President of the Board, or a majority of the Board's members, may call the Board into executive session when personnel, disciplinary issues, property or other private business is to be discussed. Minutes for executive sessions will not be made public.

Special meetings of the Board (those not regularly scheduled) may be called by the President or a majority of the Board members by giving notice to all Board members of the day, time, and place of such a special meeting.

### **171 Rules of Order**

The Board will follow Robert's Rules of Order during official board meetings.

### **172 Board Meeting Agendas**

The agenda shall be prepared by the President of the Board. Any Board member may request an item to be placed on the agenda.

## 175 Minutes

The Board will review, revise as needed, and approve the minutes of Board meetings. Draft meeting minutes shall be presented to the Board for review as soon as possible after each meeting.

## 176 Yearly Board Calendar (Amended 12/5/11, 9/9/2019)

The Head of School will discuss and provide a calendar of activities to be covered by the Board over the course of the year at the beginning of the Board year. This will include, among other items, review and discussion of Continuous School Improvement Plan, Head of School evaluation, and budget, tuition and salary approvals.

## 178 Planning (Amended 12/5/11)

The board will annually review the Continuous School Improvement Plan (CSIP) and modify it after receiving input from the administration, faculty/staff, parents, and committees.

## 180 Document (Adopted 12/5/2015)

The following Board and Administrative documents will be maintained by the office:

1. Board agendas and minutes
2. Financial records
3. Bylaws and other corporate documents
4. Course curricula
5. Accreditation documents

## **200 – 269 FACULTY EMPLOYMENT**

### 200 Definitions of Faculty Positions

**Full-Time:** A full-time secondary teacher is one who teaches six (6) class periods daily with one (1) preparatory period (equivalent to one secondary level class period) and one (1) duty period. A full-time elementary teacher is one who teaches a full schedule comparable to other FHCS elementary teachers.

**Half-Time:** A half-time secondary teacher is one who teaches at least the equivalent of four (4) class periods daily but less than full time and is paid a proportion of the full-time rate. A half time elementary teacher is one who teaches a minimum of 3 clock hours per day but less than full time.

**Part-Time:** A part-time teacher is one who teaches less than half time and is paid an hourly rate.

### 201 Re-Assignment and Hiring Procedures (amended 1/11/2016)

The Administrator, by delegation of the board, is responsible for the recruiting and hiring of all certified and non-certified staff within FHCS as long as requirements for accreditation and certification are met.

Re-Assignment – In the event of an opening for a teaching position:

- A. The Administrator will interview any teachers interested in being re-assigned.
- B. If the Administrator does not feel the re-assignment is in the best interest of the teacher and/or school, the position will be opened to the public. At this time the FHCS teacher candidate may apply for the position if he/she so desires.

Application Procedure

- A. Teaching positions will be advertised.
- B. To be considered, an applicant will submit an application, resume, and copy of school transcripts to the Administrator.
- C. The Administrator will perform the initial screening and interviewing.
- D. The Administrator, where appropriate, will form a Personnel Committee which may include teachers, parents or board members to further interview the candidate(s). The personnel committee is appointed by the Administrator in consultation with the Board president.
- E. The Administrator will notify the successful candidate.
- F. The Administrator will also notify any unsuccessful candidate.

Selection Criteria

- A. Our goal is to choose an applicant who is qualified and best fits the mission of FHCS.
- B. The applicant must agree to abide by the FHCS Statement of Faith and Philosophy of Christian Education.
- C. The applicant must have experienced new birth through the personal acceptance of Jesus Christ as Lord and Savior.
- D. The applicant must be actively involved in a church and be recommended by his/her pastor.
- E. The applicant must demonstrate skills in communication, leadership, organization, and the ability to exercise Godly discipline in the classroom.
- F. Preference will be given to applicants who are certified or are eligible for certification.

## 202 Background Checks (Adopted 1/2/2012, Amended 9/12/2022)

All employees will be subject to criminal background checks. This includes part-time positions such as coaches, custodians, work-study students, substitute teachers, and volunteers working directly with students. It excludes volunteers not working directly with students, students working as teacher aides, or in short-term assignments.

## 203 Veracity of Documentation (Adopted 12/5/2011)

If the administration or board determines that an employee has lied, deceived or mislead school officials in the application and hiring process, that employee is subject to immediate dismissal.

(Resume deception, background check shows undisclosed criminal record.)

## 205 Non-Discrimination (Amended 3/9/2015)

Flint Hills Christian School does not discriminate in its employment practices on the basis of race, color, or national and ethnic origin. It does discriminate on the basis of religion, hiring only individuals who:

1. Have a clear confession of faith in Jesus Christ.
2. Are actively involved in a local, Bible-believing church.
3. Adhere to Biblical standards of personal morality.
4. Support the school's Statement of Faith and Philosophy of Education.

## 210 Hiring of Substitutes

- A. The Administrator will keep a file of applications for substitute teaching.
- B. Hiring of substitutes will be at the discretion of the Administrator.
- C. At least two (2) references must be contacted prior to hiring.

## 211 Health Certificate

All new school personnel shall be required to furnish, at or before the beginning of the school year, a Certificate of Physical Examination (including a Tuberculin Test) signed by a licensed physician revealing that the employee is in generally good health and free of dangerous, communicable diseases. Returning school personnel need only a Tuberculin Test every other year. Physical examination forms are available in the main office.

## 212 Personnel Records (Adopted 12/5/2011)

The administrative office will maintain a personnel record for each faculty/staff member. Upon request, employees may review their personnel files. The files shall include but not be limited to:

- |                                       |                         |
|---------------------------------------|-------------------------|
| A. Initial Application for Employment | D. Tax Forms (I-9, W-4) |
| B. Health Certificate                 | E. Teacher Contract     |
| C. Performance Evaluations            |                         |
| F. Criminal background check          |                         |

## 213 Pay Periods (Amended 3/4/2013)

Every effort will be made to pay the faculty/staff on the first (1<sup>st</sup>) of each month. Full-time and half-time teachers are paid on a twelve (12) month basis. All other teachers are paid on a nine (9) month basis.

## 215 Attendance

All employees are expected to arrive on time, ready to work, every day. Full time teachers are to arrive at work 30 minutes before the start of the school day (tardy bell) and not depart prior to 15 minutes after the dismissal bell. Classified staff are to work the hours designated by their supervisors.

Absence is defined as a failure to report for and remain at work as scheduled. This includes arriving late for work and leaving early without prior supervisory approval. Additionally, absences that exceed the permitted number of hours under the personal and sick policies may be considered unexcused absences. If an employee is unable to arrive at work on time, or must be absent for any portion of the day, he/she must directly contact his/her supervisor as soon as

possible.

Excessive absenteeism or tardiness will result in disciplinary action up to and including termination.

#### 221 Personal Leave (Amended 4/10/2023)

- A. All full-time teachers are granted sixteen (16) hours of personal leave per year. All half-time teachers are granted eight (8) hours of personal leave per year. All part-time teachers will be granted one (1) day off from classes per semester. Unused personal leave will not carry over to the next year.
- B. Personal leave may be used for conducting business and for family needs.
- C. Personal leave may not be used during the last week of each semester, on orientation days, teacher work days, or prior to or following a holiday break without special approval of the Administrator.
- D. A teacher must complete a Personal Leave Form one (1) week in advance of requested leave unless there is an emergency.
- E. The Administrator must approve personal leave.

#### 222 Professional Leave

- A. Full-time teachers may receive paid leave time to attend conferences each year.
- B. Prior approval of the Administrator for Professional Leave is necessary and should be requested as far in advance as possible.
- C. Length of paid Professional Leave will be determined on a case-by-case basis.
- D. Costs for conference registration, lodging, and travel may be paid by FHCS at the discretion of the Administrator.

#### 223 Sick Leave (Amended 2/12/2019, Amended 4/10/2023)

- A. Full-time teachers are permitted eighty (80) hours of sick leave per school year. Half-time teachers are permitted forty (40) hours per school year. Sick leave will be proportionally prorated for part-time teachers. Only under extraordinary circumstances will the Board authorize additional paid sick leave during a school year. Unused hours may be carried over to subsequent school years but may not accumulate to more than two hundred ten (210) hours. Sick leave may not be shared with other faculty.
- B. Paid sick leave may be used for personal or immediate family physical sickness, personal mental healthcare, personal or immediate family medical appointments, birth or adoption of a child with the immediate family, and funerals or bereavement of immediate family members. NOTE: "immediate family" is defined as spouse, parents, grandparents, children, grandchildren, siblings, in-laws (mother, father, brother, sister, daughter and son).

#### 224 Maternity Leave

In addition to using any available sick leave, full time employees will be granted 70 hours (or 10 days) of paid maternity leave. Maternity leave will begin no later than the date of birth or adoption. Six weeks of total leave time (paid or unpaid) are allowed for maternity purposes. Additional leave may be authorized by the administrator.



## 225 Jury Duty and Court Subpoena Leave (Adopted 12/5/2011)

### **Jury Duty and Court Subpoenas**

Serving on a jury or testifying as a witness when called is a civic duty, and as such is fully recognized and supported by FHCS.

### **Jury Duty**

It is the employee's responsibility to notify FHCS as soon as a formal notice regarding jury duty is received. This will allow the Administrator to make arrangements for substitutes during this time period. Employees scheduled to work while serving on jury duty should return to work after being dismissed by the court.

