



# Parent & Student Handbook K5 – 12<sup>th</sup>

801 Seymour Rd.  
Phone: 302-328-7404  
Bear, DE 19701  
[www.fairwindschristianschool.com](http://www.fairwindschristianschool.com)

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*\*All changes and updates to policies and procedures are highlighted in yellow.*

## **Our Mission**

The mission of Fairwinds Christian School is to provide students with a foundation of knowledge built upon a biblical worldview, to encourage them to cultivate a heart for God and grow in wisdom and faith, and to live a life of integrity and service to others for the glory of our God and Savior, Jesus Christ.

## **Core Values**

### **Faith**

We aspire to help students come to a saving knowledge of our Lord Jesus Christ and to develop a faith in Him that leads them to relentlessly live for Him.

*“But without faith it is impossible to please him: for he that cometh to God must believe that he is, and that he is a rewarder of them that diligently seek him.” Hebrews 11:16*

### **Integrity**

We believe that integrity is the guiding principle of the Christian life. Students are challenged to value honesty and truth, and to believe that their actions are to be consistent with their words.

*“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.” Philippians 4:8*

### **Service**

We believe that we are called to emulate Christ by serving others. Students are encouraged to recognize the needs of others and seek ways to help them.

*“Withhold not good from them to whom it is due, when it is in the power of thine hand to do it.” Proverbs 3:27*

## **Philosophy of Fairwinds Christian School**

Fairwinds Christian School’s philosophy is based upon the Word of God. The primary objective and purpose of the school is to train the student in the way of life presented in the Scriptures while giving them a good general education.

Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to bring all students to the saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God’s Word.

The academic program, through a traditional approach, is developed to provide students with the best possible program of studies. We emphasize the mastery of the fundamental blocks of material necessary for satisfactory achievement and stress the acquisition of facts and concepts in the various

areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do their best. We believe that the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

Character training is an important element in Fairwinds Christian School. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self-discipline, and is essential to the emotional, physical, social, and spiritual wellbeing of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To love God, to do what's right, patriotism, and to always measure one's attitudes against the principles laid out in the Scriptures are characteristics we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

## **Doctrinal Statement of Fairwinds Christian School**

- We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages. *Students must use the King James Bible in school and for all school activities when a Bible is needed.*
- We believe in God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; I Corinthians 8:6; John 1:1,14; Colossians 2:9; I John 5:7-8)
- We believe in the Deity and Virgin Birth of Jesus Christ. (John 1:1-3; Colossians 1:15-16; John 10:30; 17:11,22 / Genesis 3:15; Isaiah 7:14; Matthew 1:23; Luke 1:26-35)
- We believe that salvation is "by grace" plus nothing, and minus nothing. The conditions to salvation are repentance and faith in Jesus Christ. (Romans 3:24; Ephesians 2:5,8-9; 2 Timothy 1:9)
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. (Romans 3:20,24,28; 5:1)
- We believe in the visible, personal, and premillennial return of Jesus Christ. ( I Corinthians 15:20-23, 51-52; I Thessalonians 4:16-18)
- We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost. (John 14:1-6; 2 Corinthians 5:8; Revelation 21:2,3 / Luke 16:23; Matthew 8:12; Mark 9:43-48; Revelation 20:15)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God created humanity as distinctly and exclusively either male or female from the beginning, and that He blessed His created design as very good. We believe that every human's true gender identity is identical to the genetic, biological sex with which they were born. We believe that God blesses submission to and acceptance of His created design. We believe God disapproves of and forbids any and all attempts to alter one's gender through surgery, medicinal manipulation, appearance, or expression contrary to His created design. (Gen. 1:26-28, 31, Gen. 2:23-24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Matt. 19:4-6, Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

- We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

**NON-DISCRIMINATION POLICY:** Fairwinds Christian School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. FCS does not discriminate on the basis of race, color, gender, and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic, and other school –administered programs. FCS does not discriminate on the basis of race, color, gender, and national or ethnic origin in its employment of staff/faculty, paid and or voluntary.

### **Standards of Conduct for Fairwinds Christian School**

Fairwinds Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God’s moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from sinful activities. Fairwinds Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All student activities and conduct must be subordinated to biblical standards.

### **These are the expectations for all FCS staff and students – whether at home, school or elsewhere:**

1. To refrain from participating in worldly activities such as swearing or indecent language; body piercing or tattoos; smoking/vaping, possession or use of alcoholic beverages, drugs or tobacco; involvement in the occult; gambling; stealing; dancing; pornography; premarital sex, homosexuality, wearing of certain apparel that would support the gay, lesbian or homosexual lifestyles, transgender or other perverted lifestyles; involvement in rock-style music, rap, etc
2. To refrain from harassment, bullying, fighting, violence, or threats of any kind regardless of provocation; public disruptions; promoting division or a divisive spirit through words, symbols, pictures, writing, flags, banners, slogans, gang related items, or any divisive activism.
3. To maintain Christian standards in courtesy, kindness, honesty, morality, and dress.

Staff and students are expected to abide by these standards throughout their enrollment, whether at home, school or elsewhere and regardless of whether school is in session. Staff or students found to be out of compliance or harmony with Fairwinds Christian School’s Standards of Conduct will be subject to administrative withdrawal. Any staff member who has been arrested by public law enforcement authorities will be suspended until such time as that staff member is adjudicated either guilty or not guilty. Any staff member who is adjudicated guilty will be terminated as an employee (paid or voluntary) from Fairwinds Christian School.

Fairwinds Christian School has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these

Standards of Conduct and maintain Christian standards. Employment or attendance at Fairwinds Christian School is a privilege, not a right.

## **PARENTS' CODE**

- We affirm we will pray daily for the faculty and students of Fairwinds Christian School. Prayer maximizes character development and learning in the Christian school.
- We will attend school functions as needed. Student performance is better when he/she knows that both of his/her parents love each other, love him, love his/her siblings and care deeply about his/her schooling.
- We accept the challenge to “train up a child in the way he should go” and do state that this training will be carried on in the home. We also place our trust in the Christian school to extend that training more completely.
- We affirm that our child will bring to the school a heritage of Christian Culture. We promise that the home will provide a secure haven of safety, free from the influences that we recognize as harmful.
- We affirm that if, for any reason, our child does not respond favorably to the school, we will not try to change the school to fit his/her needs but will quietly withdraw. (Six weeks is adequate for most students. The one who has not adjusted by the end of twelve weeks should be withdrawn.)
- We affirm that we will plant honor and respect for the administration, faculty, and staff in the hearts of our child/children.
- We affirm our loyal support to the school through praying for its program, giving to its school extension funds, as we are able, and by paying the tuition payments regularly and on time.
- We invest authority in the school to discipline our child as necessary. We understand that disciplinary actions such as writing assignments, demerits, detentions, and or suspensions, will be used.
- We understand that assessments will be made to cover damage to school property (including window damage, abuse to books, light fixture and ceiling tile damage, etc.)
- We agree to pay the tuition according to the arrangements that shall be made and to conclude all required payments on or before the last day of school. Report cards will be withheld if required payments are not made in full (records will not be forwarded if a balance is due.)

## **General Information**

Fairwinds Christian School is a private Christian school. Pastor E. L. Britton founded it in September of 1972. It was established to teach spiritual and academic standards to the student willing to cooperate and allow the teachers to mold their lives. Our program offers a strong base for students in each subject and elective. Fairwinds Christian School's Elementary Program starts at the elementary level with a five-year-old kindergarten program and goes through 5th grade. Junior high is from 6<sup>th</sup>-8<sup>th</sup> grade. Senior high is from 9<sup>th</sup>-12<sup>th</sup> grade.

## Faculty

The teachers on the faculty at Fairwinds Christian School are carefully selected based on their education, experience, ability, and integrity. The most outstanding characteristics of the teachers at the school are an unselfish dedication to Christian education, a true love for children, and a sincere devotion to the Lord Jesus Christ.

## Facilities

The school is owned and operated by Fairwinds Baptist Church and is, therefore, privileged to use all its facilities as needed

## Affiliation and Accreditation

Fairwinds Christian School is a ministry of Fairwinds Baptist Church. Fairwinds Christian School is a member of the American Association of Christian schools (AACCS).

## School Hours

6:30 AM	Before-Care begins
7:30 AM	Before-Care ends
7:50 AM	School begins
3:00 PM	School day ends
3:15 PM	After-Care begins
6:00 PM	After-Care ends (No aftercare of half-days)

## Lunch Program

Lunches are offered every day for a fee. Parents can select their student's lunches through our school management program FACTS/RenWeb on their computer or through the FACTS/RenWeb Home app. There will be no refunds or cancellations if a student is absent on the day in which a lunch has been purchased.

A student bringing a lunch from home should not bring anything requiring refrigeration or microwave heating and utensils. There will be no heat-ups of any student lunches. Parents are encouraged to use thermoses for warm foods.

