

FLINT HILLS CHRISTIAN SCHOOL
Parent/Student Handbook
2024-2025

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SECTION I - GENERAL POLICIES

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

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

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

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

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

STATEMENT ON LIFE, MARRIAGE, GENDER IDENTITY, HUMAN SEXUALITY (Approved 3/14/22)

In support and agreement with the Flint Hills Christian School Statement of Faith, FHCS believes the follow regarding life, marriage, gender and sexuality:

- We believe that the Bible is clear in its teaching on the sanctity of human life and we will encourage choices that affirm life for all (Gen. 1:27; Gen. 2:7; Jer. 1:5; Psalms 139:13-16)
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning, the uniting of one man and one woman in a single, biblical, covenant union as delineated in Scripture. (Gen. 2:18-25).
- We believe that God intends sexual intimacy to occur only between a man and woman who are married to one another. (I Cor. 6:18; 7:2-5; Heb. 13:4)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a traditional marriage (one man and one woman). We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct) is understood to be one of the disruptive consequences of the fall (Matt. 15:18-20; I Cor. 6:9-10; Romans 1:18-32).
- We believe that the call of Christ on the married and unmarried is one of purity; faithfulness among the married couple (recognized as one man and one woman) and a chaste life for those who are unmarried (I Thessalonians 4:3-8)
- We believe that to preserve the function and integrity of Flint Hills Christian School and to provide a biblical role model to the community we serve, it is imperative that all persons employed by FHCS in any capacity agree to abide by this Statement on Life, Marriage, Gender Identity and Human Sexuality (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11).
- We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behaviors or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the goals of Flint Hills Christian School.

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

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

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

fulfill God's calling in their lives.

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

As a school community our core values are:

1. **Honor God** - 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. **Christ-Centered Worldview** - Teach and model a Bible-based, Christ-centered world view.
3. **Education Excellence** - Strive for educational excellence.
4. **Learning Environment** - 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. **Family Involvement** - 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. **Individuality** - Value each child as a unique creation of God.
7. **Learning Needs** - Provide educational opportunities for diverse learners and strive to meet the individual educational and special needs of each child.
8. **Relationship** - Focus on encouraging each student in his/her relationship with Jesus Christ.
9. **Conflict Resolution** - Practice justice, mercy and peacemaking, resolving conflict in a positive manner using Biblical principles.
10. **Qualified Staff** - 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. **Faithful Stewardship** - Seek to honor God in all our financial decisions by being faithful stewards of His resources.

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

Students who graduate from Flint Hills Christian School

Spiritually...

1. Commit to and develop a personal relationship with Jesus Christ.
2. Know, understand, and apply God's Word as a standard for daily life.

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

Academically

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

Socially

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

Article VI - School Policy Statement (120)

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

Article VII - Admission Policy (301)

Flint Hills Christian School exists to offer Christian education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body of high moral Christian standards. Flint Hills Christian School is dedicated to the teaching of Christian values and principles. We believe that it is necessary to apply these truths to all areas of life. Flint Hills welcomes applications

from all who recognize the importance, within their family, of Christian beliefs and endeavor to teach these truths in the training of their children at home. Families will show their commitment to these values by participating regularly in a local church body.

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

Flint Hills Christian School is not equipped to accommodate the special needs of all children. With evaluation, review of a student's particular needs, and approval of the administrator and teacher(s), students with exceptional physical, cognitive, language, or emotional needs may be accepted. Special needs students will be monitored and re-evaluated periodically.(302.5)

Re-Enrollment

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

Academic Probation (301.4) (Amended 3/9/2015)

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.

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

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

Flint Hills Christian School admits students whose parents meet the requirements stated in Board Policy 301, believe in FHCS' Statement of Faith and are actively involved in a local Christian church. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, or in athletic and other programs.

Article VIII - Enrollment Procedure

The enrollment procedure will consist of the following:

All families wishing to enroll must fill out an application and supply enrollment documents, which will then be followed by an interview with the administrator. A student may also be screened or tested to help determine his/her academic level and/or emotional maturity.

Tier I – Unconditional Acceptance by Administrator

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, and the 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 and complete a student contract.
6. Parent(s) must be in agreement with the foundational documents of Flint Hills Christian School.

(301)

The administrator will conduct a family interview to discuss the criteria listed above. If all other factors are satisfactory (ability to pay, provision of school records, and proof of a physical), the student(s) will be enrolled in school. Parents will be notified of acceptance or rejection.

Note: The board determined that it would not knowingly admit a child from a same sex relationship. Rationale is based on current policy, an understanding of Biblical principles, regarding such relationships. (301)

Note: Junior and senior high students enrolling for the first time with a grade point under 2.0 for the last semester completed will be placed on academic probation for the first semester. A probationary contract will be drawn up and signed by the parents and the student. Failure to achieve a 2.0 GPA or higher at the end of the first semester will result in termination of enrollment unless special circumstances exist as determined by the administrator.

Tier 2 - Conditional Acceptance

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

1. An interview with the student and his or her parent(s) will be conducted with the administrator.
2. If the administrator is in favor of admission, he or she will present in writing the terms of acceptance and it will be placed in the student's records. The administrator reserves the right to accept the student on probationary terms or reject the applicant for admission. (301)
3. The decision of the administrator to accept or reject the student's application for admission is final.

Upon Acceptance:

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

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

Students who transfer to FHCS after the first semester of 9th 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 50th percentile on a standardized test in the particular area of study. Credit for a lower level course may also be accepted by a student's successful completion of a higher-level course in the same field (e.g. success in pre-calculus may validate an Algebra II home-school credit).

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

Final decisions regarding the acceptance or denial of credit reside with the administrator. Grade level placement in elementary classes is at the administrator's discretion based upon school records, teacher and parent input, and testing data.

Article IX - Kindergarten and PreK Entrance Requirements (303) (Amended 3/20/2023)

Students entering Kindergarten or the PreK 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 objectionable to immunizations. Refer to Article VII-Health Records/Screenings (800). (Amended 12/13/21)
3. A copy of the child's birth certificate.
4. FHCS requires that a child must be 5 years of age by September 1 before enrolling in Kindergarten. (Amended 10/11/21)
5. Students enrolling in Pre-Kindergarten must turn 5 years of age by January 1st in order to be considered for the full day program. If a student is 4 years old by September 1, but not 5 by January 1, they may apply for a half day (morning) session of Pre-K, but may not be eligible for the full day program. (Amended 3/20/23)
6. 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 PreK programs.

