

# FINGER LAKES CHRISTIAN SCHOOL

## Student & Parent Handbook



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## TABLE OF CONTENTS

Philosophy of Christian Education	3
History of FLCS	4
Doctrinal Statement	4-5
Enrollment Criteria	6-7
Parent Information	8
Communication: QuickSchools	9
Tuition & Fees	10-11
Tuition Discounts	10
Academic Standards	12
Graduation Requirements	12-13
Homework	13
Special Education	14
Attendance	15-16
Medical Policies	17-19
Transportation & Student Pick-up	20
Student Conduct & Discipline Policy	21-24
Student Agreement	21
Dress Code	22-23
Daily School Procedures	25
Cell Phone Policy	25
Emergency School Closings & Delays	26-27
Homeschool Students Attending FLCS	28
Athletics	29
Academic Eligibility Policy	29-31

## PHILOSOPHY OF CHRISTIAN EDUCATION

"The fear of the Lord is the beginning of wisdom; the knowledge of the holy is understanding." (Proverbs 9:10)

Christian education is, by definition, the development of the knowledge, character, and work of Jesus Christ through teaching. Therefore, in Christian education we strive to develop each individual's academic potential and talents, but, most importantly, we teach of God and His wisdom. (Ephesians 4:11-16 and 6:4, Romans 8:29, II Corinthians 3:18, Colossians 3:9-10)

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, 17 so that the man of God may be thoroughly equipped for every good work." (2 Timothy 3: 16-17)

The Bible is the basis for all Christian education because it is the Word of God, revealing to us the Person and will of God. Therefore, all teaching and all training are done from a Godly and Biblical perspective.

We want our children to become mature, well-rounded, Christ-like individuals. The child's education must begin in the home with his parents and the primary responsibility of that education remains with the parents even outside the home. A Christian school is not a substitute for the Christian home or the church, but an extension of both. (Ephesians 6:1-4, Proverbs 22:6)

As such, the Christian school must be committed to believing that practical knowledge of the Word of God is the very essence of a productive Christian life; to training its students to be productive, responsible members of the church and society; and providing a learning environment in which this training may be obtained. Not to provide practical knowledge of the Word is to fail to present the basis for a successful Christian life. Therefore, this institution, in all its curriculum and activities, will base, relate and enhance its students' understanding of the Bible in relation to all matters of knowledge, academic achievement, and practical living.

### *Our Institutional Purposes Are:*

1. To provide a spiritually and physically safe and secure environment for the education, both academically and spiritually, of Christian children.
2. To produce a God-honoring graduate whose conduct, convictions and character are growing in conformity to God's Word and the image of Christ, and who is motivated to pursue a life consistent with his or her spiritual gifts, training, and calling.
3. To maintain a commitment to high academic standards, which is demonstrated by the student's mastery of the skills and knowledge necessary for life and work. Our goal is to see that each child's accomplishments bring honor and glory to Christ.

## **A THUMBNAIL SKETCH OF FINGER LAKES CHRISTIAN SCHOOL**

- Established in 1990.
- Approximately 100 students in grades Pre-K through 12.
- NYS Education Department registered secondary school.
- Regents diplomas offered
- Graduation rate for years 2001-2020: 98.8%
- Post-graduation for years 2001-2019: College, 85%; Military, 6%; Workforce, 9%
- While FLCS is a school for Christian children, it's always possible that some students at FLCS are not born again. Therefore the staff at FLCS - Pastors, administrators, teachers, and substitute teachers (all born-again Christians) - will lovingly, though actively, engage in attempts to convert to Christianity those students that are not born again.
- Volunteers are welcome and needed to keep this ministry operating effectively, and all volunteers must also be born again.
- Students in grades 6-12 attend Bible classes twice a week, and all students have devotions with their teachers almost daily and attend a chapel service weekly. At those times, and interwoven with the academic classes as well, your student will be taught the orthodox doctrines of the Christian faith, as expressed in our doctrinal statement.