## Student Drivers

Only Juniors and Seniors holding a valid driver's license may drive to school. In order for a student to drive himself/herself to school, permission must be granted by a parent or guardian in writing by emailing the school office with all pertinent information [copy of the registration, license plate number, insurance card, and the student's license]. **Student drivers must maintain a minimum 2.0 GPA and be passing all courses to maintain driving privileges.**

Guidelines for student drivers:

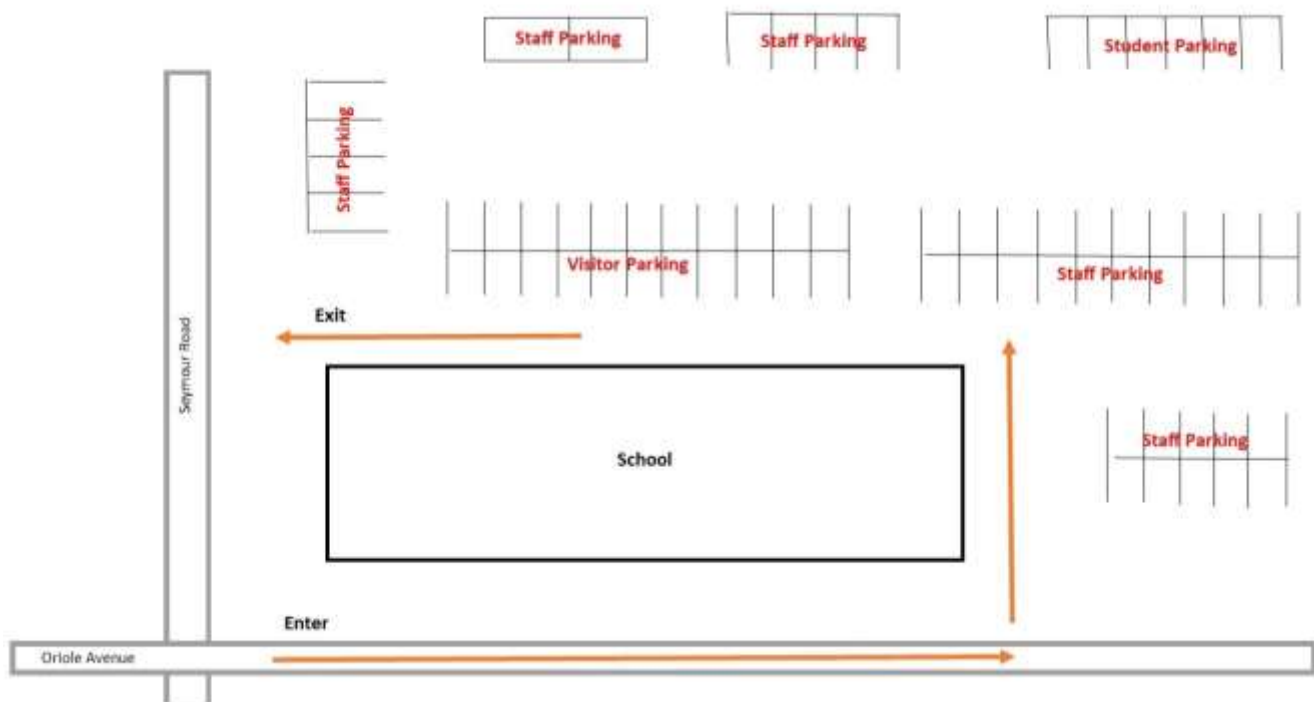
- Student drivers are to follow common driving courtesy and obey all traffic laws. The speed limit in the parking lot is 15 mph. Please drive slowly and carefully! Speeding and/or reckless driving will result in disciplinary and/or police action.

- Students are to park properly, one vehicle per parking space, between the designated lines. Students are to park only in the area designated for student parking.
- Upon arrival to school, student drivers are to go directly into the building – loitering in the parking lot is prohibited.
- During the school day, students are not permitted to return to his/her car without permission from the administration.
- It is the student driver’s responsibility to arrive at school on time. Student drivers who are habitually tardy may have their driving privileges revoked.
- Only immediate family members may be in the car with a student driver.
- All student drivers are to follow the proper flow of traffic. Enter the school property from the side entrance on Oriole Avenue. In the afternoon, once carline has concluded, student drivers will be dismissed to leave by the main drive designated for exiting the parking lot.

The administration reserves the right to revoke driving privileges when the above guidelines are not followed. Parents assume any and all responsibility for their child and vehicle.

### Entering School Property and Parking Procedures

When entering the school property, parents and visitors should use the lane to right of the school building adjacent to the Fairwinds Community Park. This entrance is at the 3-way intersection of Seymour Road and Oriole Avenue. Drive around to the front of the building and please adhere to the speed limit of 15 m.p.h. and watch for children and adults in the parking lot. Exit the school property from the lane to the left of the school. Parking areas designated for staff have an asterisk in them. Student drivers are to park in the area designated for student parking.



## Walking/Riding a Bike

If a student will be walking to and or from school to go home or if they will be riding a bike, than the parent will need to provide the office written permission to go into the student's file. Students will be dismissed once car line is over.

## Car Line

Dismissal is at 3:00 p.m. and all students will dismiss through the cafeteria doors. Every family will receive two numbered placards. Replacement or additional placards are \$5 each. Parents picking up their student(s) will drive through the carline and their number will be called. Their student(s) will be brought to the vehicle by a staff member or parent volunteer.

1. Parents are **NOT** to park and come into the school for their child during the dismissal process. During this time all staff will have a part in the car line and cannot be distracted while they are supervising your children and listening for the next child to be called for dismissal.
2. Please be sure to have your FCS issued number placard on the dashboard, easily visible for the caller to see. Handwritten, photos of a placard, or previous years' placards are not acceptable.
3. If you send someone to pick up your child and they do not have an FCS issued number placard, be sure they are on the "Pick Up" list and have their I.D. ready.
4. If a parent comes into the office (trying to avoid the car line) to pick up their child, the office staff will ask you to return to the car line or wait till the car line dismissal is over before they will call your child.
5. Please stay in your car while in the car line and our staff will help your child get into the vehicle for you.

## Lateness, Early Dismissals, & Absences

### Lateness

**Students are expected to be in their classrooms and ready for school to begin by 7:50 am.** If a student has not reported to his/her homeroom by 7:55 am, he/she is late. Students that are late are required to pick up a late slip from the office before reporting to class. If a student does not have a viable reason for being late, the lateness will be considered unexcused. We understand that there are good reasons why a student may be late to school, and we understand that many students do not have the ability to transport themselves. However, when a student arrives late to school learning is disrupted not only for the student but for their classmates as well. **Every three unexcused tardies will count as one day absent.**

Students arriving after 11:20am on full days or 10:00am on half days will be considered absent for the day.

Students in 9<sup>th</sup> through 12<sup>th</sup> grades who arrive 20 or more minutes late to any class or leave 20 or more minutes early will be marked absent for that particular class.

## Early Dismissals

It is required to notify the office in writing or through email if you must pick up your child before regular dismissal. The note must include the name of the person who is coming to pick up the student and at what time they will arrive. All parents, relatives, friends, etc. coming in to pick up the child for an early dismissal must report to the school office and may be asked to provide identification. No one is allowed to go to a classroom without prior notification. **If there is no phone call or note and we do not know who the person is that has come to pick up a student, we will not allow the student to leave until we have contacted a parent.** Students in 9<sup>th</sup>-12<sup>th</sup> receive credits for their courses which are necessary for graduation. If a student is consistently dismissed early and/or absent (excused or unexcused) from a certain class (more than 20 times for full credit classes, 13 times from half credit classes or 8 times from quarter credit classes), then the student will not be eligible for the class credit and will need to repeat the class.

No early dismissals will be permitted between 2:30pm – 3:00pm on full days and 11:30am – 12:00pm on early-release days. In preparation for dismissal, the school building is placed on lockdown at 30 minutes prior to dismissal and no one will be permitted to enter or exit the building during this time.

## Absences

When a student is absent from school we must have a note written by the parents and submitted to the school office when the child returns to school. An excuse note must be submitted via email or handwritten and given to the office within 2 days of the students' return to school after an absence. If an excuse note is not submitted within the allotted time [2 days] or the reason is not excusable, then the absence will remain unexcused.

A student must be present 89% of the 180 days we attend school. This means that a student may not be absent any more than 20 days (excused or unexcused) out of the school year. Students that are frequently absent from school will be counseled by the principal and **may not be promoted** if they exceed the 20 days.