Article X - Financial Policy (304) (Amended 12/12/2016)

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

Fees

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

Tuition

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

Refunds (304)(9/12/22)

Registration fees are not refundable. Curriculum Fees may be prorated at the discretion of the Administrator for students enrolling after the year begins or leaving before the year ends. Curriculum is bought according to enrollment numbers, if consumables have been used, the curriculum fee will not be refunded. Any consumables used may be taken home by the student that may be leaving.

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 30th, 50% of June tuition will be reimbursed.
- Between July 1-July 31st, 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.).

Late Tuition/Past Due Accounts Policy (305.5) (Amended 4/12/21)

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 2nd Consecutive Month:
 Email Notice of 2nd \$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 1st and December 30th
 - b. Grades may be held until the balance is paid and the family is back in good standing.
- 3) If a family leaves the school for whatever reason, grades may be held until any back tuition or fees are paid in full.

In all matters dealing with past due accounts, the administrator has the freedom to extend grace to modify

the above guidelines on a family-by-family basis at the administrator's discretion.

Financial Assistance (307)

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

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

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

Financial Aid will be tied to and contingent upon attendance and grades. In order to maintain the financial aid, the student must have a 90% attendance rate, no more than 3 tardies per quarter, and maintain a "C" average or above.

Article XI - Parent Orientation and Involvement (308) (Amended 4/12/21)

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

1. The parents' attendance at the annual —Back-to-School Night held in August.
2. A thorough reading of this handbook by the parents and secondary students.
3. Consistent, timely payment of tuition and other fees.
4. Regular attendance at a Bible-believing church of the parents' choice.
5. Participation in major school fundraisers.
6. Attendance at Parent-Teacher Conferences.
7. Either provide the minimum number of required service hours to the school or buy out the remaining hours at the rate determined each year by the school board.
8. Participation at annual school meetings. (This may be required to participate in votes.)
9. Participation in school elections/votes/surveys.
10. 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):
 - a. Household of part-time student - 15 hours of approved service
 - b. Single parent household of full-time student - 15 hours of approved service
 - c. Dual parent household of full-time student - 30 hours of approved service

Article XII – Home-School Student Policy (309) (Amended 1/11/21)

4th - 12th grade students who receive their primary instruction in the home are welcome to participate in classes and extracurricular activities at FHCS unless instruction is through an online public or private school.

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.

1. 4th - 6th grade students may *not* participate in field trips or class parties.
2. 4th - 6th grade students may enroll in band, physical education, art and Spanish only.
3. 5th - 6th grade students may also enroll in athletics.
4. 6th grade students may also enroll in the Spring play.
5. 7th - 12th grade students may enroll in any class or extracurricular activity. 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 Teacher 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 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-/Principal each week of the season by 8 AM on the last day of school for the week. If there is difficulty and the student is declared ineligible the same guidelines and criteria will apply as per the FHCS student eligibility policy.
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.
2. 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.
3. 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.
4. Once students are accepted on a team, all team members will have equal status. Playing time will be earned according to the coach's guidelines.

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

SECTION II- STUDENT CONDUCT AND DISCIPLINE

Article I - Attendance Policy (310)

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

Excused Absences /Tardies (311)

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

An absence 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.

If a student is absent due to illness three consecutive days, a doctor's note and/or consultation with our school nurse will be required to return to school.

When a student is tardy to school, the parent must sign the child in at the office for an excused absence. For students who drive to school, the parent may call the school office to excuse the child, but the student must still sign in at the office.

Unexcused Absences (312)

Absences for shopping, haircuts, baby-sitting, needed-at-home, etc., will be unexcused. If a student accumulates three unexcused absences, a parent conference may be scheduled. For secondary students, five unexcused tardies in any class in a quarter will be counted as an unexcused absence.

Student Leave (315)

Families are encouraged to schedule family vacations and other events during times when school is not in session. In the event that school must be missed due to a scheduled trip or family gathering, parents must notify the office via note, email or phone call at least a week prior to the absence from school. Failure to notify the office in advance may result in an unexcused absence. Secondary students are responsible for communicating with their teachers to gather assignments, reschedule tests, etc. prior to their absence.

Planned absences should not be scheduled for the week of finals or during standardized testing. Exceptions must be approved by the administrator.

Early Dismissal (316)

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

Make-up Work (317)

It is the secondary student's responsibility to communicate with the teacher regarding missed work for absences. Elementary students and their parents should work with teachers regarding make up work. Students will be permitted two calendar days (excluding the family's day of Sabbath) for each day absent to complete work missed for excused absences. Work will be completed with full credit. Extenuating circumstances could result in an exception being made by the teacher in consultation with the administrator and the parents. Students are expected to complete work for unexcused absences as well. Credit will be given for work missed due to unexcused absences following the same two day rule. In both instances (unexcused or excused), long term projects/or assignments, quizzes and/or tests due prior to the

absences are due immediately upon return.

Once the given days for assignments to be completed have expired, the makeup work will be considered late and the late work policy will apply.

For school related event absences, the student must communicate with the teacher regarding due date expectations as there may be expectations that the work is due prior to being gone. This component may vary based on the subject and assignment. For school event absences, long term projects/or assignments due on the day of an activity or event, must be turned in prior to leaving for the event. The taking of tests and quizzes missed for a school event should be coordinated with the teacher.

Late Work

At the secondary level, all assignments and projects are expected to be completed by the assigned due date. Late work will not be given full credit. Assignments/projects that are late will be docked 10% for each day late and/or a zero will be recorded. Teachers may assign detention for late work to be completed.

Truancy (318)

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Such action will not be tolerated.

Excessive Absences (313)

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.

When a student has reached an excessive number of absences (10 days in one class period) per semester, Administration will examine the reason(s) for the absences and identify interventions to support better attendance. If it is determined further support is needed, Administration will notify parents that documentation is necessary to excuse absences. Documentation includes notes from medical professionals verifying an illness or appointment. Excessive absences could result in Behavior Probation. In addition, excessive absences may result in a semester of probation. In this case, the attendance issue must be corrected during the semester of probation or the student may be unenrolled from school.

Tardiness (314)

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

begin. When a student is tardy to school, the parent must sign the child in at the office for an excused absence. For students who drive to school, the parent may call the school office to excuse the child, but the student must still sign in at the office.

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

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

Article II - Boy/Girl Relations (333)

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

Article III – Sexual Harassment (334)

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

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

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

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

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

Students are encouraged to report harassment that they experience or witness. Any staff or faculty member who receives a SH complaint should report it immediately to the FHCS administrator. All complaints will be handled promptly and in a manner appropriate to the respective severity of the misbehavior. While an isolated incident may not constitute SH, FHCS is responsible for providing appropriate interventions and or disciplinary measures to eliminate SH in the school community.

