

TRANSPORTATION .....24  
TRUANCY.....16  
TUITION ..... 9

# *Christian Fellowship School*

## *Setting a Standard*



*Of Excellence*

*Parent/Student Handbook*

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case whether the suspected abuse or neglect occurs on or off campus. When child abuse is suspected, the following procedure will be used:

1. The incident will be reported immediately to the principal.
2. If necessary, personnel will examine the child and document findings. The principal and/or superintendent will meet with appropriate parties to determine a course of action.
3. The incident will then report what is known to local authorities.
4. School officials will cooperate to the extent required by the state agency and perhaps beyond.
5. Strictest confidence will be maintained, omitting names whenever possible, even for prayer.

## ***Introduction***

Parents have the responsibility to see that their children are educated through academic excellence and in an environment which supports family values. The decision to have a Christian school is not an arbitrary one. The mission of Christian Fellowship Church is to equip believers to reach the harvest, and Christian Fellowship School was established to help fulfill that same mission.

Christian Fellowship School exists to serve the Christian home. We assist parents in the task of raising their children in the training and instruction of the Lord by offering a quality education that is Bible-based. Christian Fellowship School is non-denominational in its approach and seeks to provide opportunities for all evangelical families by emphasizing unity in diversity in the Christian life and experience without compromise to the principles of the Word of God.

Christian Fellowship School is committed to providing an excellent education in the basic subjects as well as music, art, and various electives. Christian Fellowship School is committed to the Bible as the Word of God and, therefore, holds the Bible as central in the educational process.

Christian Fellowship School proposes the following:

- To give your child the finest in academic training. The growth of the intellect is part of education just as is the development of character and soul.
- To instill in your child standards for living which are noble and pure; and include, among other things, a respect for the rights and property of others, love of country, obedience to law, self-discipline, and importance of the individual.
- To train your child to love and respect the Word of God. The philosophy of life as taught by the Word of God will permeate all the child's learning and daily school activity.

This handbook spells out the objectives and policies of Christian Fellowship School. Parents and students should read this handbook in full and be familiar with the content.

### ***Mission***

The purpose of Christian Fellowship School is to provide students with a quality, Christ-centered education and to equip them with the skills necessary to be leaders who effectively serve God in today's world, fulfilling their roles in obeying the Great Commission.

### ***Philosophy Of Education***

As a distinctly Christian institution of learning, Christian Fellowship School approaches education from a theistic standpoint. In a day of compromise and conflict between opposing values and ideals, we unreservedly acknowledge the ultimate authority of God as He reveals Himself through the inerrant Holy Scriptures and the coordinate work of the Holy Spirit in the believer. The educational philosophy, therefore, is based on a God-centered view of truth and man as presented in the Bible.

### ***Educational Objectives***

The objectives of Christian Fellowship School center around providing a high standard of education for children. The environment is Christian and Bible study is an integral part of the program. At the same time, Christian Fellowship School will provide the highest quality education in the basic subjects as well as art, music, and other special emphases.

Christian Fellowship School seeks high standards of education for the following reasons:

- High standards build top quality youth.

medicine to the office.

### ***School Security***

Christian Fellowship School is committed to providing an environment in which students are safe and secure. The school maintains an emergency plan which defines responsibilities and delineates actions to be taken if emergency situations arise. All visitors are required to report to the office to obtain permission and a visitor's pass before they can remain on the campus. All staff have the authority to remove a visitor who is not wearing a visitor's pass. In addition, other safety precautions are regularly followed throughout the day (e.g., sending elementary students to the office in pairs, etc.) to ensure that students are kept safe and accounted for at all times.

### ***Student Sexual Harassment Policy***

Christian Fellowship School maintains an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline in accordance with the terms of the school's Policy and Procedures Manual.

Students who feel they have been subjected to conduct of a harassing nature, or who have observed same, are encouraged to promptly report the matter to a school official. All complaints will be promptly investigated.

### ***Child Protection Policy***

When a school employee knows of, or suspects, abuse or neglect of a student, he/she is obligated by law to report it. This is the

mph. A student's driving privilege may be suspended if driving regulations are violated.

No student driver, once he/she has arrived at school, will be permitted to leave campus without written permission from the student's parents/guardians. A call may be made from the school office to verify that the student does, in fact, have parental consent to leave. All students leaving campus during school hours are required to sign-out through the school office.