Attendance must be properly excused in accordance with the **State School Attendance Rules and Regulations and Title 14, Chapter 27 of the Delaware Code.**

**Excuses recognized as valid for necessary and legal [excused] absences are as follows:**

1. Legal business
2. Remedial health treatment
3. Illness of a child\*
4. Contagious disease in the household
5. Death in the immediate family or of a close friend
6. Pre-arranged college or university visit
7. Emergency situations as determined by a school principal/administrator

\*A doctor's note is required for a student that is absent 3 or more days with a communicable illness. **Any absence from school that is not for one of the above excuses will be considered unexcused.**

## Traveling Policy/Procedure:

- If a family will need to be away from school for a significant period (ten or more consecutive school days), the school is to be notified at least one month in advance. This will allow the teacher and administration time to prepare materials for the student to continue their education while away.
- The reason for leaving must be submitted in writing (email is acceptable) to the office for administrative approval at least one month (preferably sooner) prior to leaving.
- Some reasons for leaving that will be considered for approval are emergency situations, death in the family, and seasonal job transfer.
- A family that has a student in K5 to twelfth grade will continue to pay the monthly tuition rate while away. **All accounts must be up to date prior to leaving.**
- The teacher and/or academic secretary will meet with the parents and go over the necessary workload and parental academic responsibilities prior to the family leaving. This will include the teaching lessons, student assignments, and their mailings (family is responsible for the cost of mailings).
- Parents will be responsible to check FACTS Parent Portal on a daily basis for the assigned class work.
- If the workload is not completed as assigned, the student may be in jeopardy of not being promoted to the next grade. This will be determined by the teacher and administration.
- If a family leaves without approval and the student misses more than 20 days (total for the year), the student will **not** be promoted to the next grade.

## Emergency Dismissals and Closings

In the event that the school is closed or will close early because of a weather related or other type of emergency, the school will announce, via a radio station, email, text message, and social media , the emergency information.

PLEASE, DO NOT CALL THE SCHOOL.

The following is a list of radio stations on which we announce emergency information:

WDEL (1150 AM)

WILM (1450 AM)

Also, the following television stations will have announcements concerning school closings:

WCAU-TV (Channel 10)

WPVI-TV (Channel 6)

KYW-TV (Channel 3)

The school answering machine will supply, as current as possible, any information concerning school closings or delays.

## State of Emergency and Fire Drill Evacuation

When the Governor declares a "State of Emergency", all government offices and schools are closed. School days that are declared as "State of Emergency" are counted as part of the regular school calendar.

If a "State of Emergency" is declared during the school day, the students will be directed, by the teachers, to orderly take seated positions in the gymnasium. If travel is possible, we ask that all parents come to pick up their child/children as soon as possible. Please do not contact the school. An out-of-state contact number for a relative or close friend would facilitate contact of instate families if phone lines were to be congested with overusage.

**Fire drills** occur once a month during the school year beginning in September and ending in May. All students are required to leave the main facility and stay with their teacher at a distance from the building to allow emergency personnel to enter the building. In the event a real fire should break out in the school facilities, we will notify the parents and or guardians. We ask that parents do not call the school in the event of a real emergency.

Code drills occur at least quarterly and prepare students how to act in the event of a possible outside threat or a possible inside threat.

## Parent Teacher Conferences

Parent-teacher conferences are scheduled two times a year (October and February) for grades K5 through 12th. Parents are encouraged to make every possible attempt to attend these conference days and meet one-on-one with your child's teacher(s).

However, there may be a time when a teacher or the principal feel the need to have a conference with the parents of a student. Also, a parent may request a conference. These conferences ***must be scheduled***. It is strongly recommended that if a potential problem exists, that a parent will meet with the teacher **first** and then if the parent or teacher feels the problem is not resolved, then a meeting with both parties and either the level supervisor or the principal can be scheduled. **Parents cannot visit a teacher to discuss a problem while that teacher is teaching a class. No parent is permitted to visit a teacher's classroom without first checking in at the main office to pick up a visitor's pass and obtain permission from the principal. Classroom visits should be setup prior with the principal and teacher.**

## Parents

Our campus is a smoke free zone, if you smoke please do not do so on school grounds. We ask that the parents be the example they need to be to the students by following all our dress code and codes of conduct.

Please do not call to speak to your child nor ask your child to leave class to call you during the school day unless it is an emergency. We will be glad to relay a message to your child in a non-emergency situation.

## Extended Care

Students dropped off before 7:30 am, are required to attend Before-Care. Students that are not picked up by 3:15 pm will be placed in the After-Care program (fees do apply). **The safety and wellbeing of each student at Fairwinds Christian School is very important to the staff and administration.** Before Care and After Care can either be paid as a contracted fee or a daily rate.

### EXTENDED CARE YEARLY AND DAILY PROGRAM

- Any student arriving prior to 7:30 a.m. will be charged for Daily Before Care.
- Any student remaining after 3:15 p.m. will be charged for Daily After Care.
- Contract and Daily Before Care Hours are available starting at 6:30 a.m.
- Contract and Daily After Care Hours are from dismissal - 6:00 pm on full school days [Extended care is not offered on ½ days unless otherwise noted.]
- All payments are made thru FACTS management.

### LATE PICKUP FEES

It is very important that your child be picked up on time each day. A late pick up fee of \$15.00 will be charged to your account for each child picked up after our aftercare program (or school day without after care) closes. An additional \$15.00 fee is charged for each 15-minute interval, or part thereof, as we do not prorate this fee by the minute. Parents/guardians/designated pick-up individuals will be required to sign a late pick-up form and payment is required by the designated due date per your incidental billing.

## Admission Procedure

### Kindergarten to 5<sup>th</sup> Grade

1. Read the student handbook and discuss it with your child.
2. Submit application with registration. (Registration fee is non-refundable)
3. A current physical, birth certificate, immunization record, and most recent report card must be on file with the school before a student can attend class.
4. Schedule an interview with the school principal.
5. Please bring the student's latest report card to the interview.
6. All new students must take an academic placement test before enrolling (fees apply).

### 6<sup>th</sup> Grade to 12<sup>th</sup> Grade

1. Read the student handbook and discuss it with your child.
2. The **student must be willing to submit** to the rules and regulations of FCS.
3. Submit application with registration. (Registration fee is non-refundable)
4. Schedule an interview with the school Principal. Student must be present (7<sup>th</sup>-12<sup>th</sup>).
5. A current physical, birth certificate, immunization record, and most recent report card must be on file with the school before a student can attend class.
6. We must receive transcripts from previous school.
7. All new students must take an academic placement test before enrolling (fees apply).

## Probation

All newly enrolled students are placed on probation for the first nine weeks of school. While on probation, the newly enrolled students will be monitored in both academics and behavior. Newly enrolled students must maintain passing grades (60 and above) in all classes/subjects or show evidence of making every effort to do well in their classes/subjects. In terms of behavior, newly enrolled students cannot get failing weekly grades in conduct if they are in grades K5-5<sup>th</sup>. For newly enrolled students in grades 6<sup>th</sup>-12<sup>th</sup>, no more than 7 Level 1 demerits or 2 Level 2 demerits within that 8-week period will be permissible. Newly enrolled students may not earn any Level 3 or level 4 demerits. Should a newly enrolled student fail to adhere to the terms of probation, he/she will be asked to withdraw from Fairwinds Christian School.

## Re-enrollment Information

Currently enrolled students are not automatically enrolled for the next school year. Re-enrollment information, including the tuition rates for the coming year is made available each January and is designated on the school calendar. Enrolled families are encouraged to re-enroll and take advantage of reduced rates during the re-enrollment period to assure placement in class. Beyond this, it is first come, first served. Enrolled families who are not re-enrolled by June 1<sup>st</sup> and have not communicated their desire to re-enroll will be withdrawn.

## Financial Policy

Tuition at Fairwinds Christian School is paid through FACTS Management via ACH from a checking/savings account or credit card. Several different payment plans are available. Our monthly schedule typically runs from August to May and tuition is due on the on the 5<sup>th</sup> or 20<sup>th</sup> of the month depending on your payment plan. Any payment made after your scheduled date will be charged a \$30.00 late fee by FACTS. All school fees and the first tuition payment are due by August 5<sup>th</sup> or 20<sup>th</sup> depending on your payment plan.

**Tuition must be paid promptly. When a payment is returned for any reason, FACTS will reattempt to process the payment at a later date. Should the second attempt to process the payment fail, it will result in your account being placed on financial hold and your student(s) being placed on enrollment suspension (excluded from school) until all payments have been made current. All accounts must be current prior to receiving records, report cards, etc.**

The non-refundable curriculum fee covers consumable books and the rental of all non-consumable books. The consumable books belong to the student. The non-consumable books are the property of FCS and are only rented by the student. All non-consumable books must be covered and maintained in good condition. ***The student will be charged a fee for the purchase of a new book if the book is lost, stolen or returned in less than good condition.***

In the event that the school must operate under remote learning protocols, parents/guardians are responsible for full payment of tuition and other fees. This is inclusive of all grades (PK3 through 12<sup>th</sup> grade).

In the event of withdrawal, transfer, or expulsion, the parents/guardians are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be through the end of the calendar month in which the student withdrawal takes place. If a withdrawal takes place the

last week of a month, full payment of tuition and fees will extend to the end of the next calendar month. Fairwinds Christian School reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the statement of acceptance, you are authorizing the School to withhold reports cards, transcripts and other records until tuition and other fees have been paid in full.