### **Court Subpoenas**

When an employee is subpoenaed, advance notification should be made to the administrator. Appearances in court under subpoenas and/or out of civic responsibility (such as an eyewitness) will normally be considered excused time with pay.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days will be used for this purpose.

## 226 General Leaves of Absence (Adopted 1/2/2012)

An employee may request a general leave of absence without pay that is not covered by personal, sick, professional, jury, or maternity leaves. A written application must be filed in advance with the Administrator stating the reason for the leave and is subject to the Administrator's approval.

A general leave of absence cannot exceed 30 calendar days. However, a leave may be extended for periods up to 30 calendar days upon submission of a new application and approval by the Administrator.

Before a general leave is approved, arrangements must be made to continue the school's benefit programs.

FHCS is under no obligation to grant a general leave. A general leave does not guarantee holding the position open, as the school may find it necessary or beneficial to fill the position in the employee's absence. If an employee does not return to work at the end of an approved leave, he/she will be considered terminated.

If an employee is absent for more than three working days without an approved leave or verifiable illness, the employee will be considered as having voluntarily terminated employment.

## 230 Other Benefits (Amended 5/11/2020)

- A. A group health insurance plan is available to full-time faculty/staff. A life insurance plan is also provided.
- B. Employee Qualified Tuition Remission Plan: Internal Revenue Code Section 117(d)

provides that a qualified tuition reduction provided to an employee of an educational institution is excluded from the employee's gross income for federal income tax and employment tax purposes, and Flint Hills Christian School is an educational institution as defined in the IRS Code Section 170(b) (1) (A) (ii). Consequently, FHCS has created a Qualified Tuition Remission Plan under the IRS Code Section 117(d) with the following provisions:

1. Tuition for dependent children of employees of the school will be reduced in an amount equal to the percentage of their full-time equivalency for their first child and half the reduction of their first child for each child thereafter. The Qualified Tuition Remission Plan is effective with the beginning of the employee's contract year (October 1). At such time, the value of the tuition reduction will not be included in an employee's salary for either federal income tax or federal employment tax purposes.
- C. All Faculty/Staff will have free admission to home games. Family members will need to pay admission.
  - D. All Faculty/Staff will receive standard school holidays.

#### 240 Required Faculty Attendance

- A. Teacher orientation meetings and teacher work days.
- B. Parent conferences.
- C. Specially scheduled in-service and professional meetings.
- D. Regularly scheduled faculty meetings.
- E. School chapel services with his/her class.
- F. School assemblies.

\*Teachers are encouraged to attend banquets, performances, athletic contests, and commencement.

#### 241 Conflicts of Interest

- A. Employees are not to engage in outside employment that will in any way interfere with the effective performance of regular school duties.
- B. Employees are not to engage in any outside activity that creates a conflict of interest for the school or brings discredit to a Christian lifestyle.
- C. Employees are not to engage in work of any type where information concerning clients or employees originates from information obtained through school sources.
- D. Employees are not to use school property for private or corporate profit, nor is any employee to conduct private business on any premises owned by the school unless prior approval has been obtained through proper channels.

#### 250 Teacher Evaluation

- A. At a minimum, teachers will be formally evaluated according to the schedule below. The Administrator may choose to evaluate any teacher on a more frequent basis.
  1. New teachers – once a year during their first two years at Flint Hills
  2. Teachers with more than 2 years' experience at Flint Hills – every third year.

- B. Formal evaluations will consist of:
  - 1. A minimum of two classroom observations by the administrator and verbal or written feedback regarding the observations provided by the administrator to the teacher,
  - 2. A summary conference to include:
    - i. Review of an evaluation document prepared by the administrator
    - ii. A discussion of the teacher's annual goals (written in the fall)
    - iii. A review of students' evaluative marks/comments about the teacher (grades 5-12)
    - iv. A review of any job targets previously proscribed by the administrator for the teacher.
    - v. The establishment of possible new job targets to improve teaching performance
  - 3. A formal evaluation document signed by both the teacher and the administrator.
- C. Teachers not receiving a formal evaluation in a particular year will be expected to participate in an informal evaluation to include:
  - 1. A teacher's written summary of progress towards the completion of annual goals.
  - 2. The solicitation of student feedback regarding his/her teaching performance in a format approved by the Administrator (grades 5–12).
  - 3. A discussion of items 1 and 2 with the Administrator.
- D. Peer observations and feedback are a teacher option with both formal and informal evaluations.
- E. Based on the evaluations for each teacher, the Administrator will submit to the Board a list of proposed teaching staff contract renewals for the next school term. The Board will review with the Administrator any concerns, then confirm or reject the recommendations of the Administrator.
- F. In the event concerns expressed by the Administrator in prior evaluation discussions with a teacher have not been satisfactorily resolved during the school year and renewal of a teaching contract is not recommended to the Board by the Administrator, the teacher will be informed of the decision as soon as possible. The teacher may request a meeting with the Board to present his/her position.

## 251 Grievance Procedures – Employees (Revised 11/1/2010, amended 4/12/2021)

### Purpose

The following procedures outline specific steps to be followed by employees and school board members of FHCS in order to insure prompt and equitable resolution of grievances against other school personnel. Employees or school board members 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. We are also motivated to pursue relational reconciliation with fellow believers as the Lord has commanded.

Grievance procedure:

### **Step A** - Solve at the lowest level

It is the responsibility of the employee, 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. Through prayer, humility, and grace, 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 employees to promptly and courteously hear all grievances registered in good faith by another employee, to clarify misunderstandings, and to make reasonable adjustments in response concerns that arise. It is each party's duty to humbly try to see the other person's perspective and seek forgiveness and reconciliation in both directions. See Romans 12:16.

If a grievance is not settled between the parties within 10 working days after it is made known, or if the aggrieved employee is not satisfied with the results, he/she may proceed with step B.

#### **Step B - Administrator**

The employee shall present the grievance in writing to the school principal. The principal will arrange a meeting with both parties involved. The principal will then issue a 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 employee is not satisfied with the results, the employee may elect to proceed with step C.

If the employee's complaint is against the principal, the employee will first visit privately with the principal, skip Step B, and proceed to Step C if the conflict remains unresolved.

#### **Step C – School Board**

The employee shall present the grievance in writing to the chairman of the school board within 20 working days of receiving a written judgment from the school principal. If the initial grievance was against the principal, the written grievance should be filed within 40 working days of the original discussion with the principal. The written grievance must contain sufficient detail to identify and clarify the basis for the grievance. The written grievance should contain the following:

1. The specific action or incident upon which the grievance is based.
2. The date the action or incident occurred.
3. The reasons the employee believes that the action was unfair or unjust, and the specific policy or agreement that was violated (if applicable).
4. Corrective action sought by the employee.
5. A brief summary of the employee's attempts to date to resolve the problem, and the results of such actions.
6. A record of all communication (if divisive comments are discovered on either side, additional steps will be taken to address the comments with the individuals involved).

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

1. 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.
2. Establish and maintain a grievance file which will be the official record of all actions taken during the grievance procedure. If there are legal implications, the school board president will contact ACSI or other relevant legal advisors for advice.
3. Establish a Grievance Committee consisting of at least 3 board members.
4. Conduct a hearing to examine written evidence and listen to testimony from both parties.
5. Examine all school policies and procedures relevant to the grievance.
6. Issue a written summary judgment regarding the grievance.

The decision of the board committee will be final.

#### 253 Harassment (Adopted 12/5/2011)

Flint Hills Christian School will not tolerate any form of harassment, including sexual harassment, or any conduct that has the effect of substantially interfering with an employee's or student's performance or creating a pervasive, intimidating, or hostile school environment. See policy 334 for further definitions.

#### 255 Duty Hours for Teachers

Teachers are to be at school thirty (30) minutes before school begins and are free to leave 15 minutes after school ends. Teachers are expected to be available and attend meetings and conferences outside these hours as needs arise.

#### 257 Disciplinary Action and Termination of Employee Contract (Adopted 5/16/2011, Amended 4/12/2021, Amended 4/11/2022)

Certain employee actions or improper behavior require disciplinary action, or even immediate dismissal, depending on the seriousness of the behavior, as determined by the FHCS Principal and Board.

This policy should be followed when progressive discipline is warranted and where the Principal believes that immediate termination is not appropriate. Please note that the Principal and/or School Board reserve and have the right to skip one or more steps in this process and/or move to immediate dismissal where in its discretion it determines that such discipline is warranted. If immediate dismissal is required, the Principal and President of the School Board will engage ACSI for legal guidance.

For standard poor performance, no step may be skipped. The Principal and/or School Board will weigh the circumstances of each occurrence and determine the appropriate course of action for those circumstances. However, the Principal and/or School Board may skip any level of discipline at any time, and proceed to a Written Warning or termination for a serious first offense, if the Principal and/or School Board determine that

the circumstances are serious enough to justify such action. Examples of behavior that may result in immediate termination include, but are not limited to, advocating in instilling non-Biblical values and beliefs, insubordination, disclosure of confidential information, participation in gossip and/or instigating division, unlawful use of or being under the influence of illegal drugs or alcohol on the job, fighting, threats, theft, sexual or other harassment, discrimination or retaliation, reckless behavior or actions, unsafe acts, any form of dishonesty, and anything else within Section 260 – Personal Conduct.