### ***First Aid - Sickness***

If a student is injured at school and requires first aid treatment, the student will be given such treatment at school, if possible. If, in the opinion of the principal, further treatment is necessary, the student's parents will be called to come and get the child or an ambulance may be called to transport the child to the emergency room, depending on the urgency of the situation.

Students who get sick while at school will be taken to the office. The school secretary will take their temperature, if needed. Parents may sign a form which allows the office staff to dispense Tylenol for common sickness, headaches or fever.

If the student is not well enough to return to class, parents will be notified to come pick the child up and the child will receive an absence for the remainder of the day. If the student has to remain at school, but is unable to return to class because of the sickness, he/she will be permitted to lie down but will also receive an absence for any classes missed during that time.

Prescription medicine must be brought to the school office by the parent/guardian where it will be kept and dispensed by school personnel as directed on the prescription. No student is allowed to bring prescription medicine onto the school campus.

If a prescribed medicine is not in its original container, a form must be completed and signed by the parent upon bringing the

- High standards build leaders.
- High standards demand respect.
- High standards produce higher quality academics.

Thus, high standards will be sought in every decision relating to school policy.

### ***Purpose For Enrollment***

Why should a parent enroll a child in a Christian school? There are right and wrong reasons. Several of the right reasons are:

- A desire for a Christian environment.
- A desire for quality academics.
- A desire for a loving, disciplined atmosphere.
- A desire for positive Christian training in the Bible.
- A desire for the child to be educated with a Christian worldview.

Some parents enroll their children in a Christian school for wrong reasons, such as:

- To escape the presence of sinful human nature (children will have this, regardless of the school they attend).
- To escape "unjust discipline" (If a parent feels that another school was too strict or unfair in discipline, almost certainly they will feel that way about a Christian school);
- To take the place of church;
- To reform or rehabilitate children who have experienced behavioral problems at home or other schools;
- To "try out" another school simply because the student has bad academics at his present school. (Since our curricula is more advanced than that offered by many other schools on respective levels, academic problems alone are not sufficient

reasons to enroll a child at CFS);

- To replace the spiritual influence of one or both parents.

Every parent should carefully consider his or her motivation for enrolling a child. Only those parents who feel that they are enrolling their children for the right reasons should do so.

### ***Accreditation***

Christian Fellowship School is accredited by the International Christian Accrediting Association (ICAA) which is fully recognized by the Department of Education in the State of Kentucky and the National Council for Private School Accreditation. In addition, Christian Fellowship School is accredited by the Commission on International and Transregional Accreditation (CITA) and has begun the process to be accredited with the Southern Association of Colleges and Schools (SACS). Christian Fellowship School is listed in the International Registry of Schools and Colleges.

### ***Association Of Christian Schools International***

Christian Fellowship School is a member of the Association of Christian Schools International. ACSI is the largest Christian school organization, serving over 500,000 students.

ACSI provides training, information, certification programs, and accreditation to Christian schools.

### ***Oral Roberts University Educational Fellowship***

Christian Fellowship School is a member of Oral Roberts University Educational Fellowship. This organization is an affiliation of primarily Charismatic elementary and secondary schools. ORUEF provides many of the same services and advantages that ACSI does.

registration.

### ***Transportation***

Christian Fellowship School does not provide transportation to and from school. We will, upon request, assist parents who would like to arrange car-pooling with other parents. Please do not ask teachers or staff members to provide transportation for your child to or from school. Teachers and staff will probably not be able to provide transportation to the duties and responsibilities required of them before and after regular school hours.

If your child is to be taken home by someone other than a parent or authorized person, please notify the school office. For the safety of your child, a verbal message from the student is not acceptable.

Students should not be brought to school earlier than 8:00 a.m. and must be picked up from school no later than 3:30 p.m. (1:30 p.m. on Wednesdays) unless they are enrolled in the after-school care program.. Parents who must for some reason drop off their children prior to 8:00 a.m. are required to notify the administration in writing in order to receive permission to do so. No staff member will be available to supervise children before 7:45 a.m.

Students who are properly licensed and insured may drive to and from school if they and their parents or guardian read and sign a Student Driver contract and turn it into the office. Students may not leave school with a student driver unless prior written permission has been given to the office. Consent forms for student drivers and for riding with student drivers are available at the office.