### **Withdrawing a Student**

Withdrawal from Fairwinds Christian School must be made through the financial office. A withdrawal form must be completed and submitted to the finance office. If a student withdraws from FCS up to two weeks after the start date of the school year, 25% of the full-year tuition will be due. If a withdrawal from FCS occurs after four weeks from the start date of the school year, 50% of the full year tuition will be due. Any withdrawal that occurs after 50% of the tuition has been paid will mean that the tuition for the entire month must be paid even if the student has only attended one day of that month. To withdraw a child from Fairwinds Christian School, please do the following:

1. Request the Student Withdrawal Form from the Office
2. Discuss & make arrangements for payment of tuition owed
3. No records will be forwarded to the new school until all bills have been paid in full and non-consumable books have been returned.

## **Scholastic Standards & Procedures**

### **Homework Policy**

We believe that homework is vital to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects.

Homework assignments will not be excessively long, but every student will have homework to do most evenings. Homework assignments may be given in the Kindergarten class when the students begin reading and writing.

Homework assignments given out to high school students will be fair and in accordance with the class course load. There may also be long term homework assignments. These could include but are not limited to research papers, science projects, history reports, etc. These assignments may require the student to visit a library for additional research purposes.

- All assignments must be completed on time and finished properly. The only acceptable excuses are student's illness or an emergency which needs to be explained in a written note by the student's parent.
- No homework is to go home on days we have special church or school functions (e.g.: Christmas & Spring Drama, Science Fair...)
- If a student has an *excused absence*, they are still required to make up any missed assignments. Students will be given the same number of days of absences to complete the missed assignments. Assignments given prior to the student's *excused absence* will be due upon the student's return.

- When a student is absent from school, any assignments, quizzes, or tests due the first day of the student’s absence will be due immediately upon his/her return to school.
- For *planned absences*, such as vacations, students will be expected to follow RenWeb for all assignments and submit completed assignments, due during the time of their absence, on the day they return to school. Late points will be deducted for assignments submitted one or more days after the student returns to school. Students will need to be prepared to make-up any quizzes or tests upon their return to school. For planned absences greater than 10 consecutive school days, please refer to the “Traveling Policy/Procedure” (pp. 10-11).
- If a student has an *unexcused absence*, they will still need to do any work assigned prior to or during the absence but will only receive up to a 70% as a grade for the homework, quiz, test, etc. Failure to make up the work in the prescribed time will result in a 0%.
- Students who are absent are responsible for getting any assignments missed. This is not the responsibility of the teacher. We encourage all our parents and students to take advantage of our school management program (FACTS/RenWeb) to aid in information for homework, assignments, tests, etc.
- No written assignments will be given on Wednesday that would be due Thursday and on Friday that would be due Monday. This is so our students and their families may attend the mid-week church service/prayer meeting and Sunday services.

**The grading scale for homework is as follows:**

1. Up to a 100% on the day it’s due
2. Up to a 70% if one day late
3. Up to a 50% of two days late
4. 0% after three days late

We live in a world of deadlines and if we keep moving the deadline, our students will learn poor character and poor work ethic. In adhering to a due date with a consequence for missing it, we teach organization, expected obedience, goal orientation, and many more noble qualities that FCS students need to be successful in society and in ministry.

**Tests & Quizzes**

Tests will be announced in advance of the date set for the test. The student needs to study some of the material each night leading up to the test. Reviewing the material each night before a test will improve long-term memory. Quizzes can either be assigned several days in advance or at the discretion of the teacher. These quizzes are given on material read or discussed in class. Quizzes do ***not*** require prior notification.

**Grading**

Grades are based on academic achievement from a student’s homework, tests, quizzes, projects, or a combination of these. The following is a list of our standard grading system:

98-100	A+	87-89	B+	77-79	C+	67-69	D+	59	F
93-97	A	83-86	B	73-76	C	63-66	D		
90-92	A-	80-82	B-	70-72	C-	60-62	D-		

Non-standard grades are used for grading in special classes and other non-academic courses. The following is our list of our non-standard grading system:

E	Excellent: 90-100	Consistently demonstrates mastery of learned skills and concepts
S	Satisfactory: 75-89	Normally demonstrates mastery of learned skills and concepts
S-	Satisfactory Minus: 60-74	Inconsistently demonstrates understanding of learned skills and concepts; Needs improvement
U	Unsatisfactory: 59 & below	Does not demonstrate understanding of learned skills and concepts

Kindergarten grading:

Exceeds Expectations	90-100	Student has extended beyond mastery/proficiency in the grade level standard.
Mastered	80-89	Student consistently and independently demonstrates proficiency in the grade level standard.
Meets Expectations	70-79	Student performs at expected grade level standard without falling short or exceeding.
Progressing Towards Expectations	60-69	Student demonstrates gradual improvement and development in meeting grade level standard.
Not Meeting Expectations	59 & below	Students is unable to independently meet grade level standards.

### Midterm and Final Exam

***Students in 7<sup>th</sup>-12<sup>th</sup> grade take mid-term and final exams. These exams will each count 1/10<sup>th</sup> of the final grade.***

Marking Period 1	20%
Marking Period 2	20%
Mid-term Exam	10%
Marking Period 3	20%
Marking Period 4	20%
Final Exam	10%
<b>Total</b>	<b>100%</b>

### Exemption from finals:

A student in 8<sup>th</sup>-12<sup>th</sup> who carries an "A" average (every quarter) in a particular subject up till the final and whose midterm exam grade in a particular subject is at least a 90%, may be exempt from taking the final exam in that particular subject. Students who have been absent (excused and unexcused) from a class for 15 or more days will not be exempt from finals regardless of their grades.

**Minimum Highschool Graduation Requirements are as follows:\***  
Total Credits

27.5

**Math** – 4 credits

Algebra I  
Geometry  
Algebra II  
Pre-Calculus  
Consumer Math  
Business Math

**History** – 4 credits

Geography  
World History  
U.S. History  
Government/Economics

**English** – 4 credits

Literature & Composition 9  
Literature & Composition 10  
Literature & Composition 11  
Literature & Composition 12

**Science** – 4 credits

Physical Science  
Biology  
Chemistry  
Physics

**Bible** – 4 credits

Bible 9  
Bible 10  
Bible 11  
Bible 12

**Music** – 1 credit

Music

**Physical Education** – 1 credit

Boys/Girls gym\*

**Financial Literacy** – 0.75 credit

Personal Finances

**Health** – 0.5 credit

Health class

**Spanish** – 2 credits

Spanish I  
Spanish II

**Electives** – 3 credits

(see office for elective list)

**Community Service** – 0.25 credit

60 hours (over a four year period)\*\*

\*Students who participate in four seasons of a sport including cheerleading can earn one gym credit.

\*\*Community service hours are earned through volunteerism within the public community. No more than 30% (18 hours) can be completed through volunteer hours at school and/or church ministries. Volunteer Delaware ([volunteer.delaware.gov/volunteerdelaware](http://volunteer.delaware.gov/volunteerdelaware)) will help to connect students with volunteer opportunities in Delaware and offers awards and credits for volunteerism.

Students may earn no more than 2 credits per year through dual enrollment options and/or early college credits.

### **VAL/SAL Requirements**

- Must have a minimum GPA of 3.75
- Determined by cumulative overall averages
- The Required classes to qualify for VAL/SAL are the following:
  - \*Math- Alg I, Alg II, Geometry, Pre-Calculus
  - \*Science- Biology, Physical Science, Physics and Chemistry
  - \*Language- three consecutive years of a foreign language
- Transfer students will receive equitable rating
- ACT/SAT scores can be considered as a tie-breaker for determining the VAL/SAL
- Winner of the Timothy Award could be designated as speaker at graduation if no one qualifies for VAL/SAL

### **P.E. Grading Policy**

Students must have their full P.E. uniform in order to participate in gym class. If a student's P.E. uniform is incomplete, they must remain in their academic uniform and sit on the sidelines and watch. They will also receive a 0% grade in Uniform and Participation for that day. Students may only wear FCS activity wear purchased through Cramers Uniforms.

### **Reports of Academic Progress**

There are four marking periods in a school year. The first two marking periods are 8 weeks in length, and the last two are both 10 weeks in length. At the end of each marking period a report card will be sent home. Parents, at any time, may view their child's grades through the FACTS Family Portal. However, access to grades will be restricted for the first week of a new marking period, the last week of the first through third marking periods, and the last two weeks of the fourth marking period.

### **Report Cards**

Report cards are emailed to the parent/guardian at the end of each marking period. Parents are responsible for downloading and/or printing a copy for their own records. Report cards are a permanent record of the student's grades for that marking period.

