



Christian
Faith
School

Building Students to Impact the World

Handbook 2010-2011

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Principal

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Accredited by

ACSI (Association of Christian Schools International)
ACTS (Association of Christian Teachers & Schools)
NAAS (Northwest Association of Accredited Schools)

Approved by

State of Washington

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This handbook belongs to:

Name _____

Address _____

City _____ Zip Code _____

Home Phone Number _____

Emergency Name/Phone Number _____

CHRISTIAN FAITH SCHOOL MISSION

The mission of Christian Faith School is to provide a Bible-based education that will equip students to become successful Christians.

Christian Faith School is built upon the foundation of five values. These values are not only what we believe and are committed to, but they are also the way we live.

- We believe you must be born again and filled with the Holy Spirit to have the life God has planned for you.
- We believe you must be planted in a local church to have God's abundant life.
- We believe God prospers all His children as they give tithes, offerings and work wisely.
- We believe that through renewing your mind, your life is transformed to do God's perfect will.
- We believe we will change our world as we invite people into our lives, the church, and a relationship with God.

VISION

The vision of Christian Faith School is to prepare and empower young people to impact the world through:

- Spiritual Fortitude
- Academic Excellence
- Physical Strength
- Unleashed Creativity

Nondiscriminatory Policy:

Christian Faith School admits students of any sex, race, color, national, or ethnic origin to all rights, privileges, and activities generally accorded to students of the school and administration of its educational policies, admissions policies, scholarships, or athletic and other school administered programs.

ADMISSIONS AND REGISTRATION

I. Admission Requirements:

A. New Students

1. Completed application forms and parental agreement with Christian Faith School policies and educational philosophy.
2. In elementary a minimum of one parent must be a born-again Christian.
3. In secondary, the student must be a born-again Christian.
4. Personal interview with parents, and 6-12 grade students with principal.
5. Current Immunization Records (K4-12).
6. Birth Certificate (K4-12).
7. Report card from previous school (K-8), or transcript (9-12).
8. Paid registration fee.
9. Entrance test and paid entrance test fee.
10. Paid Campus Fund.
11. Signed FACTS tuition agreement, or tuition payment in full.
12. Signed Student Honor Code Pledge (6-12).
13. Christian Life Essay (6-12).
14. A pastor recommendation may be requested.

B. International Students

International students are required to meet all admission requirements of new students in addition to the following:

1. I-20 Processing Fee
2. English proficiency exam
3. Enrollment in English Second Language (ESL) until English language level is proficient as evidenced via testing
4. Copy of Visa/Passport
5. Household Register in place of Birth Certificate

C. Re-enrollment

1. Enrollment form.
2. Registration fee.
3. FACTS agreement or tuition payment in full.

D. Age Requirement

Students must attain the following age by September 1st:

Kindergarten: 5-years-old

Grade 1: 6-years-old

E. Admission and Continued Admission

Admission and continued admission to Christian Faith School is a privilege and not a right.

TUITION AND FEES

Tuition and fees are quoted in annual amounts and cover ten months of school.

I. TUITION AND FEES

A. Fees:

1. All testing and registration fees are due upon enrollment and are non-refundable and are non-transferable. All other listed fees will be included with tuition when your account is set up and are payable on a ten-month plan. If payment is made for a full year or semester those fees will be due on July 1st along with the tuition payment. These fees are also non-refundable and non-transferable.
2. New families to CFS will be charged a one-time Campus Fund fee of \$400. This fee is due upon enrollment.

B. Tuition: There are three options for tuition payments:

1. **Full year.** This is one payment. The payment is due on July 1st. CFS offers a 5% tuition discount for accounts paid in full prior to or on July 1st. If you wish to pay by credit card your discount will be 2%.
2. **Semester payments.** These are two payments. The first payment is due on July 1st. The second payment is due on the first day of the second semester.
3. **Monthly payments.** These are ten equal payments, August through May. These payments are made through a FACTS contract which is an automatic bank draft payment agreement system. The withdrawal dates are the 5th and/or the 20th of each month. An annual enrollment fee of \$41.00 is charged by FACTS and will be withdrawn from your account within 5 days of the agreement being posted to the FACTS system. The agreement will remain in force until all tuition payments are complete. Changes may be made to your contract upon approval of the Tuition Accounts Manager. A FACTS change form must be completed and signed a minimum of five business days prior to the date of the draw. In addition, any monthly tuition payment not drafted by FACTS is subject to a \$25.00 handling fee.

C. Insufficient Funds:

If the tuition bank draft is returned for insufficient funds, a fee of \$25.00 will be assessed by both FACTS and CFS. In addition your bank may also charge a fee. Notification will be made in writing by both FACTS and CFS to the responsible party. Replacement payment must be made to the school front office in the form of cash, cashiers check, or money order by the CFS requested date. Monthly tuition payments are considered delinquent upon funds rejection from the bank. If the account is not paid within the time specified, the student will be withdrawn from classes until the tuition is paid. Records will not be released until all past due amounts have been paid.

Insufficient checks and declined credit/debit cards will be handled in the above mentioned manner.

SCHEDULES AND ATTENDANCE

I. Schedules

A. Grade K4

8:00 a.m. to 11:30 a.m.; students must be picked up by 11:35; or a fee of \$1/minute will be charged thereafter.