All student cars must be parked in the assigned areas. Students must have permission from the office to go to a car during the school day. Safety rules and all laws must be obeyed by all drivers on the school grounds. The on-campus speed limit is 15

lunch. We also sell milk and have drink machines. Students who forget their lunch, their money or their prepaid ticket will be served a peanut butter and jelly sandwich at no charge and on an emergency basis only.

Any lunch charges will be totaled and applied to the respective parent's bill on a quarterly basis.

In addition to lunch, K5 and 1st grade students usually enjoy an afternoon snack break.

### ***Parent - School Communication***

Christian Fellowship School desires to maintain effective parent-school communication. The school contacts parents in several ways.

- Weekly newsletter
- Occasional letters or flyers to inform of events
- Parent-Teacher Fellowships/Conferences
- Issuing of Report Cards
- Issuing of Notices of Concern
- Special contact concerning particular challenges with a student

However, there are times other than these, in which parents may have questions, suggestions, or other input for the faculty or administration of the school. Both the faculty and administration stress an open-door policy. Parents are always welcome to discuss these issues at the school.

It is very important that all notices which are sent home requiring parents' signature are signed by the parents and returned on the next school day.

Each family is charged a Parent-Teacher Fellowship fee to cover the cost of hosting PTF-sponsored activities. This fee is due at

In recognition of its overall excellence, Christian Fellowship School was honored to receive from ORUEF the "School of the Year" award in 1995.

Membership in these organizations allows the faculty, students, and parents to realize the widespread impact that Christian schools are making. Christian Fellowship School benefits from the publications, certification/accreditation programs, and the legal services of these organizations.

### ***Church School Policies***

Christian Fellowship School is an integral part of the ministry of Christian Fellowship Church. Christian Fellowship Church is a non-denominational Full Gospel Church and a member of the Full Gospel Fellowship of Churches and Ministers International. The school will emphasize the fundamental teachings of the Bible but will not attempt to indoctrinate students with particular doctrinal distinctives that are unique to a particular denomination or sect in evangelical churches. The school does, however, recognize its responsibility to evangelism and does actively promote and challenge students to a born-again Christian commitment and service.

### ***Governance***

The school board provides the general oversight and direction for Christian Fellowship School. It has the basic responsibility for review and approval of policy, school budgets, school buildings and school improvement planning. It is composed of seven members serving staggered three-year terms. Four members are appointed by the church leadership and three members are elected from the parent body of the school.

The overall, day-to-day operation of the school is governed by an administrative board. This board meets on a weekly basis and is comprised of supervisory heads of each division of the school,

elementary, middle school and high school.

## ***Admissions Policies***

Christian Fellowship School admits students of any race, color, and national or ethnic origin, and extends all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics and other extracurricular activities or programs.

Procedures for admission are as follows:

1. Obtain and complete an application package consisting of
  - Admissions Application
  - Authorization for Emergency Care
  - Medical History Information
  - Parental Agreement
  - Standards of Conduct Agreement (Grades 7-12)
  - Clarification of Accounts
  - Transcript Request (if applicable)
2. Parents and student are interviewed by the principal. The completed application, together with a \$25 application fee, should be brought to the interview if not sent in earlier. In addition, the student's latest report card should be brought to the interview.
3. The application, along with all appropriately checked references, are submitted to the Admissions Committee.
4. The Admissions Committee makes a determination on the student's admission to Christian Fellowship School and notifies parents (guardians) of its decision.
5. Parent(s) are required to attend Parent Orientation if the

Ruler (12 inch)

Rest mat (Kindergarten only)

Blue or black ink pen

## ***Use Of Telephone***

The school phone is reserved for official school business and emergency calls only. Students desiring to place emergency calls must give the name and number to school personnel who in turn will make the call. Students may also place other calls during lunch or before/after school using the pay phone in the high school hallway.

## ***Early Pick-Up Of Children***

When it becomes necessary to pick up a child from school prior to the dismissal of school for the day, parents are to come to the main office to pick up the child. Do not go to the classroom. School staff members have been instructed not to release a student from class to anyone except school office personnel. For the safety of the children, students will not be allowed to wait outside for parents to pick them up early.

## ***Lunches***

Christian Fellowship School does not have a cafeteria program. Most students bring their lunches. However, we do offer various items (hamburgers, ham & cheese, pizza slices, etc.) for sale at lunch. Pizza by the slice is available to students on Fridays.