Honor Roll is based on the student's overall average and is earned by achieving one of the listed three levels of academic achievement:

96-100 (no grade below a 90)	<b><i>Distinguished Honor Roll</i></b>
90-95 (no grade below an 85)	<b><i>Honor Roll</i></b>
85-89 (no grade below an 80)	<b><i>Honorable Mention</i></b>

## **Year-end Awards**

**Highest Honors** - awarded to the student with the highest overall average

**High Honors** - awarded to the student with the second highest overall average

**Gold Award** - awarded to the student(s) with the highest average (90-100) in a given subject (highest and high honor recipients are excluded)

**Green Award** - awarded to the student(s) with the second highest average (90-100) in a given subject (highest and high honor recipients are excluded)

**White Award** - awarded to the student(s) with the third highest average (90-100) in a given subject (highest and high honor recipients are excluded)

**Most Improved** - awarded to the student(s) in each grade who demonstrates marked improvement in academics, character, responsibility and/or work ethic

**Timothy Award** - awarded to the student(s) in each grade who consistently demonstrates Christian (Christlike) character: hardworking [consistently works with determination. Does not complain, is obedient], humble [knows his/her place before God and other people, exhibits a servant attitude], honors others [looks out for the interests of others, encourages them to excel, and rejoices with those who do]

**Conduct Award** – awarded to any student in first through fifth grades who earned no tallies the entire school year

## **Summer School**

The year end [final] grade on a student’s report card determines if the student has passed or failed a specific subject. If the student has failed one major subject (language arts, math, history, science, Bible, and \*foreign language \*9<sup>th</sup>-12<sup>th</sup> grade only), the student is required to attend a sixty hour summer school program in order to advance to the next grade level. If the student has failed a minor subject, the student is not required to attend a summer school program, it is only recommended. If the student has failed **two** or more major subjects, the student will be retained and will not be allowed to advance to the next grade level at Fairwinds Christian School. Students must have an average of at least **fifty per cent in the failed subject** to be eligible for summer school.

FCS will offer summer school, on campus, for students in 1<sup>st</sup>-8<sup>th</sup> who meet the above criteria. Students in 9<sup>th</sup>-12<sup>th</sup>, who qualify for summer school, will need to find a ***certified credit recovery program*** to make up the credits they did not receive for that academic year. ***The certified credit recovery program*** must send the grades to the school office directly. This will ensure the integrity of the grades and remove any suspicion that the grades have been compromised in any way.

All summer school grades must be turned in to the school office by the 2<sup>nd</sup> Friday of August. Summer school grades will average in with the rest of the year’s grades as follows: Summer school will count as one-third and the school year will count as two-thirds

## **Sports**

Grades 5<sup>th</sup>-12<sup>th</sup> can participate in interscholastic sports at FCS. The sports for the boys include soccer and basketball. The sports for the girls include volleyball, basketball, cheerleading and soccer. Participation in these sports is dependent upon the following:

1. team selection
2. sports physical form signed by a doctor (new physical required each school year)
3. must maintain school academic policies guidelines for participation.

## **Sports/Extra Curricular Activities Report Card Probation**

1. A student must have a cumulative average of 2.0 to participate in all extracurricular school activities.
2. Any student involved in our sports program must keep their grades in good standing. Grades will be monitored on a weekly basis for our athletes. Failing grade reports will be run every Thursday. Coaches will receive a copy of the report and will notify any ineligible players of their status.
3. Students with failing grades (59 or below) in any subject when the weekly report is run will be placed on academic probation and are ineligible to participate in practice or games until the next week's report is run and the failing grade(s) have become passing grades. Any student placed on academic probation 3 times during a single season will be removed from the team. We believe that extracurricular activities play an important part but will not be put above academics or behavior.
4. Students who play sports will be expected to maintain their homework/assignments and come prepared to school for quizzes and tests just as the rest of the student body regardless of practice and games.
5. Any student involved in our sports program is expected to be in school. Students are not to be absent from or tardy to school the day after a game unless providentially hindered. If it is determined that a student is absent from or tardy to school after a game for an unexcused reason, then that student will be placed on probation. If it occurs again, the student will be ineligible to play the next game. If the pattern continues, that student will be ineligible to play till the next report period (report card) and/or may be removed from the team all together. Attendance reports will be run every Thursday. Coaches will receive a copy of the report and will notify players should they be placed on probation or deemed ineligible. Ineligible players will remain so until the next week's attendance report is run.

Any student who is not in school before 11:20am, will not be able to participate in the extracurricular activity/sports.

## **SCHOOL DISCIPLINE CODE**

### **Rules and Regulations**

Fairwinds Christian School retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time.

We feel that it is important that our policies regarding dress and behavior be consistent. We recognize that keeping these standards does not necessarily indicate one's spiritual condition; however, how one reacts to these standards may say much about one's spiritual maturity.

## Discipline

**To correct a student's unacceptable behavior, disciplinary actions will be instituted. This is Biblical: Proverbs 3:11-12; Romans 13:1-7; Hebrews 12:5-13**

Discipline is vital to our school for the following reasons:

1. Quality education, which is our aim, can only be achieved in an orderly, well structured environment.
2. The school and home discipline must agree if there is to be harmony between the two. (Proverbs 13:24; 19:18; 22:6; 23:13,14; 29:15,17)
3. The "HOW I ACT" tally system is utilized in the elementary grades. Teachers may also implement time-outs, phone calls home, or detentions (where applicable for 4<sup>th</sup> & 5<sup>th</sup> grades only) in addition to tallies. Further disciplinary action may include suspension, parental intervention, or expulsion. These disciplinary actions require the teacher or the administration to contact the parent. The following are some reasons why we will contact the parents:  
(1) Having constant problems with the student (receiving more than ten tallies in a week) (2) hitting the teacher or a fellow student (3) stealing (4) class disruption (5) disrespectful to school staff (6) directly disobeying a teacher's request (7) kicking and throwing themselves on the floor (8) lying (9) biting (10) cheating (11) homework and school work continuously not finished (12) bringing in, writing, or showing lewd and offensive material (13) writing or using foul/inappropriate language (14) making verbal aggressive threats to a teacher or fellow student.
4. Various forms of discipline will be administered to the 6<sup>th</sup>-12<sup>th</sup> grades depending upon the nature of the offense. The students may receive demerits, detentions, removal from extra-curricular activities, or suspensions.

If disciplinary problems persist, then a meeting will be held between the parents, the teacher, the principal, and the child. **If the problems continue following the conference, then the parents will be contacted and asked to remove their child from the school.**

The administration of the school wishes to make every effort to acclimate the children to the school. **However, the school reserves the right to permanently dismiss a child from school if the first offense is serious enough to warrant such action. Consistent disobedience, disrespect and or negative aggressive behavior will result in a student's dismissal from FCS regardless of the grade.**

## Suspensions

All students who receive suspensions will be assigned a suspension date. We understand that in some homes both parents work, however, once a student is issued a suspension it must be carried out within 48 hours. During suspension the student is not allowed to attend school or be on school grounds. **The student will receive a "0" in all subjects that the student had an assignment, quiz, or test until these are made up at which time the student may receive up to a 50%.** The makeup time will be determined by the administration who may confer with the teacher (not past the quarter mark). The student may be suspended for accumulated demerits as outlined in the demerit system. Also, the administration reserves the right to supersede the demerit system and assign a suspension for an infraction depending upon the circumstances.

## **Detentions**

An email and/or text message will be sent home to the parents of any student scheduled for a lunch or after-school detention. This message will include the date of the detention and the nature of the offense. For lunch detention, the student is to report to the designated room at the beginning of lunch (11:58) with his/her lunch. For an after-school detention the student is required to stay after school from 3:15- 4:15. It is the student's responsibility to report to the office by 3:15. If the student fails to report or is late to their detention, then a one-day suspension will be assigned.

## **Student Conduct**

There are certain general rules which are always in effect and failure to obey them constitutes a serious offense.

1. Students are to assume a subordinate attitude toward the teachers and other members of the staff. Disobedience or disrespect toward staff **will not be tolerated**.
2. Students should be courteous and polite to other students. Quarreling or fighting can lead to serious consequences. Students are encouraged not to retaliate, but rather to report incidents of inappropriate contact to a member of the school staff.
3. Students should give their undivided attention to the classroom instructor. They should make sure that they are ready for the day by coming to class prepared.
4. Students should respect the property of the school, teachers and other students. Students are not allowed in other student's lockers, bags, etc. Student's are not allowed to sit behind a teacher's desk.

## **Things Which Should Not Be Brought to school or any school activity or school sponsored trip:**

1. Chewing gum: chewing gum is not allowed (not permitted on campus).
2. Matches, cigarette lighters, or any materials that might produce a fire or spark
3. Knives or other dangerous articles
4. Audio/video devices unless approved by principal/administration
5. Comic books and magazines unless approved by the principal/administration
6. Laser pointers or any other device that would cause a distraction
7. Weapons of any kind (not even toys that look like weapons)
8. Card games and or board games unless approved by the principal/administration

All of the above or any items that are determined by the teacher or administration as harmful, questionable, offensive, etc. will be confiscated by the office or teacher.

## **Behavior Policy for 6<sup>th</sup>-12<sup>th</sup> Grades**

### **Level 1 Demerits**

A student who earns three Level 1 demerits in a marking period will be assigned a lunch detention. Lunch detentions are served during the student lunch break (12:01-12:31) in a designated room with a designated staff member.

Level 1 infractions may include but are not limited the following:

- Unnecessary Talking/Noise making
- Gum chewing
- Passing/Reading notes
- Teasing/Name calling

- Littering
- Unprepared for class
- Work not complete
- Working on unrelated materials
- Dress code infractions
- Eating in class/hallway without permission
- Late to class

### **Level 2 Demerits**

A student who earns three Level 2 demerits in a marking period will be assigned an after-school detention. After-school detentions are served from 3:15-4:15pm in a designated room with a designated staff member. Students who earn 5 Level 2 demerits in a marking period will receive a 1-day out of school suspension.