B. Grades K-12

8:00 a.m. to 3:30 p.m.

C. Helps Class

Grades K-3: 15 minutes during the school day.

Grades 4-5: 7:30 a.m. to 7:55 a.m. (Monday - Wednesday) Teachers will communicate subject matter and schedule.

In the secondary school, teachers will also keep office hours of 7:30 a.m. to 7:55 a.m. (Monday – Friday) in which students may ask for extra help. Secondary Help Class will be held during lunch each day except Wednesdays as indicated in each class syllabus.

D. Morning Arrivals

1. Students should not arrive earlier than 7:30 a.m.
2. Eagle's Club is available for elementary students needing to arrive between the hours of 6:30 a.m. and 7:30 a.m. Additional fees apply.
3. Secondary students may not be in the secondary wing until 7:30 a.m.

E. School Dismissal

1. All students will be expected to depart school premises by 4:00 p.m. The only exceptions are those students participating in after-school Eagle's Club or after-school sports activities. Christian Faith School is not responsible for secondary students arriving before 7:30 a.m. or left on campus after 4:00 p.m.
2. Students leaving campus during school hours must be signed out by an adult whose name is on file with the Registrar.

II. Attendance

Students are encouraged to be punctual and maintain good attendance. Grades K4-8 maintain a closed campus; therefore no student is permitted to leave school before dismissal time, except with an office pass. Grades 9-12 may leave campus for lunch, with parental approval. Consent form must be on file in the office.

A. Mandatory Attendance

1. **In grades 1-8**, students who are absent more than (18) days for the school year will not receive credit for the year or for the particular course load from which they were absent whether excused or unexcused.

2. **In grades 9-12**, students who are absent more than (9) days per semester in any course will not be given credit for that course for that semester whether excused or unexcused.

B. Excused/Unexcused Absences (*pertaining to Secondary School only*)

1. An absence is defined as missing more than 10 minutes of class.
2. An excused absence is defined as any absence followed by a note from the parent on the day the student returns.
3. An unexcused absence is defined as the following: an absence in which the student did not bring a note the next day, skipping a class, arriving more than 10 min. late to class

C. Absence School Event (ASE)

Absences for school events (athletic contests, fine arts performances, field trips, or any other event sponsored by the school) do not count against the student's maximum absence allowance and are excused by the school administration. Students are required to keep up with course material and assignments while missing class for school events.

D. Extended Absences

For reasons other than the above, parents should submit a written note to the office, explaining the reason for the absence one week prior to the date absence will begin. After the request is approved, the teachers will assign the make-up work necessary.

E. Return From Absence Procedure

Elementary students returning from absence must submit a note from his/her parent to the classroom teacher and JH/HS students submit the note to the office. The note should state the date of, and reason for the absence.

1. Students without a note will receive an unexcused absence from the office and will be issued a suspension.
2. A grade of "0" will be issued for each unexcused absence.
3. No make-up work will be allowed for unexcused absences.

F. Make-up Work

1. Students with excused absences will make up any work deemed necessary by the teacher and keep up with the academic progress of the class.
2. Parents are encouraged to pick up student assignments and books in incidents of prolonged absence.
3. Students will have the same number of days as they were absent, to prepare for make-up exams, quizzes, or homework.
4. Make-ups should be scheduled before or after school, with the teacher.

G. Credit Redemption for Excessive Absenteeism

1. **In grades 1-5**, when a student does not meet the mandatory attendance requirements, he/she may redeem school days or hours at the classroom teacher's and administration's discretion. Fees may apply.
2. **In grades 6-12**, students who do not meet the mandatory attendance requirements will redeem credits/hours by:
 - a. **Semester 1:** Students must attend Saturday school on February 5 and/or 12, 2011. Fee per hour: \$20
 - b. **Semester 2:** Students must attend summer school starting June 13, 2011 (8 am -12 pm) until credit hours are redeemed. Fee per hour: \$20

Note: No credit hours may be redeemed during the school day or during detention.

H. Tardies

- 1. In grades K4-5**, a tardy will be defined as arriving at class 5 minutes late. Upon the 5th tardy per quarter, a fine will be assessed for elementary student families.
- 2. In grades 6-12**, a tardy is defined as arriving up to 10 min. late to a period. Upon the 4th tardy per quarter, the student will serve detention. Each single (1) tardy thereafter will result in an additional referral or detention. Upon the 4th detention, a student will be issued an administrative suspension. Tardies accrue and are expunged on a quarterly basis. Students who come to class more than 10 minutes late will receive an unexcused absence.
- 3. In grades 6-12**, if a student misses more than 10 minutes of a class period he will be marked absent.
- 4. In grades K4-12**, there is no differentiation between an excused tardy and an unexcused tardy.