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

Article IV - Chapel and Assemblies (440)

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

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

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

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

Article VI - Off-Campus Conduct Policy (335)

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

Examples of off-campus behavior that may lead to disciplinary action include: sexually inappropriate

behavior, on-line gossip affecting the school community, inappropriate online conduct, substance abuse, breaking of civil and/or criminal laws, and obscene, profane, and abusive language.

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

Article VII – Discipline (332) (Amended 11/13/23)

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

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 head of school with consultation with the board reserves the right to determine the appropriate disciplinary response up to and including expulsion of the children of that parent.

Behaviors Defined

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

- Inappropriate language including disrespect of others
 - (e.g. racist comments, sexual jokes or innuendos, vulgar or profane language, disrespectful comments)
- Running in the building
- Excessive or disruptive talking
- Littering
- Being out of a defined supervised area without permission
- Unauthorized food or beverage consumption or unauthorized gum chewing
- Dress code violations
- Possession or use of restricted materials
 - (e.g. Elementary students with electronics or Secondary students using electronic devices during the day w/o permission)
- Repeated tardiness
- 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, loss of the privilege of participating in extracurricular activities or recess, restitution, and/or a work detail.

Repeated violations may result in a more serious disciplinary response.

- Physical, verbal, or cyber bullying, threats, or fighting
- Disrespect towards authority figures including defiant behavior

- Leaving school without permission
- Use of profanity
- Unexcused absences, truancies
- Minor vandalism (deliberate)
- Horseplay resulting in injury or property damage.
- Repeated behavior that disrupts the learning environment
- Misuse of the internet
- Inappropriate physical displays of affection

Bullying and harassment are defined as any systemic or chronic conduct that physically, emotionally, or mentally harms a student or creates an intimidating or hostile environment that interferes with the student's educational opportunities. It involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes making threats, spreading rumors, and excluding someone from a group on purpose. Harassment includes digital / physical / verbal /sexual attacks, unwanted sexual advances, writing about such attacks, or talking about injuring another student.

Suspected bullying or harassment should be formally reported to school officials in a letter identifying the student(s), the behavior, the effect on the victim, dates of occurrence, and any evidence demonstrating said behavior. Suspected incidents will be promptly and thoroughly investigated. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes bullying under this policy.

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

- Possession or consumption of alcohol or drugs on school property or in the community.
- Sexual misconduct including sexual harassment, sexting, etc.
- Repeated fighting
- Threats of bodily harm
- Possession of a weapon on school campus
- Fighting resulting in bodily harm
- Significant damage to property
- Repeated defiant behavior of any type
- Entrance into the restroom or locker room of the opposite biological sex.
- Intentional attempt(s) to present oneself as being a member of the opposite sex through dress, use of pronouns, or other means.

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

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

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

respond to disciplinary problems not addressed in the handbook.

In-School Suspension (ISS) (340)

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

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

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

Expulsion (343)

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

Article VIII - Appeal Process (345)

The appeal process is for students receiving disciplinary actions taken by the administration for major infractions (categories 2 and 3 above) and may include infractions of the Off-Campus Conduct Policy. If the student and his/her parents disagree with the disciplinary action, they may appeal to the School Board within three days of being notified of the disciplinary action. The appeal of a disciplinary action must be in writing, dated and include signatures of the parents and the student. The president of the Board has the responsibility to schedule an appeal meeting date and time. The Board reserves the right to set the appeal meeting's agenda and parameters including the individuals who will be present at the meeting. The decision of the Board to either uphold or overturn the disciplinary action taken by the administrator will be final.

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

Article IX - Damage to School Property (352)

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

Article X - Dress Code (353)

Dress and Appearance

Here at FHCS, we wish to encourage students to dress carefully and thoughtfully. Students should dress in respect to one another, to their teachers, to themselves, and to God. Our goal is to create an atmosphere where students can work comfortably and focus on learning and building positive relationships. To attain these goals, modesty, cleanliness, and neatness must all be taken into account. FHCS does not expect classroom dress to be formal, but the appearance and clothing of students are to reflect their respect for the Christian classroom, their instructor, and the learning environment. Proper hygiene elevates the experience of all students. The following serves as a guide for dress and appearance. It is not exhaustive.

Hair and Hygiene

Hair must be clean, well groomed, and kept out of the face for both male and female students. Hair color must be of a natural color, no blue, pink, etc. dyes. Hair should not disrupt vision or prevent the teacher from having eye contact with the student. Boys' hair must be kept trimmed to the bottom of their ears or shorter. Facial hair must be neatly trimmed. Hair should be brushed or combed daily and styled neatly.

Students must shower or bathe often enough to avoid body odor. When puberty begins, students must wear deodorant. Students should daily wash their face and brush their teeth before coming to school.

Tops:

Students may wear any variety of tops with a few guidelines. Tops may not be see-through, strapless, form fitting tank-tops, sleeveless with straps less than the student's three finger's width laid flat, show undergarments, reveal cleavage, or have plunging necklines. Loose, baggy garments must not expose the skin under the garment (for example – jerseys), and a t-shirt or other garment must be worn underneath.

Bottoms:

Shorts and skirts must be longer than the fingertips of the students when extended fully by the leg. Pants must not have any holes or tears or factory made distressed marks on them. Leggings, jeggings, spandex, biker shorts, etc., are only to be worn under skirts or dresses of appropriate length.

PE shorts must be as long or longer than extended fingertips.

Tops and bottoms must overlap and avoid the exposure of the midriff or back even when the student is seated or bending.

Shoes:

Shoes or sandals must be worn at all times. (It is recommended that students wear sneakers, running shoes or dress shoes on a daily basis for safety and appropriate support.) Shoes with wheels or rollers are not permitted. Flip-flops, sliders, and slippers are not permitted.

The following items are prohibited:

- Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- Articles of clothing related to anti-Christian music groups or artists;
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";

- Clothing or jewelry that is gang related;
- Head wear including hats, caps, bandannas, scarves, and hoods;
- Sunglasses worn indoors unless approved for medical reasons;
- Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings or offensive movies or other media;
- Clothing that is “pajama-like” in nature and gives the impression of coming to school directly from bed.

Other

- Appropriate undergarments must be worn and not be seen.
- No exposed body or facial piercings (except girls-limited to two earrings per ear).
- No exposed tattoos that advertise beer, alcohol, tobacco, illegal drugs, or are anti-Christian music groups, artists, or symbols, or are gang related
- Boys may not wear make-up, and girls may not wear make-up until 7th grade.

The final decision regarding attire and grooming will be made by the school administrator or administration. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the school administrator for approval.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

Just as a professional is expected to dress at a higher level when at his or her job, so the FHCS student is expected to display an appropriate style when in the classroom and at school events - bringing honor and glory to God.