Level 2 infractions may include but are not limited to the following:

- Direct disobedience
- Rough housing/pushing, shoving
- Insolence
- Negativism/Sarcasm
- Failure to show up for lunch detention
- Lying
- Public displays of affection
- Out of class without permission/Failure to show up for class
- Being in an off-limits or unsupervised area
- Disregarding cell phone policy
- Immoral/worldly talk (administration reserves the right to consider worldly conversation a Level 3 infraction)
- Talking during a fire drill

### **Level 3 Suspension**

A student who earns a Level 3 demerit will receive either an immediate after school detention(s) or a 1- or 2- day suspension as determined by administration. Students who receive two Level 3 Suspensions in a school year will be recommended for disciplinary probation and/or expulsion from FCS.

Level 3 Infractions may include the following:

- Profanity (written or verbal)
- Bullying (as determined by administration)
- Stealing
- Flagrant disregard of a direct order given by a teacher and/or administration
- Inappropriate behavior online
- Inappropriate touching

- Forgery
- Cheating (see Academic Integrity Policy)
- Disrespect to/arguing with authority
- Fighting
- Misrepresentation of FCS and/or staff members or conduct unbecoming of FCS students (on or off campus)
- 4<sup>th</sup> Cell phone offense
- Destruction of school property valued under \$200 (replacement/reimbursement required)
- Failure to show up to an after-school detention

#### **Level 4 Expulsion**

Level 4 are the most serious infractions and will result in immediate expulsion from FCS.

Level 4 Infractions may include the following:

- Possession of weapons or dangerous materials
- Terroristic threatening (direct or perceived)
- Lewd or lascivious behavior
- Destruction of school property valued \$500 or more (replacement/reimbursement required)

#### **A student will be asked to withdraw from Fairwinds Christian School for the following reasons:**

- Demerit accumulation
- Use or possession of alcohol, tobacco, vape pens, or drugs on or off campus.
- Immorality
- Possession of pornographic or obscene material on campus.
- When it is evident that a student or his/her parents is not in harmony with the overall program or purpose of Fairwinds Christian School.
- When a student is a continual discipline issue and the principal/administration feels it is in the best interest of the school to have the student withdrawn.

#### **Academic Integrity Policy**

Academic integrity is vital to the success of students. FCS expects all students to abide by ethical academic standards as we firmly believe that honesty and integrity are distinguishing characteristics of Christian living and proof of genuine academic endeavors. Therefore, we consider cheating and plagiarism, which includes the use of AI, to be serious offenses and academically dishonest.

Academic dishonesty includes but is not limited to:

- copying daily homework or allowing one's own assignment to be copied by another
- cheating on quizzes or tests
- using technology to cheat
- inserting all or a portion of another person's paper or project into one's own work without properly citing the source

At the start of each school year, students in the 6<sup>th</sup> through 12<sup>th</sup> grades will be required to take a plagiarism workshop in order to understand what plagiarism is and how to avoid it in one's assignments. Students will be taught the difference between cheating and plagiarism as is noted below:

**Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers, or other unauthorized technology, during a quiz, test, or project.

**Plagiarism** is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.

### **6<sup>th</sup>-8<sup>th</sup> Grades**

The consequences for cheating and/or plagiarism will be determined on a case-by-case basis. The teacher and administration will meet to discuss the particulars of each incident; the administration will make the final decision on any and all consequences.

### **9<sup>th</sup>-12<sup>th</sup> Grades**

The purpose of Fairwinds Christian School's academic integrity policy is to prepare the students for the reality created by the rise in the use of technology, for college and beyond, where cheating and plagiarism have serious consequences. It must also be understood that cheating and plagiarism do not align with the values held by FCS. The consequences for cheating and/or plagiarism are as follows:

Copying homework/assignment:

- assignment receives a grade of 0/F
- student earns 1 detention (1<sup>st</sup> offense)
- student earns 2 detentions (2<sup>nd</sup> offense)
- student earns 1-day suspension, is removed from extra-curricular activities & leadership positions, and placed on academic probation (3<sup>rd</sup> offense)

Cheating on a quiz/test:

- assessment receives a grade of 0/F
- incident recorded on student's permanent record
- student earns 1-day suspension (1<sup>st</sup> offense)
- student earns 2-3 day suspension, is removed from extra-curricular activities & leadership positions, and placed on academic probation (2<sup>nd</sup> offense)
- student may be expelled (3<sup>rd</sup> offense)

Plagiarism of a paper/project:

- paper/project receives a grade of 0/F

- incident recorded on student's permanent record
- student earns 1-day suspension (1<sup>st</sup> offense)
- student earns 2-3-day suspension, is removed from extra-curricular activities & leadership positions, and placed on academic probation (2<sup>nd</sup> offense)
- student may be expelled (3<sup>rd</sup> offense)

The administration holds the authority to make the final decision on any and all consequences involving academic dishonesty.

**The use of AI or ChatGPT to complete any written assignment is not acceptable. The students will be instructed in the proper use of such technology.**

## **Bullying Policy**

Bullying of any kind, including cyberbullying, is prohibited at Fairwinds Christian School. Delaware law [14Del.C§4161 ] defines bullying as "any intentional written, electronic, verbal, or physical act against another student, a school volunteer, or a school employee" that a reasonable person under the circumstances should know will have any of the following effects:

- a. Place a student, school volunteer, or school employee in reasonable fear of substantial harm to the student's, volunteer's, or employee's emotional or physical well-being or substantial damages to the student's, volunteer's, or employee's property.
- b. Create a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target.
- c. Interfere with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.
- d. Perpetuate bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological, or physical harm to another student, school [district or charter school] volunteer, or school [district or charter school] employee.

FCS does not tolerate bullying, harassment, or intimidation of any sort. The principal and administrator will thoroughly investigate any such suspicions. Preventative efforts are made through our Biblical Worldview approach to behavioral expectations. We promote proper treatment of others. Any deviation is quickly identified and addressed. Students found to have committed the offense of bullying will be assigned a minimum 3-day suspension. Any further instances of bullying can lead to expulsion from Fairwinds Christian School. It is at the discretion of administration to determine the severity of the consequence. Components such as motive, intent, recidivism, repentance, etc. will be considered in making that decision.

## **CELL PHONE & ELECTRONICS POLICY**

Cell phones and electronics (laptops, tablets, I-Pads, smart watches, etc.) must be turned off and put away (bookbags 1<sup>st</sup>-5<sup>th</sup>, lockers 6<sup>th</sup>-12<sup>th</sup>) **upon entering the school**. If a cell phone, that is put away, goes off during school time (7:50 am -3:15 pm) or while in extended care, the student will receive demerits for disturbing the class, and the phone will be confiscated. If a student has a cell phone in

their possession (theirs or someone else's) or is caught using a phone during school time (7:50 am – 3:15 pm) the following will take place:

**1<sup>st</sup> offense** – confiscated and student may pick it up after school (parents notified) + 1 detention

**2<sup>nd</sup> offense** – confiscated and parent must pick it up at the office + 2 detentions

**3<sup>rd</sup> offense** – confiscated and parent must meet with the principal. Student is no longer allowed to have a phone or electronic device in school. If they are caught with a phone or electronic device (theirs or someone else's), they will be suspended.

## Visitors

A current student of Fairwinds Christian School may invite another child to our school under the following conditions:

1. The visitor must be a potential student at Fairwinds Christian School (unless approved otherwise by principal/administration).
2. The visitor must follow our dress code guidelines.
3. The visitor is to be courteous and not disruptive in class.
4. The visitor must stay with the student that has invited them.
5. All visitors must sign in at the office when they enter the school and receive a visitors pass and must sign out when leaving for the day.

## Field Trips

Throughout the school year students will take field trips with their class and teacher. Parents are welcomed to attend (at their cost) and may ride the bus if there is adequate room. Parents will be expected to follow FCS standards of dress and behavior.

## Dress Code

The standard of dress at Fairwinds Christian School is designed to reflect modesty, neatness, and appropriateness. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment.

Modesty can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

1 Corinthians 6:19-20 “What? know ye not that your body is the temple of the Holy Ghost, which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore, glorify God in your body, and in your spirit, which are God's.”

1 Corinthians 10:31

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”

All students in K5-12<sup>th</sup> grades are required to wear uniforms from Cramers Uniforms. Cramers Uniforms is a local company located at 101 Harrison Ave., New Castle, DE 19720. The phone number for Cramers Uniforms is 302-328-5444. You may order uniforms by going directly to the store or order online at [www.cramersuniforms.com](http://www.cramersuniforms.com). When you go to their website, you will easily be able to see the items for our school by choosing Fairwinds Christian School from the “Shop Your School” drop down box.