I. Withdrawal

If a parent wishes to withdraw a student, school records pertaining to the student will be released following an exit interview with the principal and all financial obligations are met. For students withdrawing after August 1st a withdrawal fee of 10% of the annual contract will be charged. For students withdrawing after the first day of school, tuition will be prorated and 10% of the annual contract will be charged. The same policy applies to students who are expelled. Any eligible refund is first subject to deduction of outstanding balances. Any and all student records, including but not limited to: **Report card(s), transcript(s), and diploma(s) are released after financial obligations are paid in full and all issued school property has been returned in good condition or replacement costs paid.**

ACADEMICS

I. Grading and Reporting

A. Grading scales

A=90-100	Excellent
B=80-89	Good
C=70-79	Average
D=65-69	Below Average
F=64-0	Fail
P=	Pass
E=	Excellent
S=	Satisfactory
U=	Unsatisfactory

Tests are valued at 60% of the course grade; quizzes at 25% and homework at 15%.

B. Reporting

Report cards will be issued every nine weeks in grades K-12.

C. Progress Reports

Progress reports for students in grades 1-12 will be posted online each week. Hard copies of students' current grades are available upon request from the teacher.

D. Folders

In grades K4-5, test folders will be sent home each Monday. These tests must be signed and folders returned the following day. Daily work should be kept at home.

E. Tests

1. 6th grade tests will be sent home upon request for parental review and return.

2. In grades 7-12, tests may not be sent home, but kept on file each quarter by the teacher. Tests may be viewed upon request.

F. Help Class

Help Class is provided for any student needing help in math or language. Secondary students failing math or language are required to attend help class until they receive a passing grade.

G. Planners

All students in grades K4-12 will be issued a planner to copy daily homework assignments and events. Use of planners is required in grades K4-5.

Parent/Teacher communications will be written in the planner for K4-5.

Grades K4-5:

1. The parents should check each subject for completion.
2. Sign the planner.

H. Homework

Homework is an integral part of the school program and useful for drill, practice, remediation, and special projects. Students in grades K-3 will receive approximately 30 minutes of homework nightly. Class work assignments not completed during class time are automatically considered homework. Grades 4-5 will receive approximately 90 minutes of homework nightly; and grades 6-12 will average two hours of homework. In high school each AP/Honors Class will receive an additional hour of homework per night. In elementary no homework is to be assigned on Wednesdays. Additionally no homework will be assigned in all grades on Parent/Teacher Meeting or concert days except when these events are scheduled on a Friday night.

1. Grades K-5:

2. Training reports will be issued each time an assignment is not complete and/or the planner is not signed. Missing assignments may be made up as arranged with the student's teacher. Memory verses should be recited orally to parents, and reading in K-3 should be done silently and then orally to the parent.

3. Grades 6-12:

Assignments and/or lesson plans are posted on Edline each week. Detention will be given upon the 4th missing homework assignment.

4. Altered Education Plan

An AEP is an individually designed plan for students with exceptional learning needs. An AEP may include alternative testing, reduction of homework and/or alteration of workload. AEP's will be approved only after diagnostic testing indicates need of the plan.

I. Honor Roll

"A" Honor Roll – end of year average is 90% and above; no B's

"A/B" Honor Roll – end of year average is 80% and above; no C's

J. Failure, Retention, Summer School

1. Students in grades 1-5 who fail two or more subjects will be required to repeat that grade or get summer education and test into the next grade.
2. Students in grades 6-8 who fail math and/or English must attend summer school for these subjects.
3. Students in grades 9-12, who fail any semester class, should repeat the course in summer school.
4. Any student who fails four or more classes in one quarter will be placed on academic probation and may be expelled at the end of the next quarter if adequate improvement is not seen.

II. High School Graduation Requirements

Each course is half credit per semester, unless otherwise noted.

Electives**	4 Credits	Physical Education	1.5 Credits
Vocational Project	1 Credit (.25 per year)	Health	.5 Credits
Bible*	4 Credits	Foreign Language	2 Credits
English	4 Credits	Social Studies	3.5 Credits
English I		WA State History	(.5 credits)
World Literature		World History	
American Literature		American History	
British Literature		U.S. Government/Economics	
AP Literature		AP American History	
AP Language		AP American Government & Politics	
Math	3 Credits	Science	3 Credits
Algebra 1		Physical Science	
Algebra 2		Biology	
Geometry		Chemistry	
Trigonometry/Pre-Calculus		AP Physics	
AP Calculus			

26.5 Credits are required for graduation.

*Seniors will be required to serve in a local church as a part of their senior Bible requirement.

**One elective must be a fine art elective

III. Course and Grading Policies

A. Class Load

Every high school student attending four or more courses per day is considered a full time student.

B. Student Classification

Upon transferring to Christian Faith School, students will be placed in the grade indicated on prior school records. However, Christian Faith School reserves the right to reclassify students when testing indicates the need to do so. High school classification is as follows:

Grade 9	0-6 Credits
Grade 10	7-13 Credits
Grade 11	14-20 Credits
Grade 12	21-26.5 Credits

C. Grade Point Average

GPA is a cumulative average of all high school credit courses.

D. Class Rank

To qualify, a student must attend CFS fulltime. In grades 6-8 the student is eligible for class rank after completing one full year. In grades 9-12 the student is eligible for class rank after completing two full years.

E. Valedictorian/Salutatorian

These top academic honors will be determined by adjusted cumulative G.P.A. at the end of the final semester. Students must have completed a full schedule at CFS for both the Junior & Senior years.