It is the parents’ responsibility to make sure that their student is appropriately dressed before they come to school. If a student comes to school out of dress code, they will receive one warning. Subsequent infractions will result in the student waiting in the office while a call home is placed and a parent will be asked to bring a change of clothes.

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

Dress Code for Extra-curricular Events

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

Article XI – Grievance Procedure (360)

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 president 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 president of the school board will take the following actions:

- a. Determine whether Steps A and B have been followed. If they have not, the aggrieved party will be re-directed to complete the previous steps.
- b. Establish and maintain a grievance file which will be the official record of all

- actions taken during the grievance procedure.
- c. Establish a Grievance Committee consisting of at least 3 board members.
 - d. Conduct a hearing to examine written evidence and listen to testimony from both parties.
 - e. Examine all school policies and procedures relevant to the grievance.
 - f. Issue a written summary judgment regarding the grievance.

The decision of the board committee will be final.

SECTION III - BASIC ACADEMIC MATTERS

Article I - Accreditation (400)

The State of Kansas does not require private schools to be accredited. Flint Hills Christian School recognizes the distinct benefits of accreditation for the purpose of self-study and accountability as well as for 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.

Article II - Faculty (401)

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

Article III - Class Size Guidelines (402)

- PreK: twelve (12) students per classroom.
- Kindergarten: fourteen (14) students per classroom.
- 1st - 2nd grade: sixteen (16) students per classroom.
- 3rd - 6th grade: eighteen (18) students per classroom.
- 7th- 12th grade: eighteen (18) per grade level.

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

Article IV – Homework, Study Hall, and Hall Passes (273, 289)

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

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

Study Halls

1. Students are expected to bring homework or other studies to scheduled study halls.
2. If a student has no homework, tests to study for, or long-term projects/papers, then study hall time should be used for quiet activities such as reading, writing, or drawing
3. It is the student's responsibility to come prepared to study hall, not the teacher's obligation to find things for the student to do.
4. Students should not use study hall time for playing games, socializing, playing on computers, surfing the net, sleeping, etc.
5. Students assigned to a study hall should not be excused to other parts of the building by a teacher except for legitimate academic concerns or teacher-directed school business. Students who are excused to leave study hall must have a hall pass for their destination that indicates their purpose and destination.

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 Student Accommodation/504 plan.

Hall Passes

Students must get a hall pass whenever they need to leave the classroom. Hall passes must be signed by the teacher or staff, dated, time when left and reason for leaving must be given. The person they are going to then needs to sign and write the time when they arrived. A new pass will be given for when students return to their assigned teacher.

If a student is using the restroom, they must take the restroom pass from the teacher. A blue laminated toilet for the boys and a pink laminated toilet for the girls will be used.

Article V – Curriculum (404)

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

Article VI - Reporting Student Progress to Parents (405)

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

1. Progress Reports: Students in grades 7-12 are expected 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 weekly 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 2nd 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. Appointments should be made in advance to ensure that visits do not disrupt tests and/or classes and to provide adequate time for conferencing.

Article VII - Grading Scale (406)

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

Article VIII - Honor Roll (407)

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

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

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

Article IX - GPA/Transcripts (408)

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

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

Article X - Promotion/Retention Policy (409)

If the retention of a student (grades K-8) is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. A kindergarten through fifth grade student may be retained when he/she is performing significantly below grade level or he has a failing (F) grade in one of the following major content areas: math, language arts, and reading. A sixth through eighth grade student may be retained when he/she has a failing grade in any two subjects. Prior to April 15, a conference shall be held with the parents, teacher, and the administrator. The final decision rests with the administrative team. Parents will be notified by December of the teachers concerns, a final decision will be made in April.

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

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

Sophomore	6 credits
Junior	13 credits
Senior	20 credits

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

Article XI — Graduation Requirements (420)

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

In alignment with the criteria used by the local public high school (USD 383), students who have a current IEP, Student Accommodation/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, sometime 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 who only attends FHCS for grade 12 (and not 9, 10, 11), he/she must be enrolled as a full-time student and pass a minimum of five (5) credits during the year to graduate from FHCS.

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

Credits Required for a Scholar's Diploma			
Exceeding KS Regents Standards of 12/2010			
English (excludes electives)	4	Mathematics (inc. at least Pre-Calc 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	Physical Education	1.5
Foreign Language	2	Electives	2.5
Bible (1 credit per year in attendance)	4		
TOTAL CREDITS FOR GRADUATION			28

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 credits 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. If a student takes Geometry and Algebra prior to 9th grade, the course may be counted as a high school credit if the student receives a 90% or above in the course
- E. Computer I (.5 credit) is a required 8th grade class beginning with the 2021-22 school year.
- F. Speech and Personal Finance are required courses beginning with the 2022-2023 school year.
- G. 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.
- H. 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 semester. Students are limited to 1.5 TA credits during their FHCS high school career.

Graduation Honors (422)

A senior must have earned at least 11 hours of high school credits at FHCS and have maintained a 3.5 GPA or higher on credits earned at FHCS. Eligible students will be recognized with an honor cord at commencement. The student with the highest GPA in the class will be recognized as valedictorian and given the honor of speaking at commencement. The student with the second highest GPA in the class will be recognized as salutatorian and may also be given the honor of speaking at commencement. Students must be in attendance at least their two final years at FHCS to be considered for valedictorian or salutatorian honors. Speeches must be approved by the administrator at least 1 week in advance to the graduation.

Honor Society (430)

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

Diplomas (423)

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

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

Article XII – Suggested High School Course Sequence

Grade 9

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

Grade 9

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

Grade 10

Understanding the Faith
 English 10
 Geometry or other math
 Physical Science
 World History
 Spanish II
 Physical Education (.5)
 Electives

Grade 10

Understanding the Faith
 English 10
 Geometry or Algebra II
 Physical Science
 World History
 Spanish II
 Physical Education (.5)
 Electives

Grade 11

Understanding the Times
 English 11 – Amer or Brit Lit
 Algebra II or other math
 Chemistry or other science
 American History
 Physical Education (.5)
 Electives

Grade 11

Understanding the Times
 English 11 - Amer or Brit Lit
 Algebra II or Pre-Calc
 Chemistry
 American History
 Physical Education (.5)
 Electives

Grade 12

Understanding the Culture
 English 12 - Amer or Brit Lit
 Public Speaking
 Personal Finance
 Additional Science credit
 Government (.5)
 Electives

Grade 12

Understanding the Culture
 English 12 - Amer or Brit Lit
 Public Speaking
 Personal Finance
 Pre-Calc or Calculus
 Physics
 Government (.5)
 Electives

ELECTIVES:

Web Design*	Band	Systems Management	Leadership Pract.	FACS	Old Test. Survey*
Yearbook	Drama	Psychology	Consumer Math	Newspaper	New Test. Survey*
Art I	Choir	Teacher Assistant	Praise Band	Ind. Study	

Art 2	7 th Art*	Anatomy & Phys*	Zoology*	20 th Century Hist.*
Advanced Art	8 th Art*	Programming	Spanish 3	

****Not all elective courses are offered each semester or every year.

Article XIII - Student Academic Eligibility (501)

We believe that extracurricular activities are a vital and important part of the Flint Hills Christian School experience. Spiritual growth and academics are the primary reason for students to attend Flint Hills Christian School. However, extracurricular participation and school activities are also extremely important in supporting the development of a well-rounded student.