## Male Uniforms

### K5-5<sup>th</sup>

- Black twill uniform pants
- White oxford cloth shirt
- Green sweater vest or long-sleeved V-neck sweater w/FCS logo
- Plaid tie for chapel & other dress occasions (purchased through Cramers Uniforms)
- Black belt
- Solid black or white socks
- 100% black or 100% white sneakers [preferred] or black rubber-soled boys dress loafer (NO crocs, flip-flops, sandals, Toms, canvas boat shoes, slippers, slides, boots).

### 6<sup>th</sup>-8<sup>th</sup>

- Black twill uniform pants or gray pants (MUST be purchased through Cramers Uniforms)
- White oxford cloth shirt
- Green sweater vest or long-sleeved V-neck sweater w/FCS logo
- Plaid tie for chapel & other dress occasions (purchased through Cramers Uniforms)
- Black belt
- Solid black socks
- black leather formal shoe or boat shoe (NO sneakers, crocs, flip-flops, sandals, Toms, canvas boat shoes, slippers, slides, boots, or Hey Dudes)

### 9<sup>th</sup>-12<sup>th</sup>

- Black twill uniform pants or gray pants (MUST be purchased through Cramers Uniforms)
- White oxford cloth shirt
- Green sweater vest or long-sleeved V-neck sweater w/FCS logo
- Plaid tie for chapel & other dress occasions (purchased through Cramers Uniforms)
- Green blazer w/FCS logo (for chapel & other dress occasions)
- Black belt
- Solid black socks
- black leather formal shoe (NO sneakers, crocs, flip-flops, sandals, Toms, canvas boat shoes, slippers, slides, boots, or Hey Dudes)

**Boys shirts are always expected to be tucked in.**

**Acceptable shoe styles for 6<sup>th</sup>-12<sup>th</sup> grade boys:**



### Accessories: Male students

1. No necklaces are permitted on the outside of the uniform shirt.
2. Male students are not permitted to wear earrings or bracelets. Themed bracelets given out by FCS may be worn.
3. No visible tattoos – permanent or temporary (includes self-marking).
4. No clothing accessories can be added to the uniform.

## Hair (male students)

All male students' hair should always be neatly trimmed and combed. The length of the hair must not touch the collar of the shirt (this includes braided hair and twists/dreadlocks) and be neatly trimmed around the ears (not touching). The height of the hair should not exceed 1½ inches from off the head. Hair is to be at least one inch above the eyebrows *regardless of the way it may be parted*. Sideburns must be neatly trimmed and should not extend below the ear lobe. Male students are not allowed to color their hair. "Man Buns" and ponytails are not permitted. If a hair style is questionable, it will be brought to the administration to determine if it is acceptable. Male students must keep a clean-shaven face. Failure to follow the guidelines for hair and facial hair will result in a dress code infraction. Boys will have 48 hours to be in compliance for hair infractions. Boys will have until the next school day to be in compliance with the facial hair policy.

## Female Uniforms

### K5-4<sup>th</sup>

- Plaid jumpers from Cramers Uniforms
- White blouse with rounded collar
- Green sweater vest or long-sleeved V-neck sweater w/FCS logo
- Plaid criss-cross tie for chapel & other dress occasions
- Solid black or white socks/tights/leggings (**NO** sweatpants or wide-legged leggings)
- 100% black or 100% white sneakers [preferred] or black rubber-soled Mary Jane style shoe (**NO** crocs, flip-flops, sandals, Toms, canvas boat shoes, slippers, slides, boots).

### 5<sup>th</sup>

- Plaid uniform skirt from Cramers Uniforms
- White oxford cloth shirt
- Green sweater vest or long-sleeved V-neck sweater w/FCS logo
- Plaid criss-cross tie for chapel & other dress occasions
- Solid black or white socks/tights/leggings (**NO** sweatpants or wide-legged leggings)
- 100% black or white sneakers [preferred] or black rubber-soled Mary Jane style shoe (**NO** crocs, flip-flops, sandals, Toms, canvas boat shoes, slippers, slides, boots).

### 6<sup>th</sup>-8<sup>th</sup>

- Plaid uniform skirt from Cramers Uniforms
- White oxford cloth shirt
- Green sweater vest or long-sleeved V-neck sweater w/FCS logo
- Plaid criss-cross tie for chapel & other dress occasions
- Solid black socks/tights/leggings (**NO** sweatpants or wide-legged leggings)
- Black Mary Jane or ballet flat (**NO** sneakers, crocs, flip-flops, sandals, Toms, canvas boat shoes, slippers, slides, boots, or Hey Dudes)

### 9<sup>th</sup>-12<sup>th</sup>

- Plaid uniform skirt from Cramers Uniforms
- White oxford cloth shirt
- Green sweater vest or long-sleeved v-neck sweater w/FCS logo
- Plaid criss-cross tie for chapel & other dress occasions
- Green blazer w/FCS logo for chapel & other dress occasions
- Solid black socks/tights/leggings (**NO** sweatpants or wide-legged leggings)

- Black Mary Jane or ballet flat (**NO** sneakers, crocs, flip-flops, sandals, Toms, canvas boat shoes, slippers, slides, boots, or Hey Dudes)

All girls' skirts must reach **below** the knee. Only the top button can be unbuttoned on the shirt. Tops and skirts should not be tight or form fitting. All clothing must be modest.

**Acceptable shoe styles for 6<sup>th</sup>-12<sup>th</sup> grade girls:**



**Acceptable sneaker styles for boys and girls K5-5<sup>th</sup>:**



**Accessories:** Female students

1. All necklaces must be worn under the uniform shirt.
2. No visible tattoos – permanent or temporary (includes self-marking).
3. Earrings must be no bigger than a quarter-no plugs, gauges, etc. (no more than two earrings per ear).
4. No clothing accessories can be added to the uniform (i.e. scarves, shrugs, wraps, non-uniform belt, etc.).
5. Hair accessories (headbands, barrettes, etc.) are to match the uniform.
6. No nose rings/jewelry
7. **No nail extensions that exceed the tip of the finger**
8. Piercings other than the ear are not acceptable at FCS.
9. Purses or bags are to be no larger than a pencil pouch (approx. 9" x 5").

\*All jewelry worn by female students is to be tasteful in design and appearance. The administration reserves the right to ask any student to remove jewelry that is deemed inappropriate in design, size, and number (i.e. numerous bracelets/rings on the same hand).

**Hair:** Female students can only color their hair a **\*natural color** (\*a regular color given by God at birth). If the principal/administration feels the hair color is not natural, then the student must remove the color. It is recommended that if a certain color is questionable, then the principal/administration should be asked first. Wigs, weaves and extensions must also be a natural color. All hair is to remain out of student's eyes. No extreme hairstyles or fad cuts are permitted. If a hair style is questionable, it will be brought to the administration to determine if it is acceptable.

**Cosmetics:** Female students in grades 6<sup>th</sup>-12<sup>th</sup> may wear make-up. Make-up and cosmetics when worn, must be **natural in appearance** and not extreme. If a female student arrives at school with make-up that is deemed inappropriate, she will be asked to remove it. Nail polish, if worn, should be a light color polish.

**Under shirts/T-shirts: All students**

Under shirts are not mandatory; however, all under shirts for male and female students must be solid white. Hoodies or any other type of long sleeve shirt are not permitted. The bottom hem of the undershirt cannot protrude from the bottom of their uniform shirt.

**Hoodies**

No hoodies, sweatshirts or unapproved jackets will be worn in the classroom. Senior sweatshirts will be permitted only on Fridays, but students must be in dress code. FCS fan wear hoodies and sports jackets may be worn on designated days only.

**Activity & Gym Uniform:** All students must purchase an activity outfit – FCS t-shirt, gym shorts and/or sweat pants - through Cramers Uniforms. These outfits may be worn on field trips and special outings/events. All students in K5-12<sup>th</sup> grade taking gym are required to wear a gym(activity) uniform. K5-5<sup>th</sup> grade students will wear their activity uniforms to school on their gym day.

**Fan Friday**

Fan Fridays will be one time a month and will be on the calendar. Students are expected to be in their regular uniform on Fridays unless otherwise noted.

**Special Activity Days (spirit week, theme days, dress-down days etc.)**

Throughout the year, FCS will have special activities during which the students may dress in apparel other than their daily uniform. Guidelines will always be provided regarding acceptable dress for the activity.

Any student who elects to dress up on special activity days is expected to follow the guidelines as stated. Failure to follow the guidelines will result in the student being unable to go to class until proper clothing (regular school uniform) is brought to school for him/her to change into. A student who must miss class due to dress-code issues will be marked “absent-unexcused” and will be unable to make up missed work.

**Dress code for athletic events:**

Loose fitting jeans, jogging pants, sweatpants, and pants are acceptable for students and staff. All leggings, tights, or stretch pants, etc. may only be worn under dress code approved skirt or dress and not by itself.

**Dress code for special events, including high school graduation:**

All dresses and skirts must be below the knee and all slits must not be any higher than the middle of the knee. All clothing should not be tight or low cut.