F. Students on AEP's

These students are neither eligible for class ranking based on G.P.A., nor end of the year awards in subjects where the altered plan has been applied

G. Independent Learning Program and Running Start

These students are considered part-time and:

1. Are not eligible for class rank, leadership office positions or honor roll
2. May not be on campus after their last CFS class is completed each day

H. Honors Classes

Five points will be calculated into the yearly G.P.A. of students passing designated honors classes. (A minimum grade of 65% overall is required to receive these honors points.)

I. Advanced Placement Classes

AP American History

AP American Government

AP Calculus

AP Language

AP Literature

AP Physics

Ten points will be calculated into the yearly gpa of students passing designated AP classes. (A minimum of a 65% overall is required to receive these AP points.)

Students registered for an AP class are required to take the AP exam.

J. Credit

1. Students in 8th grade who successfully complete high school-level courses may be given high school credit for the following: Washington State History, Algebra I, and/or Spanish I.
2. Student Teacher Assistants: Will receive half credit for a full year's work. A pass or fail grade will be issued.
3. PE Credit for Major Sports: Half credit will be granted for each completed sport. A pass/fail grade will be issued.
4. Sports managers will receive .25 credit per sport as an elective credit

K. Adding/Dropping Classes: This may be done within the first three weeks of a new semester upon administrative/teacher approval.

1. Students must present written permission from their parents releasing their child from the course.
2. Students must present written permission to drop, from the teacher of the course they are dropping.
3. Students must present written permission from the receiving teacher

L. Electives:

Students must decide their elective by the third week of the school year. From that point, changes may be made only at the end of the first semester.

M. Student Academic Services (SAS):

All students can learn. Christ is our example and He met people at their level and used several methods to teach. The purpose of SAS is to provide academic support for students who are not succeeding or are at risk for failure.

Learning resources at Christian Faith School may include:

- Study Skills
- English as a Second Language (ESL)
- Independent Learning Program
- Balometrics

MINISTRY OUTREACH

As part of the vision of Christian Faith School to equip God's children for service, the entire student body has the opportunity to participate in community or world outreaches. The methods in which these outreaches can be accomplished vary.

CODE OF CONDUCT

Students entering CFS will be required to sign the following pledge, which will become a part of their permanent files. When they sign this pledge, they are agreeing to the principles expressed in it. The administration and faculty assumes responsibility for enforcement of the rules and behavior codes. Student conduct outside of school hours, or events will remain the responsibility of the parents. However, CFS reserves the right to take action when a behavior outside of school time or events is detrimental to the reputation of the school or affects the overall well being of students in the school.

I. Honor Code Pledge

Recognizing Jesus as the Author and Finisher of my faith, and the Word of God as the supreme Standard for all wisdom and knowledge, I aim to develop myself accordingly, realizing that as I seek first His Kingdom and righteousness, all these things shall be added (Hebrews 12:1; James 1:5-6; 1 Peter 1:24; 1 John 2:5-6; 1 John 5:3-5).

I endeavor to follow the will of God for my life, and to exemplify Christ-like character through daily personal prayer and consistent study and worship, at school, at church and at home (Matthew 7:7-11; James 1:22; 1 Peter 1:13-16; 1 Peter 1:10-11; Galatians 4:7).

I will apply myself to my studies and endeavor to develop the full ability of my mind in Christ (Luke 1:52; Philippians 2:5; 1 Corinthians 1:5).

I submit myself to the leaders of Christian Faith School and/or any rules or regulations that may be adopted or changed from time to time.

I realize that my attendance at Christian Faith School is a privilege, and I choose to view it that way.

I determine to give my best and prayerfully support Christian Faith School and its philosophy of providing a quality education, while preparing me to reach my God-given destiny.

II. Student Code of Behavior

Realizing there is no freedom without self-discipline, I will:

- A. Maintain the highest standards of integrity.
- B. Exhibit good appearance and dress modestly and appropriately, so as to exemplify the highest standards of Christianity.
- C. Assist in maintaining a Christian atmosphere at Christian Faith School by respecting the opinions and property of others, and abide by the Word of God in all areas.
- D. Acknowledge and respect the authority and leadership of our faculty and administration.
- E. Continually strive for the highest level of education: spiritually, academically, and physically.
- F. Conform to the regulations of the school and promptly obey all directions.
- G. Observe good order and proper behavior.

- H. Refrain entirely from profanity, smoking, gambling, stealing, lying, cheating, and drinking alcoholic beverages, engaging in immoral activities, or using illegal drugs.
- I. Cheating or stealing will result in disciplinary action.
- J. Personal electronics are not allowed in school for grades K4-5. Cell phones are allowed but must be turned off during class for all grades. In grades 6-12 personal electronic equipment is allowed but should be kept in lockers during class time.

III. Building Code

Students damaging, marking, or violating any school property or equipment will be required to make restitution, and may face expulsion.