Flint Hills Christian School will use the following criteria for determining eligibility. "Eligible" is defined as being in good standing academically and behaviorally. "Ineligible" is defined as having lost the opportunity to participate in activities of which a student is a member. It also includes the loss of opportunity to attend school events that extend beyond the school day and extracurricular activities such as athletics, dramas, scholar's bowl, etc. An exception would be for events that are for a class grade (ie concert).

- Each instructor will update grades a minimum of once each week. Students will have at least two full weeks at the beginning of each semester to establish grades before the first required grade report is run by the office.
- Grade reports will be printed on Friday morning or the last day of the school week. These grade reports will be used to determine eligibility/ineligibility. Eligibility will run from Sunday through the following Saturday.
- Students failing one or more classes or having a D in two or more classes will be considered ineligible. This means they are not permitted to participate in games/matches/meets during the week of ineligibility as well as performances or school events that extend beyond the school day. An exception would be for events that are for a class grade (ie concert). Students and athletes should continue to attend practice.
- The administrator and/or athletic director will determine eligibility and inform the student, parents, coaches, and teachers if a student is ineligible.
- Teachers will not give extra-credit assignments to assist students in attaining eligibility.
- Students will remain ineligible for the entire week.
- If students are on the ineligible list for consecutive weeks, participation in practice may be limited. This will be at the discretion of the coach in collaboration with the athletic director and/or teacher.
- After school study hall for make-up work or late work may be assigned and will take priority over attending practice.

Article XIV - Minimum Hours for Seniors (424)

Seniors are required to take a minimum of four (4) credits at FHCS or dual credit college courses and must have completed all required courses to graduate. One of those four credits must be the FHCS Bible course. 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.

Article XV - Reduced Tuition for Seniors (424)

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

Article XVI - Off-Campus Classes (425)

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

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

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

Seniors, with written permission from parents and approval of the administrator, may arrive at school just before their first class, depart after their last class, or leave school during a gap in classes of longer than a class period during the day. Seniors are expected to attend weekly chapel. Seniors with gaps in their daily schedule who remain on campus must make accommodations with the office and appropriate staff for a supervised location.

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

The senior class may take a group trip after graduation and before the end of May subject to the following conditions: 1) the availability of a school sponsor(s) to help raise funds, provide leadership for the group, and chaperone the trip 2) sufficient resources to pay for the trip in advance, and 3) approval of the Administrator regarding details of the trip. In the event that no senior trip is taken and there are funds remaining in the seniors' account, the senior class may choose a project or item to fund for the school.

Article XIX - College Visits

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

Article XX - Drop/Add (415)

At the beginning of each semester, the deadline for adding or dropping class will be (2) weeks after classes start. All changes require the consent of the administrator, the teachers involved, and the parent. Classes may only be dropped or added with appropriate consent if another suitable class is available and class size permits.

Article XXI - Textbook Rentals (306)

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

Article XXII – Secondary Honors Program (428)

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

Strong Spirit and Cindy Blanchard Awards.

Article XXIII - Strong Spirit Award (429)

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

SECTION IV - SCHOOL ROUTINE

Article I - Change of Address or Phone Number

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

Article II - Closed Campus (355)

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

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

Article III – Student Illness (815)

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

1. Any student who has a fever of 100.0 Degrees Fahrenheit or higher, who has vomited, has diarrhea, or who has any other potential communicable disease listed below may not remain in school. A parent/guardian will be called to pick up the student from school as soon as possible.
2. Students must be fever free, without the use of fever reducing medication, for 24 hours before returning to school.
3. For communicable diseases, students will need a doctor's note or follow the communicable disease chart listed below for when they are able to return to school.
4. If a student is unable to participate in physical activity, recess and physical education, due to any medical or physical condition, the student must bring a written statement from a physician noting the length of time required to sit out and when full participation may resume.

Communicable Diseases

Communicable Disease: A disease that is spread from one person to another through a variety of ways including but not limited to contact with blood and body fluids, airborne droplets, or by insect bites.

Communicable Disease	Incubation Period	Period of Communicability	May return to school
BED BUGS <i>Slightly swollen and red area that may itch and be irritating caused by bite marks</i>	Variable	Until bugs are destroyed	Exclusion from school is not required. Treatment of home is highly recommended
CORONAVIRUS <i>Fever, cough, difficulty breathing, fatigue, body aches, new loss of taste or smell, sore throat, congestion, vomiting, diarrhea</i>	2-14 Days	Variable	<i>**Will follow current KDHE and/or county protocols</i>
DIARRHEA <i>Watery stools</i>	Variable	Variable	Exclusion from school until 24 hours after the last episode
FIFTH DISEASE <i>Fever and headache followed by a red rash to the face, trunk, arms, and/or legs</i>	4-21 Days	Greatest before onset of rash and while fever is present	Must be fever free for 24 hours without the use of fever reducing medication
HAND, FOOT, & MOUTH <i>Fever, malaise, and sore throat. One or two days after fever starts, painful sores or blisters can develop in the mouth, hands, or feet.</i>	3-6 Days	While fever is present	Must be fever free for 24 hours without the use of fever reducing medication
IMPETIGO <i>Pus filled sore that may have a honey colored crust</i>	2-10 Days	Until lesions are healed	Exclusion until 24 hours after initial dose of prescribed medication and lesion is to remain covered until healed.
INFLUENZA <i>Fever, cough, nasal congestion, body aches, fatigue, headache</i>	1-4 Days	One day before symptoms develop and up to seven days after onset of symptoms	Must be fever free for 24 hours without the use of fever reducing medication or 5 days, whichever is longer
LICE <i>Tiny insects that can cause scalp itching and irritation. Lice eggs (nits) appear on hair shafts</i>	Variable	Until lice and nits are removed	Live lice: Exclusion from school until treatment is received
MONONUCLEOSIS or EPSTEIN BARR VIRUS (MONO) <i>Fever, extreme fatigue, sore throat, headache, body aches, swollen lymph nodes in the neck and armpits, swollen liver or spleen, and rash.</i>	30-50 Days	Prolonged – may persist for a year or more	No exclusion required. Recommended to avoid strenuous activity and contact sports for three to four weeks after the onset of symptoms.