### **Doctrinal Statement**

Because FLCS was created to serve Christian families, it is necessary to define what a Christian is for the purposes of enrollment and employment. The following are what we consider to be the essential, non-negotiable truths of the faith. Parental and student agreement is required for enrollment. Those holding contrary beliefs should not apply. The same criteria apply to employees and volunteers.

1. The Bible is the inspired Word of God, perfect in its original writings. It is wholly sufficient for instructing us in the doctrines of the Christian faith and is completely true in all its pronouncements. Therefore, anything that purports to be true but contradicts the Bible is, by definition, false. That includes teachings, doctrines, and church traditions that are in conflict with the Scriptures.
2. There is only one God, and He is a Trinity of three persons: Father, Son, and Holy Spirit. He has existed and will exist forever. There are no other gods besides Him, including on other planets or in other universes. He alone is God.
3. Jesus Christ, the second person of the Trinity, is fully God, equal in divinity to the Father and the Holy Spirit. He is not a created being but has existed eternally.
4. Death entered the world through the sin of the first man, Adam. With the exception of Jesus Christ, that sin-nature has been inherited thereafter by every person ever born.
5. Therefore every person is a sinner in need of salvation.
6. God has provided for mankind the only means of salvation: faith in Jesus Christ.
7. Jesus came to earth and took on the form of a man, having real flesh and blood. He lived a sinless life and died a substitutionary death for our sins on the cross. He was physically resurrected from the grave and ascended physically into heaven.
8. Those who accept Jesus as their only means of salvation will, upon their death, go immediately into his presence and spend eternity with Him in heaven. Those who reject Him will go to hell when they die, and eventually spend eternity in the lake of burning fire.

Because Finger Lakes Christian School is a church ministry we teach Biblical doctrine from the Calvary Chapel perspective. We understand, however, that we serve children from many different churches and, therefore, don't insist on an agreement in other areas of doctrine that are not essential to salvation. Examples might be the questions of eternal security, election vs. free will, and the nature of the Rapture – just to name a few. These are important doctrinal issues over which true Christians have very real differences, but which do not compromise their faith. When these disputable matters come up they will be taught from the Calvary Chapel perspective, but students will be advised to get counsel from their parents and pastors.

This much we pledge: to keep Jesus Christ and the Bible front and center in everything we do in your child's education.

## ENROLLMENT

### Enrollment Criteria

To enter Pre-K a student's 4th birthday must be on or before December 1st and the student must be potty-trained.

To enter Kindergarten a student's 5th birthday must be on or before December 1st.

FLCS is a ministry of Calvary Chapel Seneca Falls and, as such, operates under the guidelines and authority of the bylaws of the church. FLCS admits students of any race, color, and national or ethnic origin but, as a specifically Christian school and ministry of the church, reserves the right to deny enrollment based on a student's, parent's or guardian's religious beliefs or practices that are in conflict with Biblical teaching,\* as interpreted by and practiced at this church. We reserve the right to expel students for the same. However, we enroll children from a wide variety of Christian churches and traditions, as long as the student and parent/guardian meet these criteria:

1. At least one parent or guardian living in the home with the student is a born-again Christian.\* The student must also be born again if he or she is entering FLCS at 6th grade or above. If you have any questions about this, please refer to, "What does it mean to be a born-again Christian?" Acknowledging that there are differing opinions of what it means to be born again, but because it is the primary qualification for enrollment, FLCS reserves the right to determine if a prospective student meets this requirement.
2. The student and parents must agree with every point of the doctrinal statement.
3. The student and/or parent/guardian may not practice or believe in:
  - a. any so-called "Christian" religion that teaches that Jesus is not God; that there is no heaven and/or hell; that there is any mediator between man and God, the Father, except Jesus Christ; that salvation is based in part or in full on good works as opposed to faith alone; that there is, after death, any intermediary state, such as purgatory, before entering heaven or hell; that keeping the Sabbath is necessary for salvation.
  - b. any non-Christian religion, such as Wicca, Paganism, Islam, Buddhism (this is, obviously, not an exhaustive list.)
  - c. sexual activity outside of marriage.
  - d. co-habitation with a member of the opposite sex in a relationship that substantially constitutes or mimics a marriage relationship, even if there is no sexual activity.
  - e. same-sex romantic relationships, sexual activity or marriage, or the appropriateness of the same.
  - f. drunkenness, the use of any illegal drugs, or the misuse of legal drugs.