IV. Basic Rules

- A. Students are expected to attend homeroom, all assemblies, class meetings, chapel services, and classes on time and in an orderly manner.
- B. Students who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures shall be subject to disciplinary action.
- C. Smoking or the possession of smoking paraphernalia (cigarettes, lighters, matches, etc.) as well as drugs and alcoholic beverages will result in direct disciplinary action.
- D. A hall pass must be secured when it is necessary to leave the classroom.
- E. CFS has a no-touch policy: inappropriate displays of affection, play fighting, and rough-housing are not allowed on campus, or at school-sponsored activities.
- F. Forgery or plagiarism is not allowed.
- G. Weapons (including any form of knife), fireworks, and explosives are not permitted on campus.
- H. No unauthorized sales or distributions are permitted.
- I. Cheating or stealing will result in disciplinary action.
- J. No Tolerance Bullying Policy: bullying behavior may include name calling, verbal or written abuse, exclusion, intimidation, coercion, or physical abuse. Failure to adhere to bullying policy may result in suspension or expulsion.

DISCIPLINE

Christian Faith School is honored to have been given the responsibility of training individuals who willingly impact their world. It is our desire to help instill in them the qualities of honesty, integrity, obedience, respect for authority, diligence, responsibility, love of God, and love of country.

We believe each child should develop the internal control necessary to function successfully in society, as well as the desire to serve and honor God through exhibiting godly behavior. We believe that discipline issues, followed by appropriate consequences--which are administered in love-- will assist in building good moral character.

It is our aim to regard all disciplinary procedures, in conjunction with offenses both minor and major, as governed by the biblical standards set forth in these scriptures: Proverbs 13:24, 22:15, 23:13-14, 29:15.

I. Minor Offenses & Consequences

A. Definition

Minor but repeated misbehavior, offenses, nonconformance with dress code or signature offenses

B. Classroom Management

Class standards will be posted in each classrooms and/or sent home through classroom letter

C. Consequences

1. Training Reports in Grades K4-5th

A teacher will send home a training report in order to communicate with the parents that their child is receiving consequences in the classroom due to having made poor choices. Upon the 4th training report for the same offense, student will receive a referral.

2. Grades 6-12

In place of training reports, verbal warnings will be issued to students in grades 6-12 in the form of classroom consequences.

3. Referrals & Detentions

- a. In grades K4-5** the student will receive a referral form that must be signed by the parent and returned to the teacher the next day. If the form is not returned signed the following school day, parent will be contacted.
- b. In grades 6-12**, if a student receives a detention slip, he or she must serve the detention within two school days of the offense. Detention is served only after school and in the detention room. Students with sports practices or games after school must attend detention. Any detention not served within two days of being issued will result in a suspension, unless previously arranged with both the teacher and the supervisor.
- c.** Once a student has reached the referral or detention stage for a particular offense, they remain at that level for each additional occurrence. Upon the 4th referral or detention a student will be issued a suspension.
- d.** Referrals are cleared at the end of each quarter.
- e.** Tardy/missing assignment detentions are cleared at the end of each quarter. Behavioral detentions are cleared at the end of each semester.

4. Miscellaneous

- a.** Students will receive a grade of zero for assignments missed if sent to the office for disciplinary reasons.
- b.** Students may receive disciplinary action for inappropriate behavior outside of the classroom. This includes but is not limited to social networking via the internet. We believe personal social networking sites are a reflection of the student and that any material posted is subject to the scrutiny against the CFS moral code, including but not limited to words or media of any type that promotes profanity, homosexuality, pornography, disrespect of others, bullying or anti-Christianity messages.

II. Major Offenses & Consequences

A. Definition

A major offense is defined as rebellion, disrespect, bullying, immoral behavior (obscenity, stealing, cheating, profanity), consistent, repeated, or blatant lack of control, and/or foolish behavior or acts endangering the well-being of self, other students, or school property.

B. Consequences of Major Offenses

1. Suspension

Suspensions are accrued on a yearly basis.

a. Suspension – Parental Administration of a Spanking

Parents will come to school and spank the child in the presence of the teacher before commencement of the next school day. The teacher will correct the child, witness the administration of the spanking, and pray with the student and parent.

b. Suspension from School Attendance

Student will be suspended from attending school and all extracurricular activities.

- i. Students will be responsible for learning the material taught, and performing the classwork missed on the day of the suspension.
- ii. Students will be responsible for homework assignments on the day of the suspension.

2. Disciplinary Probation

If at any time a student's actions or attitude at or outside of the school is such that it becomes detrimental to the other students, or endangers the Christian environment maintained by the school, a student will be placed on disciplinary probation. A parent/teacher conference will be held to inform the student and parents, and to determine a course of action. If the situation does not show noticeable improvement within a period of time, the student will be expelled.

3. Disciplinary Expulsion

- a. Immediate dismissal may result from a student's actions at or outside of school.
- b. Final decisions regarding dismissal will be made at the discretion of the administration, and must have been approved by the school board.
- c. A conference with the parent, student and principal will be held if the student is nearing expulsion, and the student will be put on probation.
- d. A student may be expelled after receiving excessive suspensions or at the administrator's discretion.
 - i. **Grades K4-3:** If a student's behavior becomes detrimental to the overall functioning of the class, a student will be considered for expulsion for one semester.
 - ii. **Grades 4-5:** After six suspensions, a student may be expelled for the remainder of the school year and will be ineligible to return for a minimum of one semester.
 - iii. **Grades 6-12:** After four suspensions, a student may be expelled for the remainder of the school year and will be ineligible to return for a minimum of one semester.