### 1. Verbal Discussion

The problem will be called to the employee's attention, the employee's views will be discussed, the correction of the behavior will be discussed, and the expected behavior will be explained. The verbal conversation will be documented by the Principal. If the Principal is receiving a Verbal Discussion the School Board will initiate and document the discussion.

### 2. Written Warning & Improvement Plan

Repeated or more serious violations call for the employee to be immediately counseled, and a written summary of the problem(s), expectations for corrective action, and potential future consequences will be documented by the Principal. The Written Warning should be acknowledged and dated by the employee and the Principal. If the employee refuses to acknowledge, the Principal will note the refusal in writing. The Principal will notify the FHCS School Board about all Written Warnings during Executive Session of the next Board meeting after the Written Warning is given or at a special Board meeting called by The Board President. A written warning will include information on whether or not the employee is put on probation or put on probation and suspended. The decision to include probation or probation and suspension is made by the Principal. If the Principal is receiving a Written Warning, the School Board will administer and document the warning as described above.

- a. Probation only – should be for a defined period of time with a defined follow-up date(s) (e.g. 30, 60, 90, 180, or 365 days, etc.).
- b. Probation and suspension – should be for a defined period of time (usually 1-5 days). The length of the suspension is determined by the Principal and/or School Board. For any suspension, probation is also required with defined follow-up date(s). The Principal and/or School Board determines whether the Suspension will be with or without pay.

### 3. Termination

FHCS may terminate an employee's contract with just cause at any time upon delivery of a written Notice of Termination for Cause to the employee. Just cause includes: incompetence, moral turpitude, failure to fulfill duties, insubordination, and any conduct deemed unbiblical and/or harmful to one's

Christian witness.

In such an event, the employee shall have the right to request, in writing, a hearing before the FHCS Board for the purpose of appealing the Notice of Termination for Cause. Said written request for a hearing must be received by the FHCS Administrator within five (5) calendar days of the date of the Notice of Termination for Cause and the hearing before the FHCS Board must be conducted and completed within ten (10) calendar days following the receipt of the request for hearing.

Upon delivery of the Notice of Termination for Cause, the employee shall be immediately suspended from duties. He/she shall receive two (2) weeks severance pay. Said severance pay shall be determined and calculated under the terms of the employee's contract.

If an employee is successful at an appeal hearing, the employee shall be reinstated on active duty with no loss of salary or benefits, subject to such terms and conditions as may be agreed upon between the employee and FHCS.

An employee's contract may also be terminated due to the school's lack of finances. Employees are aware that FHCS is a faith ministry and that any time funds are unavailable to support the ministry, FHCS may have to terminate a contract if one the school is not opened for the fall term or is discontinued during the school year by action of the FHCS Board of Directors.

Voluntary Early Termination - If the Teacher voluntarily resigns and terminates the contract before all terms of the contract are adequately fulfilled, then FHCS will charge the Teacher an "Early Termination Penalty" based on the schedule in the following schedule:

Termination Date	Early Termination Penalty
6/1 – 6/30	\$1,000
7/1 – 7/31	\$1,000
8/1 – 8/31	\$1,000
9/1 – 9/30	\$1,000
10/1 – 10/31	\$1,000
11/1 – 11/30	\$1,000
12/1 – 12/31	\$750
1/1 – 1/31	\$750
2/1 – 2/29	\$500
3/1 – 3/31	\$500
4/1 – 4/30	\$250
5/1 – 5/30	\$250

## 258 Continuing contracts (Adopted 5/16/2011)

All employee contracts are for a one-year term or less. All rights and privileges terminate upon the expiration date of a contract unless voided earlier under provisions of termination. The parties agree that no rights of tenure or presumption of continuous employment are conferred or implied by the contract or by a number of consecutive contracts.

## 260 Personal Conduct (Amended 1/2/2012)

Flint Hills Christian School is a non-profit religious organization. More importantly, our organization is a community of believers who have joined together to meet the spiritual and academic needs of the greater community. Our organization promotes behavior consistent with the Holy Scriptures. Consequently, when someone joins FHCS' staff, he/she freely and willingly agrees to the standards of behavior outlined in this policy and the Board Policy Manual. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with Biblical standards.

As representatives of FHCS, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in administrative discipline, up to and including termination.

- God's Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). These attributes are to be sought, encouraged, and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided, including: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior, and premarital sex), drunkenness, and immodesty of dress.
- FHCS recognizes the danger to one's physical and psychological wellbeing in the use of certain products. Therefore, employees are to refrain from the use of tobacco in any form, hallucinogenic drugs and substances, narcotics not authorized by a physician and the overindulgence of alcoholic products.
- Any kind of demeaning gesture, physical, sexual or electronic harassment, threat of violence, or physical attack directed toward another person will not be tolerated.
- Employees are encouraged to be selective in their choices of entertainment and recreation. The use, possession, or distribution of pornographic materials is prohibited.
- Employees shall avoid any other conduct that violates scriptural mandates.

## **270 – 299 TEACHER DUTIES AND RESPONSIBILITIES**

### 272 - Lesson Plans

Writing lesson plans is an important part of a teacher's weekly preparation. Each teacher will write lesson plans as directed by the Administrator. Teachers are expected to complete lesson plans for each class/subject prior to the start of each school week. K-4 through 6<sup>th</sup> grade teachers must supply the office with a daily schedule so office personnel will know when each



class has recess, art, music, lunch, etc. This needs to be separate from the lesson plan.

### 273 Homework

The general policy is to avoid assigning homework that will interfere with church activities on Wednesday nights. Homework time guidelines for students are:

Primary	15-30 minutes/night	Junior-high	60-90 minutes
Intermediate	30-60 minutes	High school	60-120 minutes

To the extent possible, secondary teachers should avoid scheduling more than two tests for any student on the same day. Homework assignments should be available electronically for parents and students.

### 274 Student Records

The following records will be filed and maintained in the school office:

- |                                 |                                    |
|---------------------------------|------------------------------------|
| A. Application for Admission    | F. Attendance Record               |
| B. Medical History              | G. Hearing and Vision Test Results |
| C. Physician's Report           | H. Records from Previous School(s) |
| D. Immunization Record          | I. Progress Reports                |
| E. Achievement Testing Profiles | J. Transcripts                     |

### 275 Classroom Student Records

Daily attendance records and daily grades should be maintained by teachers. Student records may be released to parents by the main office.

Records are to be consolidated at the end of each school year and a determination made by the administration as to what information should be added to the student's cumulative record. Early in the school year, teachers are to review the students' records to see if special needs exist (i.e., impaired vision, hearing, food allergies, need for special medication, limited physical stamina, I.E.P.).

### 276 Release of Confidential Information

Consistent with statutory and common law, neither teachers, administrators, nor staff may release confidential information concerning students to anyone who is unauthorized to receive such information. Requests for student information should be referred to the Administrator.

### 277 Classroom Environment

The teacher is responsible for the appearance of the classroom including cleaning of the room. Although limited custodial service is provided, students are expected to help with light housekeeping duties.

### 279 Appropriate Use of materials (Adopted 12/6/2010)

All faculty and staff will abide by federal copyright laws. A summary of the laws will be posted for faculty and staff in the workroom or lounge.

## 280 Classroom Conduct (Amended 12/6/2010)

Teachers are responsible for student control within the classroom. The classroom environment should be characterized by order and courteous behavior. Control procedures and discipline should reflect adherence to Biblical principles of child training and should be implemented with appropriate parental involvement and notification. Each teacher must have a written classroom management/behavior policy subject to administrative approval that identifies behaviors and consequences and that is communicated to students and parents.

## 281 Supervision of Students (Amended 9/5/2011)

Teachers are responsible for the supervision of students during school hours, at scheduled activities (home and away), and when students are on school property waiting to go home. At the elementary level, when students move as a class from one area of the school to another, they should be escorted the entire distance by their teacher. The teacher is released from his/her supervisory duty only when he/she is assured that the receiving teacher has assumed supervision of her class.

Special care should be taken to ensure the safety of all students in the event of fire, tornado, or other natural disaster. Teachers should be familiar with FHCS emergency plans. Students are not permitted to utilize cooking facilities on campus without an adult being present. The only exception is for secondary students heating their lunches in microwaves in the main kitchen subject to administrative rules or high school students assisting with microwaves and/or crock pots in the concession area prior to and after school game or activity.

No student under the age of 18 is to access the school attic without being accompanied by a school employee or adult volunteer.

## 282 Lightning and Thunder (Adopted 3/13/2017)

1. When thunder is heard or cloud-to-ground lightning is seen, the storm is close enough to pose a lightning risk. Suspend all outdoor activity (sports practice, recess, or any other outdoor activity) and take shelter immediately.
2. Once activity or play has been suspended, wait at least 30 minutes from the last sound of thunder or lightning strike witnessed before resuming activity.
3. 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.

## 283 Sexual Harassment and Abuse (See also Board Policy #334)

Reporting suspected sexual or physical abuse is required of all staff and faculty under the laws of the state of Kansas. Reports must be made to the administrator AND the appropriate legal

authorities.