This is not meant to be an exhaustive list. Other flagrantly un-Christian attitudes or behaviors\* could be reason for denying or terminating enrollment, such as divisive behavior, disobedience to authority, lawlessness, uncontrollable temper, etc. The ones listed above are simply those that are most frequently encountered in today's culture when discussing what constitutes true faith in God.

The Principal will determine, during the enrollment interview, whether those criteria are met. If not, children will not be enrolled. If after enrollment it is determined that they are not met, a student will be removed from the school, at the discretion of the Principal.

\* The interpretation of “orthodox fundamental precepts...of the Christian faith,” “Biblical teaching,” “born-again Christian” and “flagrantly un-Christian attitudes” is at the discretion of the School Principal under the authority of the Calvary Chapel Seneca Falls Elder Board.

## INTRODUCTION TO PARENTS

A primary responsibility of Christian parents is to "train up a child in the way he should go..." that "when he is old he will not depart from it." (Proverbs 22:6) If you, as a parent, agree to delegate that responsibility to this Christian school we join you in the "training up." The home and the church cannot be teaching one way while the school is teaching another without confusion and strife reigning in the minds of our young people. At the same time, parents should not give responsibility to the church and the Christian school and let them train the child alone. The home, the church, and the school share the responsibility. Finger Lakes Christian School will seek to mold your child's life after the teaching and example left to us in the Bible. Therefore, we pledge to keep Jesus Christ front and center in everything we do in your child's education and we ask you to pledge to do your part.

### Parent Agreement

At the time of enrollment, parents sign the following Parent Agreement.

I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises. I absolve Finger Lakes Christian School (FLCS) and Calvary Chapel Seneca Falls (CCSF) and all of their staff and volunteers individually from any liability that may result from my child participating in or attending these activities, even if caused by staff or volunteer negligence.

In case of an accident or serious illness, I give permission to school staff or volunteers to take any reasonable measures to ensure the safety and well-being of my child. I absolve FLCS and CCSF and all of their staff and volunteers individually from any liability that may result from these measures.

I affirm my confidence in the staff at FLCS to educate my child and to carry out all other duties required of them, including assigning homework, meting out discipline, citing dress code violations, etc. I realize that from time to time children disagree with actions taken by the school's staff and that children are often prone to criticizing out of context. I pledge that if my child complains about a staff member (Principal, teacher, or volunteer) or his/her actions in any way, I will correct my child and support the school personnel. If I feel my child's concerns have merit or at least require further investigation, I will contact the school to ask for more information.

I will fully cooperate with the school, and when I disagree with school policies or procedures, disciplinary measures, etc., I agree to bring those issues to the attention of the staff so they may be properly addressed.

I realize that building a strong relationship with my child's teacher to aid in the training of my child is as much my responsibility as it is the school's, and therefore I agree:

- To pray for the staff and program
- To cooperate with the staff in disciplining my child, accept their judgment in these matters, and in those instances where I disagree will work for an amicable resolution
- To cooperate in training my child to respect school and church property, and to pay for irregular use of the same
- To follow through with any work, assignments or slips to be signed
- To send written excuses for absences
- To see that my child arrives at school on time
- To attend all mandatory parent functions



- To lay a spiritual foundation through a Godly example in the home
- To support the spiritual training of chapel, devotions, Bible classes, etc.

I realize that my child, as a student, represents Jesus Christ and Finger Lakes Christian School. I understand the importance of demonstrating a good Christian witness to a watching world. Therefore, I shall encourage my child to do all he/she can to bring honor to the name of Jesus Christ and, through his or her speech and conduct, to protect the reputation of Finger Lakes Christian School.

The teachers and administration are hereby given full discretion in the discipline of my child, though I understand that FLCS does not administer corporal punishment.