4. Academic Expulsion

A student who fails four semester classes in one year may be expelled.

5. Academic Discipline

Minor and major offenses can result in an immediate referral, detention or suspension. In the event student misconduct is not corrected by implementation of a teacher's warning, a student may be asked to leave the classroom and referred to the office.

MUSIC SELECTION GUIDELINES

It is the desire of Christian Faith School to promote and provide a Christian atmosphere for our students and staff. Therefore, the following guidelines have been established for selection of appropriate music on campus and at school events. All music to be played at school functions will be evaluated and approved by the administration according to these guidelines.

I. Music Guidelines

- A.** The message or theme of the music must not promote:
 - 1. Anti-God, anti-establishment, anti-authority, or anti-American themes.
 - 2. Drugs, alcohol, or homosexual cultures.
 - 3. Overtly sexual, sensuous, suggestive, or pornographic themes.
- B.** The music must be appropriate for both the event and the audience.

- C. The overall image of the musicians who play the music should be considered. This includes album covers, advertising, paraphernalia, etc.
- D. We strongly urge our students and staff to maintain a balance in their musical choices between music that is spiritually edifying, and music that is “good to listen to.”

DRESS CODE

Because there is a close relationship between performance and appearance, we ask that students live within the Christian Faith School Dress Code guidelines, and that parents inspect the dress of their child/children daily.

I. Uniforms are mandatory for grades K4-5.

A. Standard Dress

1. Uniforms

Red, white and navy blue polo shirt (short or long sleeves); khaki and navy blue Docker style pants or shorts; khaki, navy blue skirts, skorts or jumpers. Girls may wear the Hamilton plaid jumper, skirt or skort.

2. Shoes

Girls and boys may wear white, black, brown, red or navy shoes or tennis shoes. *No other colors, open-toe shoes or sandals are permitted. No skate shoes with or without wheels are permitted.*

3. Hats

Hats are not permitted in the classroom.

4. Sweaters

Sweaters should be navy blue, red or white. Sweatshirts without school logo are not permitted.

5. PE Wear

PE uniforms are issued annually. The current year uniform or the previous year uniform must be worn on PE days. Students may wear school logo navy blue sweats or uniform pants over PE uniforms.

5. Chapel Dress K-5

a. Boys: Collared shirt, dress slacks, dress shoes. Jackets and vests are optional. No tennis shoes or jeans.

b. Girls: Dresses, skirts, blouses, matching or coordinated top & bottom. No tennis shoes or jeans.

c. Students may wear their school uniform.

II. Dress Code Guidelines Grades 6-12

A. All clothing must be neat and modest. Clothing with lettering that has negative, suggestive or derogatory connotations will not be allowed.

B. The following reasonable boundaries shall be adhered to during school and at all school-related events:

1. All clothing must be modest and neat (as defined by the faculty and administration).

2. Hats or head coverings of any kind will only be allowed in the classroom if they do not cover the face or cast a shadow over the face. However, no hoods will be allowed.

3. Clothes must fit appropriately. Excessively baggy or tight pants may not be worn.

4. No athletic shorts, sweatpants of any kind, or pajama bottoms may be worn. (exception: athletes may wear team travel suits on contest days)

5. Body piercings, other than earrings, should not be visible. Boys may wear one earring per ear.
 6. Dark glasses should not be worn in class.
 7. Hairstyles for boys and girls should be moderate and not detract from the overall neat appearance of the student. The same guideline is applied to make-up for the girls.
 8. Questionable items: dress, hairstyle and make-up decisions will be left to the discretion of the administration.
- C. If the dress code is not followed the student will be asked to change and may receive detention.

III. Physical Education Uniform

In grades K-5, Christian Faith School t-shirt and shorts with socks and tennis shoes (with arch support recommended). Cold weather – CFS sweats. In grades 6-12, secondary students may wear personal athletic attire that coincides with dress code guidelines.

ATHLETIC PROGRAM GRADES 6-12

Christian Faith School believes that a complete education includes the opportunity to participate in sports. Student-Athletes are expected to uphold the highest of academic and behavioral standards to maintain the privilege of participating on CFS athletic teams. Additional fees may be charged to athletes for uniforms, travel or equipment. Our extracurricular athletic program includes the following:

- Girls:** Volleyball, Basketball, Track, Cheerleading and Cross Country
Boys: Basketball, Track, Cheerleading and Cross Country.

I. Participation Requirements

Students in grades 9-12 can be no older than 19 years of age on September 1st of the school year.

A. Medical Insurance

Must show proof of medical insurance or purchase insurance through the school.

B. Physical Examination

Physical examinations must be done every two years and be on file with the athletic department prior to participation.

C. Concussion Information

A Concussion Information sheet must be read, signed & dated by athlete and parent/guardian. This form must be on file with the athletic department prior to participation.

D. Participation Form

A Participation Form must be completed for and signed by the parent/guardian granting permission and agreeing to the risks of the sport. This form must be on file with the athletic department prior to participation.

II. Practice

Daily, except on game days. Grades 5-8 may have fewer scheduled practices.