Parents are encouraged to purchase prepaid lunch tickets if their child purchases a meal from the school. The meal would consist of a choice of entrée (hamburger, burrito, pizza, etc.), a side item (variety of chips, large dill pickle, etc.) and a drink (2 milks or a soft drink). Students may also purchase items separately.

Teacher or homeroom monitors take orders in the mornings from the students who want to purchase lunch items. Kitchen personnel will fill the orders and receive the students' money at

## ***Academic Probation (secondary only)***

At the end of each grading period, the progress of each student receiving a failing grade in any subject is reviewed. If, after thorough review of the work and discussion with teachers, a student's failing grade is determined to be due to a lack of effort, he/she will be compelled to withdraw from Christian Fellowship School. If at the end of that grading period the student has no failing grade in any subject, he/she will be removed from academic probation.

## ***Lockers And Locks***

Christian Fellowship School has a limited number of lockers available for student use. Lockers and locks are rented to students in grades 6-12, the fee for same is pre-payable at registration.

A student should keep his locker locked to prevent unauthorized access to it. However, the lock used must be a school lock. Personal locks are not permitted and will be cut off.

If a rented lock is not returned to the office at the end of the year, the student will be charged the full price for the lock.

The office keeps a record of lock combinations and locker and lock assignments and reserves the right to make periodic, unannounced locker checks.

## ***Student Needs***

### General

Bible  
Pencils  
Standard notebook paper  
Eraser

### Additional Elementary Needs

Glue (in bottle)  
Scissors (blunt end in Kindergarten)  
Crayons  
Book bag or pack

application is processed before the school year begins.

Further policies:

- Children in grades 6-12 will not be enrolled if they do not wish to attend.
- Students in grades 6-12 must be born-again, professing faith in Christ as Saviour and Lord.
- A child must be at least 5 years old by October 1 of the current school year in order to enter Kindergarten., or must be at least 4 years old by October 1 of the current year in order to enter the K4 program.
- A student must have on file an up-to-date Immunization Certificate or an Immunization Waiver signed by his parent/guardian.

No child will be admitted:

Who has been arrested

Who has used drugs illegally

Who drinks alcoholic beverages

Who smokes or uses any form of tobacco

Who has been expelled from any other educational institution

Who is or has been married

Who has run away from home

Who is or has been pregnant

Who is over 18 years of age

Who, if in the 6th grade or higher, does not exhibit an active Christian commitment as evidenced in part by regular church attendance.

## ***Re-Enrollment Procedures***

Students are required to submit an application for enrollment for each year they attend. Re-enrollment applications are mailed to the parents of children currently attending CFS by April 15th of each year for re-enrollment the following school year. Parents of

those students in grades 6-12 will also be sent new Standards of Conduct contracts. Re-enrollment applications (and Standards of Conduct forms, if applicable) should be completed and turned in to the office no later than May 1 along with the non-refundable fee charged for processing same. A late fee will be charged for all re-enrollment applications received after that date.

## ***Financial Policies***

The cost of educating a child is high, but at Christian Fellowship School, the price to the parents is kept as low as possible.

Christian Fellowship School operates on a separate budget from Christian Fellowship Church. Although the church provides in excess of \$300,000 annually to the school with both direct and indirect support by providing utilities, maintenance and some salaries, the school is primarily supported by tuition, donations specifically designated for the school, and fund-raising activities.

The cost of attending Christian Fellowship School is modest in comparison with other private schools. Please request from the school office a copy of the recent Schedule of Tuition and Fees.

Tuition payments are due on the 5th day of each month. Payment is considered late if received after the 15th and is subject to a late fee unless prior arrangements have been made with the business office. If payment becomes seriously due (two months or more), the student may be compelled to withdraw from Christian Fellowship School. If a student withdraws or transfers from Christian Fellowship School, records will not be transferred until all outstanding charges are paid in full. Final report cards will not be sent until all charges for the year have been paid in full.

Annual cost of attendance, including tuition and fees, will be calculated at registration and a monthly payment schedule will be established. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If for any reason a student withdraws from Christian

In addition, a number of clubs are available in which students may participate including Pep Club, German Club, Spanish Club, Beta Club, DECA, Student Council, Christian Honor Society, Worship Team, Speech, and the Outreach Team.