#### 284 Recess Procedures

- A. Students are not to be left unattended. A teacher, staff member, or volunteer must accompany and supervise students during all recess periods.
- B. The teacher, staff member, or volunteer on recess duty must be able to see all play areas, giving full attention to students.
- C. The health and safety of the students is first concern when inclement weather or changes in recess location is presented to the staff.
- D. Playground rules will be reviewed annually and all teachers, staff members, and volunteers will have access to the rules.

#### 287 Field Trips (Amended 10/11/2021)

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. We ask that no siblings attend field trips so that the parent can focus on assisting with the students.

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.

#### 288 Instructional Films

Films with a "G" rating may be shown to students without parental permission. Administrative and parental permission must be obtained for students to see a film with a higher rating.

#### 289 Study Halls

The Administrator, in consultation with secondary faculty, will establish study hall rules and procedures.

#### 290 Classroom Visitation

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.

#### 292 Faculty Dress and Conduct

All teachers are expected to dress neatly, modestly and in a professional manner. Dress at school events must, at a minimum, also conform to the student dress code. The last school day

of the week is “jeans day”, permitting more casual dress.

Teachers are to be examples to the students. This modeling influence applies both to on and off-campus activities. Care must be taken to ensure that life activities away from the school environment do not bring reproach to the teacher or to FHCS.

## 294 Building Keys

Each teacher will be issued keys that are needed for the performance of daily activities. Keys that are not often needed can be obtained in the main office for temporary use. Keys must never be duplicated without permission of the Administrator. Lending of keys to a student for more than a momentary errand is not permitted. In the event a key is lost or stolen, the Administrator shall be notified immediately so that replacement keys can be found and/or necessary security arrangements can be made.

## 295 Communication and Electronic Media (Amended 1/15/2020)

"Electronic media" means any electronic program, access, or services, including but not limited to, any computer hardware or software, e-mail, the Internet, facsimile services, and telephone services.

### **Employee Electronic Media Use Policy**

- FHCS' electronic media and services have been developed and maintained for the specific purposes of student education, communications, business correspondence and research / information gathering. For employees' convenience and expediency, electronic media may be used for incidental personal use. Good judgment should be used to limit the amount and frequency of such use.
- All systems, including the equipment, wireless system, and the data stored in the systems, are the property of FHCS. Thus, all electronic data or documents created, sent, received, or stored in the systems are the property of this organization.
- FHCS is not responsible for any privately owned equipment used for school purposes.
- No equipment may be attached to the school's systems without prior approval from the Technology Coordinator.
- All other FHCS' policies, including harassment and confidentiality policies, apply to the use of electronic media.
- Abuse of any electronic media or services, through excessive personal use, use in violation of law, or in violation of FHCS' policies, may result in disciplinary action up to and including immediate termination of employment and/or legal action.

### **Unacceptable Uses**

Unacceptable uses of electronic media or communications include, but are not limited to, the following:

- Use for any purpose that violates state or federal laws.
- Use to transmit or access information that disrupts the operation of the school.
- Use to transmit or access any content that is abusive, discriminatory, harassing, disrespectful, or pornographic.
- Use to falsify the sender's or author's identity or to misrepresent another person.
- Use to transmit or access confidential information to individuals who are not

authorized to receive such information.

- Use to transmit non-critical, non-business broadcast mail/data, distribution of chain letters or other mass distributions that cause stress on any computer or network system or disrupt the operation of the school.

### **Software Use Policy**

- FHCS will provide necessary software to employees for use on school computers in accordance with federal copyright law and applicable licensing agreements.
- FHCS does not condone the unauthorized reproduction of copyrighted computer software or documentation.
- Employees may not bring into FHCS any personal software for use on computers owned by FHCS or use personal Internet software (e.g., AOL, COMPUSERV) on FHCS' computers without prior approval from the Technology Coordinator.
- Employees with access to electronic media are responsible for taking the appropriate security measures to prevent loss, misuse, and damage, including damage caused by computer viruses. Any unexplained loss or alteration of data should be reported immediately to the Technology Coordinator.

### **Internet Use Policy**

- FHCS has the right to monitor Internet usage for purposes of time and content. For employees' convenience and expediency, the Internet may be used for incidental personal use. Good judgment should be used to limit the amount and frequency of such use.
- Access to any Internet sites with content deemed illicit, pornographic, unsavory, or inappropriate within the guidelines of ministry values and objectives will be subject to immediate review and possible disciplinary actions.

### **Electronic Communications (phone, e-mail, and facsimile services)**

- Telephones, e-mail systems, and facsimile machines are the property of FHCS. Consequently, FHCS has the right to monitor electronic communications for purposes of time and content.
- Employees' use of the telephone for personal purposes must be done with discretion. Personal calls should generally be limited to those of an emergency nature, and whenever possible should be made during break or lunch periods. Although there are security measures in place to protect the privacy of electronic media and communications, it is impossible to ensure the confidentiality of any electronic message.
- Employee communications transmitted by this organization's systems are not considered private. FHCS has the right to access, monitor, review, audit, delete, and disclose to those with a business need to know, with or without notice, all information entered, communicated, or stored on organization systems, whether or not they are communications.
- Routine system maintenance or trouble shooting by system administrators may result in electronic messages being accessed.
- Employees should limit the amount of printing for personal communications or purposes. A nominal printing fee may be assessed for personal use.
- Teacher use of cell phones, school computers and personal devices when having students under their supervision should follow the same guidelines as students. (See

- # 350 Electronics Policy)
- Employee communication with students is limited to face-to-face conversations and school issued email or is conducted through a school-approved platform (email is limited to students who have been officially issued one).
  - Employees are not permitted to text or make phone calls to students unless the phone call includes parents or is conducted through a school-approved platform. Employees may not engage with students in social media, including but not limited to, messaging, friending, or following or other means that could be considered personal by the student or the family.

#### **Guidelines**

- Employees should keep in mind that electronic messages, depending on their format, can be readily printed, viewed, listened to, or forwarded to other users. Electronic messages may also be mistakenly addressed and sent to the wrong person.
- A request to investigate any possible violation must be filed with the Administrator. The Administrator will then direct the investigation of complaints.
- In the event of a teacher leaving the school, teacher-created materials and plans for use in the teacher's classroom may be taken by the teacher to his/her next teaching assignment, remaining the property of the teacher.
- While all electronic communications remain the property of FHCS, the school is not responsible for inappropriate or illegal communications or electronics use by its employees.

### **300-399 STUDENT POLICIES**

#### **300 Enrollment**

The Administrator will establish procedures and policies for the enrollment and re-enrollment of students

#### **301 Enrollment Requirements**

For a student to be accepted at FHCS, the following minimum requirements must be met:

1. One or both parents must provide a written Statement of Faith in Jesus Christ.
2. 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.
3. Parent(s) must express a desire for Christian education.
4. The potential student does not exhibit a pattern of significant behavioral problems.
5. The potential student in grades 7-12 must express a willingness to be in the school.
6. Parent(s) must be in agreement with the foundational documents of Flint Hills Christian School. (See Purpose and Objectives, 001-099 of this manual)

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 and also the

fact that under current state laws, same sex marriage is not legal.

If all of the requirements listed above are not met, a student may be admitted on a conditional basis if the administrator recommends admission. The conditional terms of admission will be presented in writing to the parents and placed in the student's record.

#### 301.4 Academic Probation (Adopted 7/18/2011)

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. Failure to achieve a 2.0 GPA or higher at the end of the probation semester will result in termination of enrollment unless special circumstances exist as determined by the Administrator.

#### 302 Non-Discrimination Policy (Amended 3/9/2015)

Flint Hills Christian School admits students whose parents meet the requirements stated in Policy 301. 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.

#### 302.5 Enrollment of Special Needs Students (Adopted 7/20/2011)

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

#### 303 Kindergarten and Pre-K Entrance Requirements (Amended 10/11/202, 12/13/2021, and 3/20/2023)

Students entering Kindergarten or the Pre-K 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 Certificate of Immunization record. If the required immunization has not been received, the school must have a statement signed by the parent or guardian stating that the child has not been immunized because of a religious conviction or other objection to immunizations.
3. A copy of the child's birth certificate.
4. FHCS requires that a child must be 5 years of age by September 1st before enrolling in kindergarten or 5 years age by January 1 for Pre-K enrollment.
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 Pre-K programs.

#### 304 School Fees (Amended on 7/18/11, 6/14/2021, Amended 9/12/2022)

The board will annually review and approve the fee structure for students at FHCS including tuition, registration, curriculum, and athletic fees. Curriculum fees and tuition may be prorated by the administrator for students who enroll after the school year has started or

whose family moves from the area during the school year.

Tuition payments are due on the first of each month and late on the 11<sup>th</sup> of the month. The office may assess a reasonable fee for late payments. Families who are delinquent in their fees and who have not made other arrangements with the office may have their students un-enrolled from the school.

If a student is removed from enrollment at FHCS during the summer months, the following will occur:

- From the end of the previous school year through June 30<sup>th</sup>, 50% of June tuition will be reimbursed.
- Between July 1-July 31<sup>st</sup>, 25% of June and July tuition will be reimbursed.
- As of August 1, no June, July, or August tuition will be reimbursed.