MRSA (Methicillin Resistant Staphylococcus aureus) <i>Skin infections that resembles pimples or boils, which can be red, swollen, painful, or have pus or other drainage</i>	Variable, but commonly 4 to 10 days	Active non-treated drainage is infectious	Exclusion from school until medical treatment is received and lesion is to remain covered until healed.
PINK EYE or CONJUNCTIVITIS - Bacterial: pink or reddened sclera, discharge, crusting, itching, painful - Allergic or viral: watery discharge, itching	1-3 Days	During course of active infection	Bacterial: Exclusion until written permission is obtained from a physician to return to school Allergic or Viral: may stay in school
RINGWORM <i>flat, spreading ring-shaped lesion(s) on the body</i>	4-14 Days	As long as lesions are present	Exclusion until medical treatment is received and lesion is to remain covered until healed.
SCABIES <i>Intense itching and a pimple-like rash, which can include tiny blisters and scales caused by tiny mites that burrow under the skin</i>	2-4 Weeks first time. 1-4 Days subsequent times	Until mites and eggs are destroyed	Exclusion until 24 hours following initiation of appropriate antiparasitic therapy.
STAPHYLOCOCCUS AUREUS (STAPH) <i>Skin infections that resembles pimples or boils, which can be red, swollen, painful, or have pus or other drainage</i>	Variable, but commonly 4 to 10 days	Active non-treated drainage is infectious	Exclusion from school until medical treatment is received and lesion is to remain covered until healed.
STREP THROAT <i>Throat pain, red and swollen tonsils, sometimes with white patches or streaks of pus, swollen, tender lymph nodes in neck, fever</i>	1-3 Days	As long as bacteria are present in respiratory secretions. Noninfectious after 24 hours of treatment	Exclusion from school until 24 hours after medical treatment and 24 hours fever free without the use of fever reducing medication.
VOMITING <i>Involuntary expulsion of gastric contents through mouth</i>	Variable	Variable	Exclusion from school until 24 hours after the last episode

Article IV - Emergency School Closing

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

Article V - Field Trips (287)

Field trips are planned for their educational value. Some are scheduled as rewards and incentives. Notes giving details of a trip will be sent home. Every effort will be made to keep the cost per child to \$5.00 or less. A permission slip and an emergency medical treatment form are to be filled out before school begins. Your child may not go on a field trip unless these forms are on file in the office. No siblings will be allowed to attend field trips so that parents can focus on assisting with care of students as a chaperone.

Secondary students may drive themselves on in- town field trips with written permission from a parent and approval by the administrator and teacher.

Teachers are expected to recruit parent drivers (See Section IV, Article XX - Transportation. The board policy handbook also outlines specific requirements.).

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

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

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

Thunder/Lightning (282)

The school has lightning detectors, when thunder is heard or cloud-to-ground lightning is seen, a storm is close enough to pose a lightning risk, we will use these devices. If lightening is detected within 5 miles of the area, no activity will happen outside. 30 minutes must pass between the last detection of lightening and when normal outside activities may resume. . All outdoor activity (sports practice, recess, or any other outdoor activity) is to be suspended and shelter taken immediately. Once activity or play has been suspended at least 30 minutes must pass from the last sound of thunder or lightning strike witnessed before activity will resume. Any subsequent thunder or lightning strike during the 30-minute waiting period resets the clock, and a new 30-minute waiting period begins. If you are outside during recess and there is thunder or lightning, please report to the main office when you bring children inside so we can let other teachers know when the 30-minute period started or will end.

Article VII - Health Records/Screenings (800)

1. Immunizations:
 - a. Students must present a Certificate of Immunization or
 - b. Submit an annual written statement signed by a licensed physician stating the physical condition of the child to be such that the inoculations would seriously endanger the life or health of the child, or
 - c. Submit a written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such inoculations

2. Screenings: Flint Hill 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.

Article VIII – Medications (805)

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 the 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). Self-carry authorizations from the student’s physician and parent must be on file and renewed every school year.

Article IX - Illness During School Hours (815)

In the event a student becomes ill during the school day the teacher is to send the student to the school office. The office will make a determination as to whether the student’s parents should be called and whether the student should be sent home. For this reason, it is important that the school has the correct home and work telephone numbers of both parents.

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

Article X - Lost and Found

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

Article XI - Lunch

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

Students in grades one through twelve are required to bring their own lunch to school or to buy lunch items at school. We suggest that students bring well-balanced and nutritious lunches. Microwaves are available for use. For students Pre-K-2nd, items may be sent to be heated by the adult on lunch duty. For grades 3-6, an adult will supervise microwave use. No soft drinks will be allowed in PreK-6. (Field trips and parties will be exceptions.)

All elementary classroom teachers and secondary teachers with a first hour class will log lunch orders on FACTS by 9 AM.

Elementary students are provided a supervised recess during the scheduled lunch time. Secondary students are to remain in the cafeteria. The outdoor seating area is available only if supervision is available.

Food Policy (351)

Students are not to consume food or drinks during the school day except during special classroom events, before school, snack times (elementary), during morning break (secondary), at lunch, and after school. Students are not to eat in the carpeted halls and classrooms (except in elementary classrooms during snack times).

Article XII - Office Hours

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

Article XIII – Visiting (290)

Parents are welcome to visit the school. 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. Unless a meeting has previously been scheduled before school, parents may not go to the classroom at the beginning of school. At other times of day, if a parent does not have a meeting set up in advance, the office will call down to see if the teacher is available. Preschool age children and school age guests are not permitted to visit classes without the prior approval of the teachers and the administrator.

Article XIV - Parties

We will have various occasions for parties throughout the year. Parents will be asked to help furnish various items and supervise the activities of the students. We ask that no siblings attend class parties so that the parent can focus on assisting with the students. Teachers will supervise party activities.

Article XV - Physical Education

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

Article XVI - School Colors (900) (Amended 5/10/21)

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)

Article XVII - School Hours (902) (356)

School hours will be 8:10 AM - 3:30 PM. Students in grades K-6 remaining after school who are not involved in a teacher or coach sponsored activity will be assigned to PM Academy by approximately 3:40 p.m. Parents will pick their children up at PM Academy prior to 5:30 pm and will be billed accordingly.

- 3:45-4:15 = \$2.00
- 4:15-4:45 = \$4.00
- 4:45-5:30 = \$6.00

Supervision will be provided for students 30 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-6th grade students remaining on campus and who are not involved in a teacher/coach supervised activity will be assigned to PM Academy.