During the school year, Christian Fellowship School provides numerous opportunities for students to be involved in service and ministry throughout the local area.

## ***Library***

The school library is open from 8:30 a.m. to 3:05 p.m. (1:30 p.m. on Wednesdays) each day school is in session. Students may check out any book from the library except those catalogued as resource books. Books may be kept for two weeks and the renewed as necessary.

A fine of five cents per day must be paid on overdue books. Borrowers who lose books or damage them beyond repair shall be charged the replacement cost of the book. Any student who owes an overdue book fine will not be allowed to check out a book until that fine is paid and the book is turned back in or the amount is paid.

## ***Homework***

Homework is given on a regular basis as an integral part of the school program. Each teacher is at liberty to give homework to help the students advance in their studies. Guidelines for daily homework for the average student are as follows:

Kindergarten .....	15 minutes
Grades 1-2 .....	30 minutes
Grades 3-4 .....	40 minutes
Grades 5-6 .....	60 minutes
Grades 7-8 .....	20 minutes/subject
Grades 9-12 .....	30 minutes/subject

change into after P.E. T-shirts that are sleeveless, cut off above the waist, or tank-tops are not acceptable attire for P.E.

## ***Athletics and Extracurricular Opportunities***

Christian Fellowship School has a well-rounded athletic program. Students in grades K4-2nd are eligible to participate in the Little Eagles program which teaches students the fundamentals of basketball. These students perform at some of the home ballgames. There is a fee to participate.

Students in grades 3-5 are eligible to participate in interscholastic basketball competition. There are both boys and girls teams. Christian Fellowship School participates in the Marshall County Basketball League. Our boys and girls teams in each grade compete in games with teams from the respective grades in the Marshall County Public School System.

Athletic opportunities are greatly expanded once a student reaches middle school or high school. Among the sports that are offered are girls' volleyball, soccer, boys' basketball, girls' basketball, boys' baseball, track, cross-country, cheerleading and golf. Teams compete against both other private schools as well as public schools. Christian Fellowship School is a member of the Kentucky High School Athletic Association. Our teams have the opportunity to compete in district, regional and possibly even state competitions.

The school also participates in the Duke University Talent Identification Program. This program seeks to identify students with high academic potential, motivating them to greater achievement, and reward their academic success.

Christian Fellowship School also offers other extracurricular opportunities for students. We have academic teams in elementary, middle school and high school. CFS is a member of the 1st Region Academic Team Association and our teams compete with other member schools.

Fellowship School or enrolls after the school year has begun, charges will be prorated according to the actual number of weeks attended (based on a 36-week school year.)

A minimum payment of one month's tuition and fees must be made for the student to enroll and begin attending classes. No deductions will be made for tuition for absence during the school year, regardless of the cause of such absences. All withdrawals, whether prior to the beginning of the school year or during the school year, become effective only when notice is given to the school. All fees are non-refundable.

Upon request, checks will be accepted that are postdated or will be held for a maximum of seven (7) business days.

There is a \$25 fee on all checks returned for any reason.

## ***Dress Policies***

### **Philosophy of Dress**

Christian Fellowship School acknowledges its responsibility to do its part in fulfilling the Biblical injunction to "train up a child in the way he should go" (Proverbs 22:6). Based on this Biblical requirement, it is learned that a child needs training and direction as he/she is nurtured into adulthood. A part of this training necessarily involves guidance in proper dress and attire and the student's presenting himself or herself in such a way as to reflect Christ.

Since the Christian's first responsibility is obedience to the Word of God and it is unrealistic to expect societal norms to reflect a Christian ethic, a dress code is warranted to help train students in that area of their lives

Therefore, proper grooming must be taught with other rules of manner and morals. Submission to the dress code is required for continued attendance at Christian Fellowship School. The dress

code at Christian Fellowship School is in accordance with Biblical injunctions on modesty. It will be firmly enforced in love.

### **General Guidelines**

Parents are responsible to see that their child is following the dress code at all times. We encourage parents to inspect the dress of their child before he/she leaves for school. Teachers and administrators cannot assume the full responsibility to ensure that students comply with the dress code.