The curriculum and IT fees will not be reimbursed. This is due to the fact that staffing decisions and curriculum/furniture/equipment materials are being ordered in early summer based on enrollment numbers. This policy does not apply to families that are relocated or if other circumstances arise that do not allow the student(s) to attend (i.e. finances, medical, etc.).

#### 304.5 Referral Credit (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.
- For a New Family who enrolls in K4 and pays the K4 tuition
  - Each New Family Tuition Credit will be applied in two Two-Hundred (\$200) 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 \$200 credit will be applied on the following October 1<sup>st</sup>, and the second \$200 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 \$200 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 \$200 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.

305 Curriculum Fee (prev. #426 3/10/11, Amended 12/12/2016)

An annual curriculum fee will be assessed on all FHCS students. The curriculum fee helps pay for textbooks, technology, classroom supplies, testing, etc. This fee shall be divided up on a monthly basis and combined with monthly tuition payments due.

305.5 Past Due Accounts (Approved 4/8/2019, Amended 4/12/2021)

*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:*

### **Days Overdue Action Taken**

10 Days: Email Overdue Notice

20 Days: Email \$30 Late Fee Assessment Notice and phone call from FHCS staff to confirm payment plan.

40 Days or Late on 2<sup>nd</sup> Consecutive Month: Email Notice of 2<sup>nd</sup> \$30 Late Fee Assessment and 10-Day Final Notice before unenrollment and/or collections.

### **General Guidelines for Administrator and anyone involved in addressing past due accounts:**

- 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. There should be a stern warning 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 1<sup>st</sup> 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.

### **306 Textbook Rentals (prev. #427 3/10/11)**

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.

### **307 Financial Assistance (prev. #305 3/10/11, Amended 1/11/2016)**

Financial aid applications may be obtained through the school office. Scholarships will be awarded by a board appointed committee. Scholarship amounts will typically range from 5 – 40%. Any financial aid offered a family beyond the established formula (hardship consideration award) must be pre-approved by the board.

The board will periodically review and update the financial aid formula.

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 must be enrolled full-time. For families with four students enrolled, 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 generates the smallest tuition assessment. For families with more than four students enrolled, tuition will be calculated for each child and the total tuition assessment for the family will be discounted 25%.

Discounts such as multiple and pastoral cannot be “stacked”.

### **308 Parent Orientation and Involvement (prev. #306 3/10/11) (Revised 11/12/2018, 4/12/2021) (Amended 11/8/2021)**

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. Attendance at the annual "Back-to-School Night".
2. A thorough reading of the Parent/Student Handbook.
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 buy-out the remaining hours at the rate determined each year by the school board.
8. Parents will do their best to communicate with child's teacher seeking to resolve conflicts according to Matthew 18 principle.

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

1. Household of full-time Pre-K student - 30 hours of approved service
2. Single parent household of full-time student - 15 hours of approved service
3. Dual parent household of full-time student - 30 hours of approved service

### 309 Homeschool Partnership Program (Amended 1/11/2021)

4th - 12th grade students who receive their primary instruction in the home are welcome to participate in classes and extracurricular activities at FHCS.

#### **Areas of Involvement**

Services - Individual student pictures, PLAN/PSAT and standardized testing, hearing/vision screenings.

Classes and Extracurricular Activities - athletics, band, choir and Spring play according to the breakdown below. Full-time students will be given priority for filling team rosters and roles. Exceptions are up to the administrator's discretion.

4th - 6th grade students may not participate in field trips or class parties.

4th - 6th grade students may enroll in band, music, physical education, art and Spanish only.

5th - 6th grade students may also enroll in athletics.

6th grade students may also enroll in the Spring play.

7th - 12th grade students may enroll in any class or extracurricular activity (including athletics).

Classes and activities vary per year.

Homeschool students may only remain on campus during the specific time duration of the service, extracurricular activity or class they are enrolled to attend. If there is a time gap prior to their next service, extracurricular activity or class, they must leave campus until the appropriate start time.

Parents of homeschool students may only remain on campus in a volunteer capacity during the specific duration of the service, extracurricular activity or class their student is enrolled to attend.

#### **Enrollment Process**

The administrator is to discuss the addition of any new homeschool student with the teacher(s) or coach(es) who will be directly involved with the student on a regular basis. Next, homeschool students must go through the same admissions process as full-time students.

Each new homeschool family is to be provided a copy of the Parent Student Handbook and must agree to follow its policies and procedures.

If a homeschool family is seeking enrollment for their student but the corresponding grade level, class, roster or activity is full, that student will not be allowed to enroll.

All 4th - 12th grade homeschool parents are expected to attend the Secondary Parent Teacher Conferences in the gym. This includes 4th - 6th grade specials. Homeschool students may start classes at the beginning of each semester. Exceptions are up to the administrator's discretion.

### **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.

### 310 Attendance Policy

Punctual and regular attendance is expected of all students.

### 311 Excused Absences or Tardies

The following types of absences or tardies are typically excused:

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.

### 312 Unexcused Absences or Tardies

Absences for shopping, haircuts, baby-sitting, needed-at-home, etc., will typically 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.

### 313 Chronic Absences

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 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.

### 314 Classroom Tardiness (Amended 8/13/2012)

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. 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.

### 315 Student Leave

Families are encouraged to schedule family vacations and other events during times when school is not in session. In the event that a student will miss school due to a scheduled trip or family gathering, the student is to complete and return an Application for Student Leave prior to the absence.

### 316 Early Dismissal

FHCS discourages students leaving school early. Parents should try to schedule appointments after school hours. When possible, the office should be notified in advance of an 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.) Parents should notify the office if someone else will be picking up their child. All students must sign out before leaving the building during school hours.

### 317 Make-up Work

Credit given for late daily work, projects or tests will be at the discretion of teachers. Work missed for excused absences will be given full credit if completed 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.

### 318 Truancy

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This includes leaving school without permission before the end of the day or staying out of any scheduled class without permission. Make-up work will be given upon return and credit given at the teacher's discretion.

### 330 Code of Behavior

All students are subject to the authority of all staff member at all time on the school grounds during the school day and during school functions. Students will be courteous and respectful to teachers, aides, secretaries, fellow students and visitors at all times.

### 331 Student Contract

A student contract is required for all students in grades 7-12. The contract will be available prior to the start of school. The completed contract is due in the Administrator's office by the end of the first full week of school. Students who fail to meet the deadline may be excluded from classes or activities until the contract is submitted.

### 332 Inappropriate Behaviors Defined (Amended 6/10/2019, Amended 10/11/2021)

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 lists of infractions below are 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 board policy or the Parent/Student handbook.

Category 1 - The following list of behaviors at school are often 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 (e.g., racist comments, sexual jokes or innuendos, vulgar or profane language, disrespectful comments)
- Chewing gum in an inappropriate place or at an inappropriate time
- Running in the building
- Excessive or disruptive talking
- Littering
- Being out of a defined supervised area without permission
- Unauthorized food or beverage consumption
- 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, communication with parents, and/or a work detail. Repeated violations may result in a more serious disciplinary response.

- Physical, verbal, or cyber bullying, threats, or fighting at school or in the community
- Disrespect towards authority figures
- Leaving school without permission
- Use of profanity
- Unexcused absences, truancies
- 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 serious whether occurring in the school or the community. 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 illegal drugs.
- Sexual misconduct including sexual harassment, sexting, etc.
- Repeated fighting Threats of bodily harm.
- Illegal 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 Administrator in consultation with the faculty.

Parents are to set the example of Christlike behavior to their children. If a parent of a FHCS student is engaging in inappropriate behavior as defined below that is affecting the FHCS community negatively, the administration and board reserve the right to determine the appropriate disciplinary response up to and including expulsion of the children of that parent.

### 333 Boy/Girl Relations

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 on campus or at school sponsored activities, such as holding hands or other physical intimacies, are considered inappropriate at school.

### 334 Sexual Harassment

Sexual harassment 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
- Inappropriate touching
- 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 sexual harassment 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 sexual harassment. Students have the moral responsibility to not engage in conduct that is unwelcome or offensive to others or contrary to Scripture. Sexual harassment 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 sexual harassment that has occurred. 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 sexual harassment 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 sexual harassment, FHCS is responsible for providing appropriate interventions and or disciplinary measures to eliminate sexual harassment 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.

### 335 Off-Campus Conduct Policy

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 may be held responsible for behavior occurring off-campus that violates this standard. 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.

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.

### 337 Appropriate Use of Materials (Adopted 12/6/2010)

Secondary students, on an annual basis, will be instructed in their English classes regarding:

1. pertinent portions of federal copyright laws,
2. the definition of plagiarism and how it applies in a school setting,
3. evaluating the reliability of Internet sources, and
4. the attribution of sources.

Students who violate copyright laws or engage in plagiarism will be subject to disciplinary action.

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

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.

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

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.

#### 342 Saturday School

Students may be assigned to Saturday School sessions as a form of discipline. Saturday School activities will be assigned to a student at the discretion of the Administrator.

#### 343 Expulsion

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.

#### 345 Appeal Process

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.

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

Elementary students are not to bring electronic toys, communication devices, cameras, etc. to school without express approval from his/her teacher for use in the classroom. Electronics are not to be used during recess periods or before or after school on campus.

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.

### 351 Food Policy

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.

### 352 Damage to School Property

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.