Secondary students who remain on campus between 3:40-4:00 and who are not involved in a teacher/coach supervised activity will remain in the office. at 4:00 they will join PM Academy where billing will begin according to the previous chart.

There is NO after school care for PreK students.

Article XVIII - Student Injury (810)

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

Article XIX - Transportation (See additional information in board policy handbook)

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

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

limit, and child restraint.

Students may be permitted to drive to an event during the school day, if this is the case they must fill out a form with their parents that will allow them to do so. Under no circumstances will students be allowed to transport other students unless it is their sibling.

Article XX - Telephone Calls, Messages, Student Electronic Devices (350)

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

Teachers value the opportunity to communicate with parents. The following are ways in which you may contact teachers:

- email teacher using school email address (on the school website)
- call and leave a message with the school office (785-776-2223)
- talk with the teacher after dismissal (3:45pm)
- Use the Remind App

Electronics Policy (350) (Amended 2/24/23)

Cell Phone Policy

Includes headphones, earbuds, smartwatches.

Flint Hills Christian School desires to help educate students to become Godly and discerning users of modern technology. While we understand the importance and benefit of cell phones in everyday life, we have found that they can be detrimental to the educational process if not monitored properly. In addition to students being distracted by sending and receiving data (text messages, photos, etc.), cell phones and other electronic devices can be used to gain unauthorized assistance in testing or other school assignments. Similarly, when using a cell phone, students can also potentially access web sites that are normally blocked on our school computer network. Thus, in order to maintain an optimal learning environment, Flint Hills Christian School has adopted the following cell phone policy.

SECTION 1- TIME FRAME

Students are to follow the cell phone policy between 7:25am-3:30pm each school day. The school is not responsible/accountable for cell phone usage after 3:30pm on school campus.

SECTION 2 - PERMISSION

Students are not permitted to use their cell phone at any point throughout the day. If a student needs to contact parents during the day, they may come to the office to place a call from the office phone. Parents may text students, but students will not receive texts until the end of the day when they pick up their phone. Parents who wish to contact their students in the middle of the day may call the office or text using the Remind app.

SECTION 3 – PROHIBITIONS and GUIDELINES

The following cell phone policy will be in effect when students are under the supervision of Flint Hills Christian School during the time frame set in Section 1.

1. Students are prohibited from using, whether purposely or accidentally, any cell phone without permission as described in Section 1.
2. Students may not receive or make phone calls or text messages with their electronic device during the school day.
3. Phones must be turned into the office first thing in the morning when the student arrives.
3. Phones may be retrieved by the student at the end of the day.
4. Any student knowingly taking someone else's phone is subject to disciplinary action.
5. If students drive, they may lock their devices in their car, eliminating the need for students to bring their devices to the office.

SECTION 4 – DISCIPLINARY ACTIONS

A student in violation of the Flint Hills Christian School cell phone policy may incur these or other disciplinary actions:

Students using a cell phone during the times outlined in Section 1 will be required to take the phone to the school office.

- a) Upon the first offense, will result in a phone call home for the parent to come pick up the phone, the students will serve a 30 minute detention.
- b) Upon the second offense, will result in a phone call home for the parent to come pick up the phone, the students will serve one day ISS and a parent/student conference with administration.

*This policy applies to all electronic devices capable of transmitting, receiving, or storing voice or data communication. Laptops are an exception to this policy and fall under the Acceptable Use Policy and Guidelines.

Student Use of Other Personal Devices

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.

Personal laptops and tablet devices should only be used for appropriate non-educational (ie games/music, etc) purposes during break, lunch, or before/after school. School computers/devices, may only be used for educational purposes. Students may not play games, listen to music, instant message or otherwise use school devices for non-educational purposes.

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.

*Parents should contact the office when needing to get an urgent message to their child. Students MUST call their parents from the office with a school phone if they are not feeling well or need to contact them for any other reason.

Additional information and expectations related to technology, devices, and appropriate use/accountability are outlined in the board policy handbook.

Students are responsible for positive, honorable, and mature use of technology (personal and school owned devices). At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property, or at school activities (unless recording a public performance such as a game, play, concert, assembly, etc) without the consent of a teacher, coach, or administrator. Video, pictures, or audio of the locker room or restroom is strictly prohibited.

BYOD (BRING YOUR OWN DEVICE)- The student is fully responsible, at all times, for the personally owned device brought to school. FHCS is not liable for any loss/damage/theft of a personally owned device. The student is responsible for proper care of his / her personal device, including costs of repair, replacement, or modifications needed to use the device at school.

SCHOOL DEVICES- The student is fully responsible, at all times, for the use of the school device (including charger & extension cord). The student is responsible for proper care of the school device, including costs of repair, replacement, or modifications needed. Since this is school property, machines may not be personalized with stickers, etc.

Student Expectations for Technology Use

General school rules for behavior apply to technology usage. Just as students are responsible for behavior in a classroom or school hallway, students are also responsible for their behavior, actions, and communications when using the Flint Hills Christian School computer network.

The following are considered violations of the Flint Hills Christian School Technology Acceptable Use Policy:

- Sending or displaying offensive messages or images
- Using obscene language
- Downloading or sending hate propaganda, threatening or obscene messages
- Damaging computers, computer systems or computer networks
- Downloading games, programs, large (24 megabytes or larger) files and images without specific teacher permission
- Using unauthorized web-based e-mail such as G-Mail, Yahoo Mail, etc.
- Using Chat rooms, instant messaging, etc.
- Violating copyright laws
- Accessing, editing, moving or deleting another user's folders or files
- Intentionally spreading computer viruses or making changes to system files or software
- Manipulating images in a negative or unbecoming way
- Teacher/Staff Specific Classroom Expectations for Student Technology Use

Teachers and staff will monitor student use of school hardware and software. Teachers/Staff will report any violation of the Technology Acceptable Use Policy to the school office.

Fortinet – FHCS uses a filter that students must use with their school issued email in order to get on the network. If it is found that students have turned on their personal hotspot to circumvent the filter, there will be appropriate disciplinary action up to and possibly including suspension or expulsion.

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

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

Article XXI - Band

A school band program is available for grades 5-12. Students and parents are encouraged to contact the band instructor for information. Band is a mandatory class for all 5th grade and 6th grade students.

Article XXII – Drop-Off and Pick-Up

Between 7:50-8:05am elementary children should report to the gym and sit in designated areas. Weather permitting, children will then be allowed on the playground from 8:05-8:20am.

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

Article XXIII – Elementary Recess (284)

Elementary recesses will normally be held outdoors unless it is precipitating or the real or wind chill temperatures are below 20 degrees. PreK-3rd grade students will need to wear a coat , jacket, or sweatshirt unless the temperature is above 55 degrees. Please dress your child appropriately as there are no extra coats or jackets available.