- The overall emphasis in student dress is for students to be modest, neat, and clean in appearance by generally accepted Christian school norms. Clothing must be sized to fit, including pant lengths, and must look neat (i.e., no oversized or baggy pants, no oversized shirts or sweaters -- one size larger is allowed to accommodate a child's growth during the school year). Tight clothing is not acceptable.
- Bizarre styles and hair colors, fads, badges, pins, emblems, etc., are calculated to call attention to the wearer and will not be permitted.
- The use of jewelry and makeup must be moderate. Boys are not allowed to wear earrings and no other body piercing is allowed by either boys or girls. Tattoos are unacceptable.
- Grades K4-5th will be allowed to wear sweatsuits and windsuits. However, this is not acceptable wear for grades 6-12.
- Any shirt (including jerseys, but not including sweaters) that comes past wrist length must be tucked in.
- Girls may wear sleeveless shirts and dresses, but the shoulder straps must be at least 2 1/2 inches wide.
- Belts are not required.
- Jeans and other slacks must be in good condition -- no holes, patches, fraying around the bottom, or splitting along the seam at the bottom. Army fatigues or camouflage clothing is not acceptable attire.
- No shorts are allowed except in P. E. classes and for sports practices.
- Neither boys nor girls are permitted to wear caps, hats, or

valedictorian.

If there is a need for a tie breaker, the student's semester grades are averaged and compared using a 100-point scale. The calculation will be carried to the third decimal point. If there is a need for a second tie-breaker, the 3rd nine-week marks of the final semester are averaged and compared. If an additional tie-breaker is needed, the student who has attended Christian Fellowship School for the longest period will earn the honor. If all these guidelines produce a tie, there may be two or more valedictorians.

### ***Selection of Salutatorian***

The senior class salutatorian is the graduating senior whose grade point average at the end of the 3rd 9-week grading period of the senior year is the second highest in the class, and whose conduct demonstrates exemplary Christian character as determined by the administration and faculty.

To determine the salutatorian, a student must have consecutively attended the school for four semesters prior to salutatorian calculations. Only grades earned at CFS will be used to determine this ranking. If academic achievement or conduct deteriorates during the last semester of the senior year, the administration may not permit the student to serve as salutatorian.

### ***Physical Education***

Physical Education (P.E.) is a required class for grades K-9. A student will not be excused from P.E. without a written excuse. Students in grades 6-9 are required to purchase a P.E. uniform from the school. The cleaning and care of the uniform is the responsibility of the student. If a student loses a uniform, a new one must be purchased. The student should bring his P.E. uniform or, if in grades K-5, wear sweatpants/shorts and a T-shirt to school on P.E. days and bring regular school clothes to

credits to fulfill graduation requirements.

### ***Dropping A Class/Changing Class Schedule***

The administration must approve the dropping of any class or change of schedule by any student. A student desiring to drop a class in which he is enrolled or desiring to change his class schedule must complete a Drop Class/Change Schedule form and turn it in to the office. A student may not drop a class or change a schedule of classes after having been enrolled in the class(es) for four weeks.

### ***Home Schools***

As with students from any other school, students transferring from a home school are admitted on a probationary basis. They are placed in a respective grade based upon our professional assessment from achievement and diagnostic tests, past academic records, personal observation, etc.. Home school students transferring into Christian Fellowship School may be required to go back one or more grades depending upon our evaluation of academic achievement and comprehension. High school credits earned in a home school may be accepted or rejected according to our evaluation on an individual basis.

### ***Selection of Valedictorian***

The senior class valedictorian is the graduating senior whose grade point average at the end of the 3rd 9-week grading period of the senior year is the highest in the class, and whose conduct demonstrates exemplary Christian character as determined by the administration and faculty.

To determine the valedictorian, a student must have consecutively attended the school for four semesters prior to valedictorian calculations. Only grades earned at CFS will be used to determine this ranking. If academic achievement or conduct deteriorates during the last semester of the senior year, the administration may not permit the student to serve as

sunglasses inside the buildings.

- Flip-flops, thong sandals, or sport-type sandals are not acceptable footwear. Other sandals are allowed for boys and girls. Boys' sandals must have a back ankle strap.
- No inappropriate designs, pictures or wording will be permitted on clothing. This includes references to cigarettes, tobacco, alcohol, secular music, magic and aliens.
- To reinforce the importance of chapel, students in grades 6-12 will be required to maintain the following dress code for chapel: Boys must wear a dress shirt and tie; girls must wear skirts, jumpers or dresses, or alternatively, dress pants during the months of November through March.