### 353 Dress Code (Amended 9/10/2012)

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 clothing promoting alcohol, tobacco, drinking establishments, drugs, anti-Christian symbols, or anti-Christian music groups are permitted.
3. Shoes or sandals must be worn at all times. Shoes with wheels or rollers are not permitted.
4. No outer headwear, towels, picks, 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.
5. Inappropriate, immodest clothing is not allowed. This includes clothing that exposes cleavage, mid-section, buttocks, and undergarments.
  - No halters, strapless tops, spaghetti straps, or one-strap tops.
  - While standing or sitting, lower backs and undergarments must not show.
  - Skirts, dresses, and shorts 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. Dresses/skirts must meet the 3" rule regardless of tights, leggings, jeggings, etc. begin worn.
  - Shorts should be long enough to reach mid-thigh or longer. Length of shorts for P.E. and sports may be at the P.E. teacher and coach's discretion.
  - No tight clothing
  - No sheer tops. This includes fishnet shirts for boys.
  - Clothing that is torn, tattered, or with significant holes may not be worn.
  - Pajamas and other sleep wear are not permitted.
  - Appropriate undergarments must be worn and not be seen.
  - Students may not wear shirts that are see-through, showing skin along the side of the torso.
  - No distracting hairstyles. Hair should not disrupt vision or prevent the teacher from having eye contact with the student. Hair should be a natural color.
  - No exposed body or facial piercings (except girls-limited to two earrings per year).
  - No exposed tattoos.
  - Good hygiene will be practiced. Hair should be clean and combed. Showers, deodorant, and toothbrushes should be utilized regularly.
  - No facial hair on boys is permitted.
  - 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.

### 354 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 attending at home and away games/activities will abide by the FHCS dress code.

### 355 Closed Campus (Amended 12/2/2013)

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.

### 356 After School (Loitering) (Adopted 8/10/2015)

Loitering on or near 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 4:15pm 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 3:40pm. Individuals wishing to visit the school shall obtain permission to visit from administration. The privilege to be on school grounds and/or visit the school is subject to administrative approval.

### 360 Grievance Procedure – Students or Parents (Adopted 11/1/2010)

#### 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.

## **400 – 499 ACADEMIC PROGRAM**

### 400 Accreditation (Amended 7/1/2012)

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 ensuring 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 Cognia.

### 401 Faculty Selection

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.

### 402 Class Size Guidelines (Amended 3/7/21)

Class sizes will be limited by the following guidelines:

- Pre-K: Twelve (12) students per class.
- Kindergarten: Fourteen (14) students per class
- 1st - 12th grades: Eighteen (18) students per class.

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

### 404 Curriculum

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, BJU Press, ACSI, etc.); however, available materials are researched to determine what will best accomplish our purposes.

### 405 Reporting Student Progress

Reporting student progress is an important part of parent/teacher communication. Several reporting methods may be utilized including progress reports, conferences, standardized test reports, and parent visitation/observation.

1. Progress Reports: Students in grades 7-12 are encouraged to check their assignments and grades on FACTS 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.

#### 406 Grading Scale (Amended 2/14/22)

FHCS' grading scale is:

A	95-100 Superior	B-	80-83	D+	67-69
A-	90-94	C+	77-79 Avg.	D	64-66
B+	87-89 Above Avg.	C	74-76	D-	60-63
B	84-86	C-	70-73	F	0-59

#### 407 Honor Roll

An honor roll will be determined at the end of each semester to recognize junior high and senior high students for high academic achievement. 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 Ds)
ADMINISTRATOR'S LIST:	3.5 — 3.99 (no Cs or below)
DISTINGUISHED HONOR:	4.0

#### 408 GPA/Transcripts

Grade point averages (GPAs) are determined quarterly for secondary students. A numerical value from 0 - 4.0 is used in determining grade point averages. Official transcripts are kept for each high school student. Grades on transcripts are recorded without pluses and minuses. The parent, student, or educational institution may request copies of official transcripts.

#### 409 Promotion/Retention Policy

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.

#### 410 Band (Adopted 10/13/2014)

Band is a mandatory class for all 5<sup>th</sup> grade students.



#### 411 Grade Level Credit Requirements (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.)

#### 415 Adding and Dropping Classes (Amended 11/10/2014, Amended 12/13/2021)

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. Classes may only be dropped or added with appropriate consent if another suitable class is available and class size permits.

#### 420 Graduation Requirements (Amended 3/4/2013, Amended 12/13/2021, Amended 9/12/2022, Amended 4/10/2023)

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.

In alignment with the criteria used by the local public high school (USD 383), students who have a current IEP, Student Accommodations/504 or SIT plan, may qualify for courses identified in the following manner to distinguish the difference between his/her courses and the traditional course. This will be reflected on his/her transcript but will not in any way impact his/her credits negatively. A copy of the syllabus for Sped Foundational Courses is available at FHCS through the SPED department.

- SF – Sped Foundational (ID – Intellectually Disabled, LI – Low Incidence Autism, Life Skills, Multiple Disability)
- SM – Sped Modified (Students with SLD – Specific Learning Disability, sometimes OHI – Other Health Impaired) The label SF or SM will follow the name of the course to identify that the course has been significantly altered (SF) or modified (SM) to support the needs documented for the child via IEP, 504 or SIT plan (i.e. Bible SF, or Physical Science SM).

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.

<b>Credits Required for a General Diploma</b>			
English (excludes electives)	4	Bible (1 credit per year in attendance)	4
<b>Must include:</b>		Science (Biology & Physical Sci. required)	3
U.S. History	1	Music, Art and Drama	1
World History	1	Physical Education	1.5
Amer. Government	.5	Speech	.5
Economics	.5	Personal Finance	.5
S.S. Electives	1.5	Electives	5.5
Foreign Language	1		
<b>TOTAL CREDITS FOR GRADUATION</b>			<b>28</b>

<b>Credits Required for a Scholar's Diploma</b> (Exceeding KS Regents Standards of 12/2010)			
English (excludes electives)	4	Bible (1 credit per year in attendance)	4
<b>Must include:</b>		Mathematics (incl. at least Pre-Calculus or College Algebra or higher w/ one credit during the senior year)	4
U.S. History	1	Science (Biology & Physical Sci. and either Chemistry or Physics)	4
World History	1	Music, Art and Drama	1
Amer. Government	.5	Speech	.5
Economics	.5	Personal Finance	.5
S.S. Electives	1	Electives	2.5
Foreign Language	2		
Physical Education	1.5		
<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 and Algebra is a high school credit course, regardless of when a student takes it, counting towards graduation requirements.
- E. Computer I (.5 credit) is required 8th grade class beginning with the 2021-22 school year.
- F. Students will be limited to one study hall class per day unless a specific need for additional study hall time is indicated in an IEP, SIT Plan or 504 Plan. (medical plan)
- G. The option of being a teacher aide will be limited to students in grades 10, 11, and 12. To qualify for a teacher aide (TA) position, the student must complete a TA request for assignment. A teacher is limited to one teacher aide per class period. Students are limited to

1.5 TA credits during their FHCS high school career.

#### 421 Transfer of Credits (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.

#### 422 Graduation Honors

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.

#### 423 Diplomas (Amended 7/18/11)

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).

#### 424 Seniors

Seniors are required to take a minimum of four (4) credits at FHCS and must have completed all required courses to graduate. If a senior is only enrolled in four classes (worth 4 credits or less) tuition will be reduced by 25%. If enrolled in five classes (worth 4.5 credits or more) or more, the student will be charged full tuition.

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.

#### 425 Off-Campus Classes

A student who intends to graduate from FHCS may take classes off campus (e.g., KSU, MCC, Highland C.C, and MHS) but must abide by the following:

1. Courses that FHCS offers generally cannot be taken elsewhere.
2. Off-campus classes cannot interfere with FHCS classes.
3. Student must have prior approval of the Administrator.

#### 428 Secondary Honors Program

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

#### 429 Strong Spirit Award

The Strong Spirit Award will be awarded annually to the sophomore, junior or senior high school 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. Faculty are encouraged to consider meritorious students who have not yet received the award.

#### 430 Honor Society

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.

#### 435 Media Center Philosophy (Approved 1/3/2011)

The Media Center should actively support Flint Hills' educational programs while remaining consistent with the school's foundational documents (Policies 001-006) and Biblical principles.

The Media Center should be recognized as a resource for many perspectives, ideas, positions, and expressed convictions. These are not all expected to be in agreement with each other. While parents are encouraged to help their children grow in discretion of how their time is spent and with what materials, it is not the Media Center coordinator's responsibility to exercise that discretion by denying secondary students access to materials with controversial points of view.

#### 436 Media Center Donation Policy (Approved 1/3/2011)

Donations of books and other materials may be added to the Media Center collection, sold or discarded based upon their physical condition, accuracy of content, edition, relevancy to the school community, cultural appropriateness, and shelf space.

Materials with pornographic content (either picture or text), wanton or superfluous obscenity, or gratuitous violence (i.e., obscenity or violence that goes beyond what is necessary to establish a character or support a story line or that is merely for entertainment purposes) will not be accepted in our Media Center. The status of books and other materials as “time-honored classics” may be an additional criterion for making subjective judgments regarding inclusion in the Media Center collection.