III. Eligibility

A. Academic Eligibility

Student must have no less than a 65% cumulative average in each course he/she is taking. Academic eligibility will be determined on a weekly basis.

B. Attendance Eligibility

1. Students must attend at least a half-day of school in order to participate in a game or practice.
2. Running Start students must take 50% of their courses required for graduation at CFS in order to be eligible for athletic participation with CFS.

C. Academic Standards Not Met

Should academic standards not be met, a student will:

1. Be placed on probation for the following week. Student will practice and play, but will be notified of the need for academic improvement.
2. If each grade is not improved to a minimum of 65% cumulative average by the end of the one week period, the student will not be allowed to compete until academic eligibility has been met at the next reporting period. Athletes must attend practice and games, but may not “suit up” for contests.
3. **Any student receiving an “F” on a report card for the quarter will automatically be benched without a probationary period.**
4. Benched students are not eligible for early dismissals.
5. Students who have been benched due to clerical error will be cleared by the registrar.

D. Academic Bench Appeal

An agreement may be established between the parent, teacher, supervisor and principal to allow a student to compete during a week of academic bench due to noted exceptional progress or extenuating circumstances. The Academic Bench Appeal Form once signed will remain on file in the student's permanent record. Appeal forms may be obtained from the school receptionist. Student-athletes may be granted a maximum of one appeal per sports season.

IV. Uniforms & Gear

Athletes are responsible for the care and maintenance of all issued uniforms and gear. School records will be retained by CFS for failure to return uniforms and equipment in good condition. Students are responsible to pay for the purchase of missing or damaged equipment.

GENERAL INFORMATION

I. Leadership

Students involved in CFS Leadership (elected offices), Worship Team or other Extra-Curricular activities must adhere to the athletic academic eligibility guidelines and are held to higher behavioral standard as outlined in the student leadership handbook.

II. Library

K-5 students will go to the school library once a week. Books may be checked out for two-week periods. Lost or damaged books must be paid for.

III. Lockers

Lockers will be assigned to students in grades 6-12. Students will be required to supply their own combination lock. The combination must be kept on file with the administrative offices. Having a locker is a privilege. Any misuse of locks or lockers may result in the loss of these privileges. (6th graders will receive their lockers after a probationary period as determined by teachers and administration.)

IV. Lost and Found

Lost and found items not claimed will be donated bi-monthly to the needy.

- V. Lunch**
Lunch may be purchased at the school or brought from home. Grades 9-12 have an open campus during lunch, and are able to leave. They have the option of eating lunch in the school cafeteria. On campus lunch is closed to outside visitors. Parental consent is required for off-campus lunch.
- VI. Medication**
Medication must be kept and administered in the office, by office staff. A note from the parent must accompany medication. This includes over the counter medications.
- VII. Parent-Teacher Meetings/Conferences**
PTM / PTC's will be held throughout the year. Attendance of at least one parent is suggested at each meeting. Parents may request a teacher's conference at anytime.
- VIII. Parent Drivers**
Parents volunteering to drive for field trips or ministry trips must have a valid driver's license and proof of insurance shown to the teacher, who will facilitate a copy being held on file in the office.
- IX. Parent Grievance Procedure**
Please use the Matthew 18 Principle, of going first to the source of a problem. If a satisfactory resolution is not reached, then a conference between the parent, teacher, and administrator may be requested. If a satisfactory solution is not reached, a written request may be submitted to the school requesting a school board review of the issue.
- X. Visitors**
We ask that all parental visits to classrooms or with teachers be scheduled through the office. When visiting the school, parents should proceed first to the office, so that classes are not disturbed or interrupted. **Prospective students** may visit for one school day. Visiting students must complete a Student Visitor Form **prior** to visitation.
- XI. Snow Days**
If the Federal Way School District is closed due to snowfall or accumulation, Christian Faith School will also cancel school. You may call the school office at 253.943.2500, or watch Channels 4, 5, and 7 to verify CFS's closing. Snow days may be made up prior to the end of the school year.
- XII. Textbooks**
Books are lent to students and must be covered and returned in good condition. They may not be written in, with the exception of consumable workbooks. Students will be charged for lost books or books returned in poor condition.
- XIII. Computer Lab Acceptable Use Policy**
Any student found using Christian Faith School computer equipment in an unethical or ungodly manner will be barred from use of any equipment and may be expelled.
- XIV. Missions**
All 7th and 12th graders attend annual mission trips. The major cost for the trip will be added to required fees, and payable monthly. The balance is to be raised through class fundraising efforts, in which parents should prepare to participate. All students may participate in local ministry outreach.

XV. Videos

Careful selection of videos and other forms of multi-media may be used to enhance instruction or for motivational purposes. Videos will be approved by the administration, and a parent consent form will be sent home prior to viewing, or a teacher may send home a list of videos to be viewed throughout the year.

XVI. Student Drivers

Students driving carelessly or unsafely on campus will be given one warning; further negligence will result in campus driving privileges being removed for a specified time.

XVII. International Student Policies

International students are allowed to attend Christian Faith School if they have an F-1 or F-2 status. The I-20 must be issued from Christian Faith School, and approved by the INS. I-20's will be issued for one year upon receipt of complete enrollment application and documents and also upon receipt of all fees and payment of one year's tuition (non-refundable, unless the student is unable to acquire a visa to enter the country as proven by the agency denying entry). Upon receiving an F-1 or F-2 status, students are eligible for academic grades, and may enroll for continuous school years.