## Special Event Guidelines

*Follow asterisked items for Boys and Girls as delineated in Boys and Girls Dress Code*

### Boys

- All boys must be clean-shaven.
- All boys must have a neat well-trimmed haircut in accordance with FCS policy as stated in the dress code information. \*
- All boys not permitted to wear earrings, nose rings, tongue rings, or any other inappropriate jewelry not permitted by FCS policy as stated in the dress code information.\*
- Any young man that attend an event and are not in accordance with any of the above items, will be asked to leave.

### Girls

- All dresses must have a shoulder support for the dress
- **All dresses must be approved by the assigned lady staff members**
- A dress, skirt, or gown must come below the knee
- Slits in a dress/skirt may be no higher than the middle of the knee
- The neckline of a dress, top, or gown must be cut in a modest way without showing cleavage.
- The cut of a dress in the back and sides must not be cut below the bra line
- No navel can show.
- Two-piece dresses are allowed if there is no space between top and skirt. The top must not show any cleavage or have cut outs.
- The bodice of the dress must not have any fabric cut-outs in the cleavage area. If elsewhere, it must be covered by netting and less than an inch opening.
- Dresses should not be excessively tight.
- Straps on dresses must be at least 3 inches thick to be worn without a sweater or bolero
- Spaghetti strap dresses or sleeveless dresses are not permitted.

### Acceptable Dresses - Neckline



## School Books and Daily Supplies

Students will be issued both consumable and non-consumable books for their use and will be expected to keep the books in good condition. All consumable books are the property of the student and may

not need a protective covering, unless the teacher deems it necessary. However, **all non-consumable books** supplied by the school are **required to be covered** by the student with a removable protective covering. The **student is responsible for maintaining the cover** on books that are required to be covered.

Any book required for the daily curriculum must have the name of the student placed inside of the front cover. Any daily curriculum book lost, stolen or damaged must be repurchased from the school office. The retail value of the book will be charged.

All **non-consumable** may **not** be **written in** or highlighted. Any damaged book must be reported immediately to the teacher. If the student damaged the book, then it will be the responsibility of the student to purchase another book.

All **non-consumable books** must be **returned to the school office** before students can receive their final report cards. Any books damaged, marked in, lost or stolen must be paid for before the student can receive their final report card from the school.

All students are required to maintain a personal supply of **pens and or pencils**, notebook paper, notebooks, and or folders for organization (see teachers list per grade). A book bag is recommended for transporting books and supplies to and from school. Students in grades 6-12 may not carry their book bag with them to their classes.

All students in grades 6-12 should have a combination lock placed on their locker by the end of the first week of school. The teacher will maintain a database that includes the combinations for all students in his/her homeroom. It is extremely unlikely that an item can be stolen or lost if placed in a locked locker.

The administration reserves the right to modify or change any requirements for books and daily supplies with ample notification.

## **Infirmary Policy**

At no time is a student permitted to carry medication on their person. All medicine, including aspirin and vitamins, must be turned into the school office upon arrival to school. Any student who is required to take prescribed medication during regular school hours should comply with the school regulations. The office must have the name of the drug, dosage, time interval the medication is to be taken, and diagnosis or reason the medication is to be given. The office will only administer medication when a letter of request is on file. The medication should be brought to school in its original container.

If your child needs any type of emergency medicine to remain at school during the school year for asthma, bee stings, nervous conditions, etc., please be sure that the office receives these immediately and that they are properly labeled.

Please make sure that the office has your current home/cell phone and work phone number. This is extremely important in case of an emergency.

**PLEASE DO NOT SEND YOUR CHILD TO SCHOOL SICK.** We will call you to come and get your child if your student throws up and/or is running a fever (99.6). If your child should become ill while at school and the office deems it necessary for the child to go home, someone must come to the school and

transport the child home within one hour of notification. **Children who have been ill are to be kept at home until fever-free for 48 hours without any fever-reducing medication. Children who have episodes of vomiting and/or diarrhea must be kept home until they have resumed a normal diet without any further episodes for 48 hours.**

According to the State of Delaware law, all immunizations must be up to date. We require that a current immunization card be filled out on each child every September. If there is not an immunization record in your child’s file, then you may be asked to withdraw your child until a current immunization record has been completed. This is required by the Health Department of the State of Delaware.

State of Delaware Immunization Schedule for Children																
Vaccine	Birth	1 mo	2 mo	4 mo	6 mo	9 mo	1 yr	15 mo	18 mo	19-23 mo	4-6 yr	7-10 yr	11-12 yr	13-15 yr	16 yr	17-18 yr
Hep B*	X	X					X									
Rotovirus			X	X	X											
DTP/DtaP*			X	X	X			X			X			X		
HiB*			X	X			X									
Polio*			X	X			X				X					
MMR*							X				X					
Varicella*							X				X					
Hep A							XX									
PCV 13			X	X	X		X									
Influenza IIV																
Meningococcal B*																X

\*Required for school attendance

**All new students entering Fairwinds Christian School are required to have a current physical.**

**New students who do not have all their academic and medical information turned in to the school office, are not considered enrolled and will not be able to start school at FCS till everything is turned in.**

### Physicals

Any **new students** entering Fairwinds Christian School must have a physical form submitted to the office before the school year begins. If a new student registers after the school year has begun, they are permitted a one month grace period for returning the physical form to the office. Students participating in athletics must have a physical each year before practicing or participation in any interscholastic sports activity. All students must use the school form for sports physicals.

### Injuries

If a student is involved in an injury on school property during school hours, or during a school sponsored trip or activity, the injury must be reported immediately to the teacher and the school office.

If treatment is necessary for the injury, a copy of the bill must be submitted to the school office for insurance purposes. The school provides accident insurance for all students, the cost for which is included in the registration fee paid upon enrollment. This is a “secondary insurance”, which means that the family’s personal coverage is to be used first. If the total amount is not covered by the family’s primary policy, the school insurance is applied to the unpaid part of the bill.

If the student’s family does not have insurance, then it is the parent’s responsibility to make sure that the billing medical office will accept the reasonable and fair amount issued by the Maksin Management Corp, the “secondary insurance”. Any amount over the amount offered by the Maksin Management Corp for a particular medical bill is the sole responsibility of the parents or guardians of the student.

## **Secondary Insurance**

Part of the registration fee is used to pay for secondary insurance for the student. The secondary insurance covers students during school related activities, only. It only covers the part of the medical bill that is not covered by the student’s primary health insurance carrier.

A claim form from the office will need to be filled out. The claim form must be turned into the office no later than ninety days after the day of the injury. Also, medical treatment must begin no later than ninety days from the day of the injury. The claim form will be submitted to the Maksin Management Corporation.

Any school related injury not covered by a primary health insurance carrier must follow the same procedure as above. However, the Maksin Management Corp. will only cover medical bills that are reasonable and fair. Any medical bill above the limit allowed by the Maksin Management Corp. will be the total responsibility of the parent or guardian.

## **Conclusion**

Fairwinds Christian School is dedicated to providing a quality education in a Christian atmosphere. Our student body will be protected from offensive, adverse conditions; therefore, all students are required to comply with regulations while on campus or at any school activity.

**Compliance, not necessarily agreement**, with these rules and regulations is required during the entire school year. Rules and regulations will also be in effect during any pre/post-season school activities, and school-sponsored trips. Any serious misconduct during the summer vacation may be considered grounds to deny admission/readmission.

The preceding policies have been established to protect the rights of individuals, both students and faculty, and to ensure that Fairwinds Christian School is truly a Christian school.

**Disclaimer:** *We understand that there may be events and circumstances that are unforeseen. We reserve the right to amend the handbook as needed and will, to the best of our ability, inform parents/guardians accordingly.*



***Please sign and return to the school office.***

**I have completely read the Fairwinds Christian School handbook and agree to uphold the policies and procedures of the school.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please initial that you have read and understand the following:*

Parent's Code \_\_\_\_\_ Financial Policy \_\_\_\_\_ Homework Policy \_\_\_\_\_  
Dress Code \_\_\_\_\_ Infirmary Policy \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please initial that you have read and understand the following:*

Parent's Code \_\_\_\_\_ Financial Policy \_\_\_\_\_ Homework Policy \_\_\_\_\_  
Dress Code \_\_\_\_\_ Infirmary Policy \_\_\_\_\_

Print Student Name (K5-5<sup>th</sup>): \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name (K5-5<sup>th</sup>): \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name (6<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_

Student Signature (6<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_ Date: \_\_\_\_\_

*Student, please initial that you have read and understand the following:*

Student Conduct \_\_\_\_\_ Cell Phone Policy \_\_\_\_\_ Dress Code \_\_\_\_\_

Print Student Name (6<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_

Student Signature (6<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_ Date: \_\_\_\_\_

*Student, please initial that you have read and understand the following:*

Student Conduct \_\_\_\_\_ Cell Phone Policy \_\_\_\_\_ Dress Code \_\_\_\_\_

Print Student Name (6<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_

Student Signature (6<sup>th</sup>-12<sup>th</sup>): \_\_\_\_\_ Date: \_\_\_\_\_

*Student, please initial that you have read and understand the following:*

Student Conduct \_\_\_\_\_ Cell Phone Policy \_\_\_\_\_ Dress Code \_\_\_\_\_