#### 437 Disposal of Media Center Materials (Approved 1/3/2011)

On a regular basis, the coordinator will review the center’s materials and identify items for potential removal from the collection. After consulting with the faculty regarding relevancy of the materials for instruction, the coordinator will dispose of materials as he/she determines necessary. If a teacher and the coordinator have a disagreement over whether a particular item should remain in the library, the administrator will make a final determination.

438

#### Reconsideration of Books and Materials

(Approved 1/3/2011)

If anyone objects to the presence of a book or other materials used in the Media Center or a classroom, he/she is asked to pursue the following steps (in accordance with the principles found in Matthew 18:15-17).

1. Discuss the material in question with the coordinator or teacher involved.
2. After reviewing the material in its entirety, the complainant should file a written request with the school administrator requesting the removal of the material and explaining the basis of his/her objection to the work.
3. Upon receipt of a formal request for reconsideration, the administrator will appoint a review committee comprised of the administrator, a teacher, and the coordinator who will meet and discuss the material in question.
4. The committee will review the information and make a decision as to whether the material should be withdrawn. The decision will be communicated to the complainant.
5. If the complainant is dissatisfied with the committee’s conclusions, he/she may file a written appeal to the school board president, requesting consideration of the materials. Any action taken by the school board will be final.

#### 440 Chapel Services (Approved 1/3/2011)

Chapel services will be held weekly for students in all grades at FHCS. Older students may be invited to participate in the planning and leadership of chapel events. An annual outline or overview of secondary chapel services will be maintained with curriculum files to help provided continuity from year to year.

The purpose of chapel services is to deepen our students’ relationship with God through activities such as praise and worship, prayer, scripture reading, exhortation and testimonies. Chapel services will be conducted according to Biblical principles. The final responsibility for chapel resides with the administrator.

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.

#### 455 Student Intervention Team (Adopted 12/5/2011)

A School Intervention Team (SIT) will assist the faculty in analyzing the special academic needs of individual students. The SIT will assist with classroom observations, marshalling resources and proposing interventions to meet student needs. The SIT will also work with special education staff from U.S.D. 383 to serve as a gateway to special education testing and service. Organization of the SIT will be the responsibility of the administrator.

### **500 – 599 EXTRACURRICULAR ACTIVITIES**

#### 501

#### Academic Eligibility (Adopted 2/7/2011, Amended 2/8/2021)

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 be 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. The student must attend all classes the day of a scheduled practice or contest in order to participate in any extracurricular activity that day. The exceptions are as follows:
  - a. Approved medical or dental appointment
  - b. School sponsored field-trip or academic related event
  - c. Family related emergency, with administrator approval

#### 502 Medical Eligibility (Adopted 2/7/2011, Amended 2/8/2021)

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. If the student goes home due to an illness, they will not participate in any extracurricular practice or contest that day. If an event is held on Saturday, eligibility will be determined

based on Friday's attendance. Students are also expected to attend school the day following an extracurricular event. Failure to maintain these guidelines can result in ineligibility and will be addressed with the student and their parents.

3. 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.
4. A student who leaves school due to illness may not participate in an extracurricular practice or contest on that day.

#### 510 Policies for All Sports (Adopted 2/7/2011)

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 games. 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.

#### 515 Sports Fees (Amended 5/11/2020)

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 \$125 per sport participated in (to be raised to \$150 beginning with 2021-2022 school year). 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 may be collected from each athlete for each away game.

#### 520 Volleyball (Adopted 2/7/2011, Amended 5/10/2021)

1. Junior high volleyball will have a maximum of 12 days of play during the season.
2. High school volleyball will have a maximum of 15 days of play during the season plus tournaments.

#### 521 Soccer (Adopted 2/7/2011)

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

#### 522 Basketball (Adopted 2/7/2011, Amended 5/10/2021)

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.
3. 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.
4. Teams are allowed 3 scheduled tournaments during the regular season plus end of the season tournaments.
5. If more than 13 girls or 13 boys go out for basketball, there will be varsity and junior varsity teams formed as long as qualified coaches can be hired.

#### 523 Cross Country (Adopted 5/10/2021)

1. Junior high cross country will have a maximum of 8 meets per season.
2. High school cross country may have a maximum of 10 meets per season.

#### 524 Track (Adopted 5/10/2021)

1. Junior high track will have a maximum of 8 meets per season.
2. High school track may have a maximum of 10 meets per season.

#### 525 Golf (Adopted 5/10/2021)

1. Golf will have a maximum of 9 tournaments per season.

#### 530 Strong Heart Award (Adopted 2/7/2011)

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.

#### 535 Senior Trip (Adopted 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.

#### 540 Transportation (Adopted 10/3/2011)

Most transportation of FHCS students takes place in private vehicles belonging to parents or school staff. The following rules apply when transporting students:

1. Drivers
  - A. Drivers must be at least 21 years of age, have a valid license, insurance, and have no more than 1 moving violation in the previous 12 months.
  - B. Drivers must have no record of DUI's within the previous 10 years.
  - C. Drivers must adhere to all laws of the road when transporting FHCS students.
  - D. Drivers who are not faculty, staff, or parents or grandparents of FHCS' students must be pre-approved by the school office.
  - E. Drivers may not use cell phones while driving.
2. Passengers
  - B. All students will be properly belted prior to departure and must remain belted while the vehicle is in motion. Young students will utilize appropriate car seats as proscribed by state law.
3. Student Drivers
  - C. Students may not drive on school-sponsored trips without the permission of a parent and school supervisor. Under no circumstances are students to transport other students on school-sponsored trips with the exception of siblings. Under no circumstances are students to drive themselves on out-of-town trips or activities.
  - D. By the arrangement of parents, students may transport one another to and from school.
4. Vehicles
  - E. Only vehicles in good repair may be taken on school trips.
  - F. In accordance with Kansas statute 72-8318, vehicles designed to seat more than 10 passengers, excluding the driver, may not be used under any circumstances for school related trips.
5. Bus
  - G. The driver will review emergency exit instructions with students prior to every activity trip.

- B. Drivers of FHCS' bus must have a CDL license and be pre-approved by the school's insurance carrier prior to driving the bus.
- C. Any school bus placed in service must have an annual inspection performed by a mechanic.
- D. A log of all trips, drivers, mileage, etc. will be kept with every school-owned vehicle.

YES! I would like to help transport students in in my own vehicle on class trips and other school activities.

By signing below, I acknowledge that . . .

1. I have a current driver's license # \_\_\_\_\_.
2. I have auto insurance in effect on my vehicles with \_\_\_\_\_ Insurance Company.
3. I have not had more than 1 moving violation within the last 12 months.
4. I have no record of a DUI in the past 10 years.
5. I will adhere to all the rules of the road when transporting students.
6. I will not use a cell phone while transporting students.
7. I will make sure that all students are properly belted or in appropriate car seats before driving.
8. My vehicle is safe and in reasonably good repair.
9. The school's insurance company may check my driving record.

\_\_\_\_\_

NAME

\_\_\_\_\_

DATE

FHCS Board Policy# 540

**600 – 650 ADMINISTRATIVE RESPONSIBILITIES**

600 Handbooks (Amended 9/19/2019)

The Board may be consulted as appropriate on changes to the Parent/Student Handbook and the Employee Handbook. Approval of the Board is needed on any changes affecting the Board Policy Manual. The handbooks will be kept in alignment with the Board Policy Manual.

601 Establishing Policies, Procedures, etc.

The Administrator may establish rules, guidelines, schedules and policies for teaching and non-teaching staff as deemed necessary by the Administrator for the efficient and effective daily operation of the school. While not having the stature of board policies, they carry the authority of the board, acting through its executive officer (the administrator). All such administrative rules, guidelines, schedules, policies, etc. may be overruled by the board at any regular or

special meeting.

#### 605 Additional Administrative Responsibilities (Amended 7/18/11)

1. Evaluation of faculty and staff
2. Chief disciplinarian
3. Provide spiritual leadership for the school
4. Emergency school closing decisions
5. Set school tone/atmosphere
6. Oversee operations of the school including but not limited to: Maintenance, Custodial work, Lunch Program, Extracurricular activities, PM Academy, school finance, admissions, public relations, etc.

### **650 – 699 BUSINESS POLICIES**

#### 650 Fundraising Policies

The Administrator in conjunction with the board will develop policies and guidelines for all FHCS fundraisers. All fundraisers of any type must be approved by the Administrator well in advance of the activity.

#### 651 Purchasing Supplies and Equipment (amended 5/4/2016, amended 5/08/2023))

The Administrator will develop policies and guidelines for the purchase of materials, supplies and equipment for use by FHCS. These materials, supplies and equipment include, but are not limited to, those items used in athletics, music, yearbook, computer lab, science labs and other classrooms or extracurricular activities.

##### Purchasing

All purchases require a Requisition/Payment Form (available in the office) that must include the following information: description/purpose of item to be purchased, total cost, the name and address of supplier and the approval of the administrator. If approved, a check request can be made with our goal that all payment requests received by Tuesday will be paid no later than Friday of that same week. The school credit card is available for check-out in the office for approved purchases. Specialty store credit cards (e.g., Home Depot, Menard's Wal-Mart, etc.) are also available for check-out and the school maintains several local business accounts. Whenever possible, the use of a check request or school accounts including credit cards are encouraged for approved purchases.