Students, who attend Christian Faith School with a visiting visa status, may visit school for one month (all fees apply). For an extended visit (longer than one month), students must receive approval from the administration. Students with a visiting visa will not receive academic grades, as they are legally not allowed to attend Christian Faith School full-time, until they receive an F-1 or F-2 status. Upon completion of the visit, the CFS office will provide a letter documenting the student's length of stay for the student's home school.

CHRISTIAN FAITH SCHOOL 2010-11 ACADEMIC CALENDAR

August							Date	Event	September							Date	Event	
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa			
							26	New Parent Orientation					1	2	3	4	2	1st Day of School
1	2	3	4	5	6	7	31	Parent Teacher Meeting								6	Labor Day	
8	9	10	11	12	13	14			5	6	7	8	9	10	11	22	See You at the Pole	
15	16	17	18	19	20	21			12	13	14	15	16	17	18	30	Picture Day	
22	23	24	25	26	27	28			19	20	21	22	23	24	25	15-17	Advance	
29	30	31							26	27	28	29	30			21-26	Senior Mission Trip	
																23-25	PNW History Trip	

October							Date	Event	November							Date	Event
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2	1	Fall Fundraiser kickoff								2	Picture Retake Day
							11	Columbus Day		1	2	3	4	5	6	11	Veteran's Day
3	4	5	6	7	8	9	13	PSAT- College Board	7	8	9	10	11	12	13	12-13	State Tournaments
10	11	12	13	14	15	16	15	PTC (noon dismissal)	14	15	16	17	18	19	20	14	Magical Night of Giving
17	18	19	20	21	22	23	29	CFC Fall Fun Party	21	22	23	24	25	26	27	18	PACS @ CFS
24	25	26	27	28	29	30	8 & 22	Fall Fundraiser Party	28	29	30					19	Fall Sport Award (Ignite)
31																23	Turkey Baskets Due
																25-26	Thanksgiving Holiday

December							Date	Event	January							Date	Event
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4	6-10	PTA Tinsel Town							1	14	Elem Talent Show
							10	Christmas Concert								17	Martin Luther King Jr. Day
5	6	7	8	9	10	11	13-17	Homecoming Week	2	3	4	5	6	7	8	19-21	Semester Exams
12	13	14	15	16	17	18	20-31	Christmas Break	9	10	11	12	13	14	15	21	Semester Ends
19	20	21	22	23	24	25			16	17	18	19	20	21	22	27	Open House
26	27	28	29	30	31				23	24	25	26	27	28	29	31	PTM & Science Fair
									30	31							

February							Date	Event	March							Date	Event
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	2	Yo Yo Man Chapel - Elem								4	PTC (noon dismissal)
							5 & 12	Saturday School			1	2	3	4	5	10-11	In Service (No School)
6	7	8	9	10	11	12	10	MS Spelling Bee	6	7	8	9	10	11	12	15-17	HSPE (Reading & Writing)
13	14	15	16	17	18	19	14-18	Scholastic Bookfair	13	14	15	16	17	18	19	25	End of 3rd Qtr
20	21	22	23	24	25	26	15	Health Screening	20	21	22	23	24	25	26	22	PTA McTeacher Night
27	28						21	President's Day	27	28	29	30	31			30	Spring Picture Day
							28	Open House									

April							Date	Event	May							Date	Event
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
					1	2	1	Auction								6	Spring Concert
							4-8	Stanford Testing	1	2	3	4	5	6	7	7	HS Prom
3	4	5	6	7	8	9	11-15	Missions & DC trips	8	9	10	11	12	13	14	20	JH/HS Picnic
10	11	12	13	14	15	16	13	HSPE (Science)	15	16	17	18	19	20	21	20	Elementary Safety Fair
17	18	19	20	21	22	23	15	Elem. Spelling Bee	22	23	24	25	26	27	28	27	Accelerated Reader Party
24	25	26	27	28	29	30	18-22	Easter Break	29	30	31					27	Kindergarten Graduation
							24	Easter								30	Memorial Day
							27	Spring Picture Retakes								31	Senior Luncheon

June							Date	Event	July							Date	Event
Su	M	Tu	W	Th	F	Sa			Su	M	Tu	W	Th	F	Sa		
			1	2	3	4	1	Year Book signing						1	2	1-22	Summer School
							2	Elementary Picnic								4	No Summer School
5	6	7	8	9	10	11	3	5th, 8th & Sr. Graduations	3	4	5	6	7	8	9		
12	13	14	15	16	17	18	3	Last Day (noon dismissal)	10	11	12	13	14	15	16		
19	20	21	22	23	24	25	13-30	Summer School	17	18	19	20	21	22	23		
26	27	28	29	30			17-18	Citywide Yardsale	24	25	26	27	28	29	30		
									31								

PTA = Parent Teacher (TEAM) Association

PTM = Parent Teacher Meeting (evening meeting with all Parents & all Teachers)

PTC = Individual Parent, Teacher Conferences

= School Closed

Calendar Subject to Change