SECTION V - ATHLETIC PROGRAM (500s)

Flint Hills Christian School offers a full range of competitive athletics for grades 7-12. Some participation in competitive sports is permitted by 5th and/or 6th grade based on numbers. Decisions will be made prior to the start of the season by the administrator and/or AD.

Article I – Admission

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

All FHCS athletic practices will be closed. Open communication between coaches, parents, and athletes is essential so that questions or concerns may be addressed. The coach will hold a parent/athlete meeting at the beginning of the season to clarify responsibilities and expectations.

Article II - Policies

All sports

1. Only team members, managers, and spirit squads will be excused from school during school hours to attend a game. (Limited exceptions will be made for the children of team coaches and sponsors).
2. Students who are under the supervision of a coach or faculty may not wander off or separate from the team at away games without permission.
3. Players are required to ride with their team both to and from a game. A student may ride home with his/her parents if permission is received from the coach or athletic director.
4. Players are not allowed to drive to or from an away game under any circumstances.
5. Athletes may drive themselves to practices or meets held in Manhattan with written permission from a parent and approval by the coach and administrator/AD.
6. Non-team members are allowed to ride with the team only if there is room.
7. 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 parents.
8. The athletic director and coaches will determine room assignments for away games involving an overnight stay.
9. Team members will room with team members and team sponsors.
10. Lodging expenses for sponsors will be paid for by the school's athletic department.
11. Every attempt will be made to set the schedule of games and tournaments prior to the beginning of each sport season.
12. Athletic events at home will begin with public prayer.
13. Parents of athletes and Spirit Squad members are expected to support the team by helping with transportation, concessions, gate, etc.
14. Junior high students will not participate in games or activities that require an overnight stay.
15. Music at practices and sporting events are subject to the approval of the athletic director and/or Administrator.
16. Travel distance will be limited to assure that students are back to school as early as possible on school nights.
17. No back-to-back Friday/Saturday games will be played except in a tournament.

Volleyball (520)

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.

Soccer (521)

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

Basketball (522)

1. Junior high basketball will have a maximum of 15 games per season plus tournaments.
2. High school basketball may have a maximum of 22 games per season plus tournaments. No player shall participate in more than 6 quarters per day (not including tournaments).

Overtime is considered as part of the 4th quarter. Each player will be limited to 25 days of play per season plus end of the season tournaments.

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

Cross Country (523)

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.

Track (524)

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.

Golf (525)

1. High school Golf may have a maximum of 9 tournaments per season.

Article III - Eligibility (501-502)

Student involvement in athletics is based on eligibility. Eligibility is based on academics, attendance at school and practices, and meeting standards set by the school board, coaches, and athletic director. This policy applies to all students in grades 5-12 who are enrolled in Flint Hills Christian School or who are home-school students participating in extra-curricular activities at FHCS.

Criteria: (Amended 2/8/21)

1. The student/athlete will exhibit Godly behavior at all times. Ungodly conduct or violation of school policy will result in the student being declared ineligible for a period of time.
2. The student 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:
 - Approved medical or dental appointment
 - School sponsored field-trip or academic related event
 - Family related emergency, with administrator approval

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. The student/athlete will dress in accordance with standards set by the school (athletic director/coach) on days of events.
4. Student athletes must follow the dress code at practices, including the length of shorts as outlined in the Flint Hills Christian School dress code.

Student Academic Eligibility: (501)

We believe that extracurricular activities are a vital and important part of the Flint Hills Christian School experience. Spiritual growth and academics are the primary reason for students to attend Flint Hills Christian

School. However, extracurricular participation and school activities are also extremely important in supporting the development of a well-rounded student.

Flint Hills Christian School will use the following criteria for determining eligibility. "Eligible" is defined as being in good standing academically and behaviorally. "Ineligible" is defined as having lost the opportunity to participate in activities of which a student is a member. It also includes the loss of opportunity to attend school events that extend beyond the school day and extracurricular activities such as athletics, dramas, scholar's bowl, etc.

- Each instructor will update grades a minimum of once each week. Students will have at least two full weeks at the beginning of each semester to establish grades before the first required grade report is run by the office.
- Grade reports will be printed on Friday morning or the last day of the school week. These grade reports will be used to determine eligibility/ineligibility. Eligibility will run from Sunday through the following Saturday.
- Students failing one or more classes or having a D in two or more classes will be considered ineligible. This means they are not permitted to participate in games/matches/meets during the week of ineligibility as well as performances or school events that extend beyond the school day. Students and athletes should continue to attend practice.
- The administrator and/or athletic director will determine eligibility and inform the student, parents, coaches, and teachers if a student is ineligible.
- Teachers will not give extra-credit assignments to assist students in attaining eligibility.
- Students will remain ineligible for the entire week.
- If students are on the ineligible list for consecutive weeks, participation in practice may be limited. This will be at the discretion of the coach in collaboration with the athletic director and/or teacher.
- After school study hall for make-up work or late work may be assigned and will take priority over attending practice.

Medical Eligibility: (502) (Amended 2/8/21)

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

Disciplinary Ineligibility:

If a student/athlete receives an in-school or out-of-school suspension, he/she will not be able to participate in one game for each day of the suspension.

Article IV – Fees (515)

1. Sports Fees for any sport must be paid prior to the first practice of the season for that sport. Sports fees may vary from year to year. Please check with the office regarding the fee for full time FHCS students, home school students and /part time FHCS students. Parents of athletes participating in sports at Flint Hills Christian School are expected to volunteer time working concessions, gate, scorer's table or driving to and from games.
2. A gasoline fee will be collected for each away game.

Article V - Strong Heart Award (530)

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

Selection Process:

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

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

SECTION VI - ENDING REMARKS

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

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

Article II - Right of Access to Records (915)

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

Article III - Our Responsibility

Many institutions take the position that their responsibility to the student does not go beyond work or school hours. We at Flint Hills Christian School do not take such a position. We believe that it is our responsibility to set standards for our students, and we will take a firm stand in doing so. Each student and his/her parents make the decision to attend Flint Hills Christian School. Those who decide to do so thereby agree to accept the standards, principles, and requirements as set forth in this handbook. For us to pursue any other course would be to abandon the responsibility of a Christian school. We appreciate the confidence shown in placing your child(ren) in our care to guide and reach the student socially, academically, and spiritually.

“My son, if you will receive my sayings and treasure my commandments within you, make your ear

attentive to wisdom, incline your heart to understanding; for if you cry for discernment, lift your voice for understanding; if you seek her as silver and search for her as for hidden treasures, then you will discern the fear of the Lord and discover the knowledge of God. For the Lord gives wisdom; from His mouth comes knowledge and understanding. (Proverbs 2:1-5)