FHCS is a 501(c)(3) certified, tax-exempt, non-profit organization. Thus, it is not required to pay state sales tax. All vendors should be notified at the time of purchase that the school is tax exempt and no sales tax should be charged. This must be verified before finalizing any purchase and is required for all school purchases. Tax exemption certificate copies are available in the office.

Purchases which exceed \$20,000 and are not included in budgeted expenses shall be approved by the board. Exceptions to this policy include items such as curriculum and

services which are included in the annual budget. A minimum of two quotes or bids will be obtained if the items are not available from a vendor the school has a current relationship with. If quotes or bids are not obtained, an explanation will be provided with the purchase request.

#### Expense Reimbursement

Reimbursement requests must be promptly submitted to the office within 30 days of the expense being incurred. **Sales tax will not be reimbursed.**

Please submit a Requisition/Payment Form to the office with the following:

- The original receipt.
- The amount of the expenditure.
- The time and date of the expenditure.
- The business purpose of the expenditure.

Approved reimbursement requests received by Tuesday will have the goal of being paid no later than Friday of that same week. Employee reimbursement checks will be direct deposited or placed in interoffice mail unless otherwise specified on the request.

Failure to abide by this policy will result in a verbal warning on the initial occurrence and a written warning on the second occurrence. If this policy is violated after the initial two warnings, that violation and all future violations will result in a deduction to the employee's paycheck for the amount in question. If any violation is viewed to be egregious by the Administrator, steps one and two may be bypassed.

Please forward all delivery tickets, invoices, statements, and other pertinent information to the office promptly upon receipt. Do not hold invoices for any reason.

#### 670 Overtime Hours and Hours Outside Normal Schedules

Non-exempt employees (hourly) must be paid overtime for hours worked in excess of 40 hours per week pursuant to state and federal laws. Overtime hours must be approved in advance by the Administrator.

Also, hours worked outside the normal weekly agreed upon schedule must be approved in advance, whether or not they exceed 40 hours.

#### 671 Time Sheets

Hourly employees are responsible for completing time sheets on a daily basis. Time sheets should be submitted prior to the last working day of the month in order to be paid in a timely fashion. Time sheets should be given to the Business Manager prior to payments (payroll) being made.

#### 672 Deposits

All cash deposits of the school should be double-counted with 2 signatures affixed to each deposit. This includes, but is not limited to, general fund deposits, Junior and Senior class funds,

and athletic department receipts (e.g., gate, concessions).

## **700 – 749 BUILDINGS AND GROUNDS**

### 700 Building Use and Rental

The administration will create policies and guidelines for the rental and use of the FHCS campus by outside groups to include fee schedules, building cleanup, security, etc. The building may be rented to any group or individual for non-profit use that is not in potential conflict with the school's purposes and objectives (BP #001-006)

### 701 Long-Term Rental Agreements

Any proposed long term (more than 3 months) rental agreement for use of the campus will require consultation by the Administrator with the board.

### 710 Preventative Maintenance Schedule

The administration will create and annually update a preventative maintenance schedule for the care of the campus to include HVAC systems, playground safety, utilities management, roof seals, etc.

## **800 – 849 HEALTH AND SAFETY**

### 800 Health Records (Amended 12/13/2021)

#### 1. Immunizations:

An up-to-date Certificate of Immunization record. If the required immunizations have not been received, FHCS must have a statement signed by the parent or guardian stating that the child has not been immunized because of a religious conviction or other objection to immunizations.

#### 2. Screenings:

Flint Hills Christian will conduct vision and hearing screenings for students. Screenings will be conducted by Manhattan Public Schools or local health departments. Parents that wish to have their child excluded from screenings must submit in writing by October 15th of every year that they do not want their child screened or mark "NO" on the enrollment/re-enrollment application.

### 805 Administration of Medications (Amended 5/4/2016, Amended 12/13/2021)

The school is not allowed to give any type of medication (prescription or over-the-counter) without a signed "Medication Authorization" form from the parent or guardian. If it is necessary, that a medication be given during school hours, the following requirements must be met:

1. Prescription and over-the-counter medication must be brought to the school by the parent or guardian. Medication will not be accepted from students.
2. Prescription medication must be brought to school in the current, original container with pharmacy label intact. The label must have the student's name,

name of medication, dosage, time, route to be given, and doctor's name. If the medication is not properly labeled, it will not be given.

3. Over-the-counter medications must be unopened, unexpired, and in the original manufacturer container/package with labels intact. Over-the-counter medications will be dispensed and administered based on age, as written on the label of the medication, or as otherwise authorized in writing by the student's physician.
4. Prescription and over-the-counter medication will only be given as authorized according to state law and school procedures.
5. Prescription and over-the-counter medication from a foreign country will not be given.
6. Herbal and/or homeopathic medications (including essential oils) will not be given.
7. Students in grades 5th-12th may self-carry emergency medications (inhaler, seizure medication, diabetic medication, etc.). Self-carry authorizations from the student's physician and parent must be on file and renewed every school year.

### 810 Accidents on School Property or at School Events

FHCS personnel will administer immediate first aid in the event of an accident. FHCS retains the right to seek professional assistance when deemed necessary in the event of an accident involving an FHCS student on school grounds or attending a school event. This assistance includes, but is not limited to, emergency medical personnel, ambulance, doctor and emergency room services.

Parents or guardians of an injured student will be notified as soon as possible in the event of a significant accident (e.g., potential stitches, sprain, broken bone, head injury). Parents or guardians of an injured student are responsible for the cost of all services obtained on a child's behalf.

An accident report will be filed in the office by school personnel.

### 815 Student Illness

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.

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 are 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.

### 825 Emergency Drills

Throughout the year, there will be announced and unannounced fire, tornado and lockdown drills in accordance with Kansas statutes. 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.

### 830 Crisis Management Plan

The school will maintain an Emergency Crisis Plan. Copies will be given to all employees. The plan will be reviewed annually.

### 835 Supervision of Students Before and After School

Supervision will be provided for students 25 minutes before school starts and 10 minutes after dismissal. FHCS will not be responsible for students prior to or after these times. The exceptions are elementary students who are in PM Academy or students who are involved in a school supervised activity.

K-6<sup>th</sup> grade students remaining on campus and who are not involved in a teacher/coach supervised activity will be assigned to PM Academy. The Administrator will also develop rules and guidelines for unsupervised students who remain on campus more than 10 minutes after dismissal.

## **850 – 900 SPIRITUAL TRAINING**

### 850 Daily Prayer

Daily classroom prayer is expected at every grade level.

### 851 Bible Classes

All full-time students will be enrolled in a Bible class.

### 852 Chapels and Assemblies

The administrator, in conjunction with the faculty, will develop policies and guidelines for weekly chapels and occasional assemblies.

## **900 - 950 OTHER**

### 900 School Colors (Amended 5/10/2021)

The official school colors of Flint Hills Christian School are as follows:

- Royal Blue (Hex #181D98; RGB – 24, 29, 155; CMYK – 84.52, 81.29, 0,39.22)
- Green (Hex #43AC37; RGB – 67, 172, 55; CMYK – 61.05, 0, 68.02, 32.55)
- Gray (Hex #DCD7D4; RGB – 220, 215, 212; CMYK – 0, 2.27, 3.64, 13.73)

## 901 School Mascot

The official school mascot of Flint Hills Christian School is the “Warrior”.

## 902 School Hours (Amended 2/6/2012, Amended 4/11/2022, Amended 4/10/2023)

The total hours of instruction and accounting methods to tabulate school hours will conform to standards for public school in the state of Kansas.

“For pupils attending kindergarten, not less than 465 school hours in each school year; and (2) for pupils attending any of the grades one through 11, not less than 1,116 school hours in each school year; and (3) for pupils attending grade 12, not less than 1,086 school hours in each school year.”

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.

## 910 Annual Survey

Parents and teachers will be surveyed annually for suggestions and input.

## 915 Right of Access to Records

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within forty-five (45) days of making a written request. A request must be submitted to the administrator’s office. Available records include grades, evaluation, and standardized test results. These records cannot be released to persons or institutions outside the school without written request of the parents. The Buckley Amendment 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.

## 930 School – Church Partnerships (Adopted 7/18/11)

Flint Hills may enter partnerships with area Christian churches with the intent of increasing mutual support. Partnership benefits for area churches would include:

1. Publicizing of special church events thorough the school’s newsletter and website
2. Sharing/renting of FHCS facilities at a reduced cost
3. FHCS students performing pastoral internships in local churches
4. A scholarship matching program (1:1) in which a church would grant a scholarship to one of its own member families for education at Flint Hills and FHCS would match the amount up to a combined total of 50% of tuition
5. A tuition discount in the amount of 30% for the children of pastoral staff
6. An invitation to bi-annual Pastoral Advisory Council meetings at the school
7. Access to FHCS speakers, Praise Team, and other resources as available



8. Links to sponsoring churches' websites on FHCS' website

Note: Discounts such as multiple child and pastoral cannot be "stacked".

931 Pastoral Advisory Council (Adopted 7/18/11)

The Administrator will organize and conduct annual meetings of Flint Hills' Pastoral Advisory Council to solicit input and advice from area pastors and Christian leaders.