#### **Specific for Boys**

Boys must wear modestly cut trousers and shirts. Shirts may not have more than the top two buttons unbuttoned. Socks must be worn. Clothes must be tailored and sized to fit well giving a neat appearance. The hair should be above the eyebrows, not below the middle of the ear, and not over one inch in the back. Moustaches and sideburns are to be neatly trimmed.

#### **Specific for Girls**

Girls should dress attractively and modestly. Pants may be worn but must be modest in cut. All skirts and dresses should be characterized by modesty in length (i.e., reaching the top of the knee or lower). No tight-fitting or low-cut dresses, sweaters or blouses will be permitted. Split skirts or dresses must be designed so as to easily maintain modesty throughout the day. Girls may wear capri or "pedal-pusher" pants, as long as they are modest and not tight. (Follow guidelines for skirt lengths.) Clothes must be tailored and sized to fit well giving a neat appearance.

#### **Dress Code Violations**

Corrective measures will be taken with students who violate the dress code. Students who disregard the dress code will be given a warning citation for the first offense by the staff member observing the challenge. A second violation will result in a 45-

minute detention assigned to the student. A third violation will result in a one-day, at-home suspension. Parents will be notified each time a citation is given. Any subsequent violations will be handled by the administration and may result in expulsion of the student. The final decision on all questions relating to dress, hair, and conduct shall be made by the administration. If questions concerning personal grooming arise, the administration will be happy to assist the family.

## ***Conduct Policies***

Attendance in a private school is a privilege. Therefore, the standards of conduct at Christian Fellowship School will be enforced. Students in grades 6-12 and the parents thereof must read and annually sign a Standards of Conduct agreement before the student is enrolled in school. Any student unwilling to abide by the rules will be subject to appropriate disciplinary action up to and including expulsion.

Students must not engage in cheating, swearing, smoking, gambling, drinking alcoholic beverages, or using narcotics, either on or off campus. Secular dancing or attendance at activities/events where dancing is a part of the activity is strongly discouraged. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, speech, morality, and honesty. Students must agree to strive cheerfully toward unquestionable character in attitude, conduct, and dress.

Students are not allowed to bring cassette or CD players and/or tapes, CD's, or radios to school unless it is at a teacher's specific request for a class.

## ***Discipline Policies***

Christian Fellowship School does not admit students with behavioral challenges; consequently, we ask that a child not be enrolled with the idea that attendance here will reform him/her.

Grade level for high school, grades 9-12, is determined by the number of credits earned as follows:

0 to 5 credits.....	Freshman	(9th grade)
6+ to 11 credits.....	Sophomore	(10th grade)
12+ to 17 credits.....	Junior	(11th grade)
18+ and up credits.....	Senior	(12th grade)

A student must have at least 24 credits to graduate. Our basic credit requirements are:

English .....	4 credits
Math .....	3 credits (no credit given below Algebra 1)
Soc Sci .....	3 credits (1 in U.S.History)
Science .....	3 credits (1 must be Biology)
Bible.....	2 credits
Health & P.E. ....	1 credit
Fine Arts.....	1 credit (art, choir or band)
Electives.....	7 credits

A student can only earn 1 credit in English per year at Christian Fellowship School. Each high school student enrolled at CFS must take a full load of 6 classes per day each year and no student can graduate early (for example, mid-year). Each graduating senior and kindergarten student will be charged a rental fee for his/her cap and gown. The fee will be approximately \$25 and will be included in the monthly bill. A graduating senior cannot receive his/her diploma if any outstanding accounts (tuition, library, sports, etc.) are owed to the school.

## ***Bible Class***

A student must take a Bible class every year for the entire length of his enrollment at Christian Fellowship School. Bible class must be taken even after the student has earned enough Bible

All sophomores and juniors are required to take the Preliminary Scholastic Aptitude Test (PSAT). The test is given at the school, usually in October. A registration fee is charged by the publisher for this test. All juniors and seniors are required to take the ACT test. Each of these tests are given at Paducah Community College and Murray State University.

Test fees vary and will be charged to the parents as incurred by the school.

## *Curriculum*

Christian Fellowship School uses quality curriculum in all grades and subject areas. In addition to having a strong academic thrust to the curriculum, Biblical principles are integrated throughout. The aim is to fully educate and equip each child, instilling in them a Christian worldview using the traditional classroom approach. The administration has a thorough curriculum guide for each grade and/or class, which guide contains a detailed scope and sequence for each subject and class taught. Upon request, we are happy to share with the parent information concerning what is taught, how it is taught, etc. for any grade or class in the school.

Christian Fellowship School employs qualified Christian teachers in the classroom. Students who attend Christian Fellowship School and apply themselves will receive a quality education.

## *Grade Level*

Each new student transferring from another school in grades K-8 is placed in the grade he would be in had he not transferred unless our evaluation of the student shows that he/she is not capable of achieving in that grade. Promotion to the next grade or retention in the same grade for the next year is contingent upon the teacher's and principal's assessment of the student's overall academic progress based upon grades and the amount of work successfully completed during the school year.

We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks. The student must, at all times, conduct himself/herself in a manner becoming a Christian. Complaining is absolutely not tolerated. If your child comes home complaining about a policy or discipline, please follow this procedure:

- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Realize that your child's report of events may be emotionally biased and may not include all the information.
- Support the administration and later call the school for all the facts.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

Inappropriate behavior is usually handled by the classroom teacher. Students displaying behavior of a more serious nature (e.g. cheating, fighting, blatant disobedience) or continually violating minor school/class policies or rules are referred to the principal for appropriate disciplinary action. When, in the opinion of the teacher or principal, corporal punishment is the best way to constructively influence a student's behavior, the school reserves the right to give such punishment. Here, a discipline is maintained which is firm, fair, consistent, and tempered with love. Our staff maintains standards of behavior in the classroom through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered with good judgment and understanding.

If a student, while enrolled, commits an offense of the type for

which students are refused admission to the school or if previous disciplinary measures have failed to cause appropriate changes in the student's behavior, the Administrative Board may enforce any or all of the corrective measures:

1. Probation - for a set period of time; may include additional restrictions/requirements deemed necessary.
2. Suspension - for a set period of time; may include additional restrictions/requirements deemed necessary; student receives a zero grade for all class work including tests due while suspended.
3. Expulsion - permanent; student is not permitted to re-enroll at Christian Fellowship School unless there is evidence over time (at least one semester) of a true change of heart and Godly repentance and the student successfully re-applies and is accepted for admission.

As a matter of policy, corporal punishment is administered by a staff member of the same gender as the student receiving the punishment.

### ***School Hours***

The weekly school schedule is as follows:

Monday .....	8:30 a.m. - 3:05 p.m.
Tuesday .....	8:30 a.m. - 3:05 p.m.
Wednesday .....	8:30 a.m. - 1:30 p.m.
Thursday .....	8:30 a.m. - 3:05 p.m.
Friday .....	8:30 a.m. - 3:05 p.m.

There are weekly chapel services attended by all students in grades K-12. These services are approximately one hour in length.

### ***Attendance Policies***

Since excessive absences inhibit a student's progress and since Christian Fellowship School is required by law to report truancy

to the Truant Officer, absenteeism is given very close scrutiny by the administration.

When a student is absent, the parent must either call the school office (extension 100) by 10 a.m. on the day of the absence, or send a signed written excuse to the school with the student upon his/her return to school.

Three tardies in a class constitute one absence in that class.

For absences other than sickness, appointments and emergency, arrangements must be made with the teacher(s) to ensure that the student does not get behind in his/her work, and the office staff must be informed prior to the absence.

A student who misses twelve (12) days or more for any semester, whether excused or unexcused, in any class, will not have attended class for the minimum days necessary to master the material covered during the semester. Therefore, he/she will receive a failing grade for that class for the semester, unless in the opinion of the administration, there are extremely extenuating circumstances and extraordinary effort has been made by the parent and the student to make up all the work he/she has missed.

### ***Testing Policies***

Each student entering grade K4 is given the *Dial 3*, a standardized academic readiness screen. Each student entering grades 1-12 is required to take achievement tests to aid in assessing his levels of achievement. The purpose of the tests is not to screen out under-achievers. However, if scores are excessively low, the student may be required to repeat his previous grade.

All students in grades K-12 are given standardized achievement tests (Stanford) each spring to aid in assessing individual progress. Students in grades 3, 5, 7, and 10 are also given the Otis-Lennon School Ability Test.