### **Parental Involvement**

Great strength comes from the unity we experience between parents and staff. It is vitally important that all parents attend parent/teacher conferences and other school-related activities. In addition, parents are called upon to help at home in the education of their children and to support FLCS both through prayer and by volunteering their time.

Attend all parent functions. There are two mandatory meetings every year:

1. Parent Orientation is held prior to the first day of school, usually the Thursday before school begins. First-time parents meet with the Principal from 6:00-6:45 pm. All parents then meet with the Principal and staff from 6:50-7:15. Teachers are available to meet with parents in their classrooms until 8:00.
2. The fall Parent-Teacher Conference is a mandatory meeting. Please refer to the current school calendar for the exact date. The spring conference is not mandatory but may be scheduled at the request of either the teacher or the parent. Parents are encouraged to contact their child's teacher at any point in the school year if they have any questions or concerns.

### **School-Home Communication**

The primary method of communication from FLCS staff to FLCS families is the QuickSchools School Management System. All parents of any student in grades 4-12 and students in grades 4-12 receive a login that will allow them to view assigned homework and current grades as well as email staff members via the QuickSchools system. Parents, guardians, and students are encouraged to use this service on a regular basis in order to remain up-to-date on student progress.

In addition to QuickSchools, teachers and staff may be emailed with concerns using their FLCS email addresses.

Phone calls for staff members should be directed to the school office and the office manager will give the message to the staff member. A call back will be received within 24 hours.

In addition to individual communication, the principal sends a weekly memo out on Friday. This memo includes a great deal of important information and you are required to read it when it arrives. The memo will be sent to the email address(es) on file. If you do not receive the memo, please contact the office immediately.

## **TUITION AND FEES**

### **Registration Fees**

A registration fee is charged for each student each year. Registration fees are billed in June and due by July 20th of each school year, unless your student is a new enrollee applying after that date. The registration fee is non-refundable.

Tuition and registration are your only required expenses. There are no additional mandatory fees. However, there are optional services that cost extra, including the hot lunch program, field trips that require admission, yearbooks, class parties, etc.

### **Tuition**

Tuition generally changes from year to year. For current rates please call the office.

### **Tuition Discounts**

Tuition discounts are applied under the following conditions:

1. Multiple Student Enrollment. If you enroll more than one student living in the same household, the second and third children, descending in order of grade level, receive discounted tuition rates. There is no charge for the fourth or subsequent children. The registration fee, however, is not discounted - it must be paid for all enrolling students regardless of the number.
2. Volunteer Hours. If a parent or relative volunteers at the school on a consistent basis, a discount of up to 20% can be earned based on the number of hours per week worked. A variety of volunteer opportunities within the school exist, contact the principal for more information. Volunteering with the athletic programs does not count discounts.

### **Tuition Payments**

Tuition may be paid annually in advance for a 2% discount or in 10 monthly installments beginning in August, for which there is no discount. We do not charge interest for monthly installments.

Monthly tuition payments are due on the 20th of the month, but you are paying for the following month's schooling. For example, your first payment is due August 20th and is paying in advance for September.

Late tuition payments: In order to maintain the school's solvency, and in fairness to those who pay their bills faithfully every month:

1. If a payment is 10 days overdue, the office manager will make contact with the family.
2. If a payment goes 30 days overdue, the office manager will reach out again.
3. If an account becomes 60 days overdue, the Principal will make contact and, in conjunction with board approval, the student(s) may be asked to not return until the account is in good standing.

4. If an outstanding balance is due when a student un-enrolls from the school, FLCS will hold all records and transcripts until the account is paid in full.
5. Exceptions to this policy may be made at the Principal's discretion if prior arrangements have been made. However, it is the responsibility of the parents to contact the school to discuss those arrangements.
6. FLCS reserves the right to not allow a student to re-enroll if they have an outstanding balance at the start of a new school billing cycle (August).

## **Refunds**

Registration fees are not refundable.

Tuition refunds are made only in the case of a student leaving FLCS before the end of the school year, and are calculated as follows:

Leaving on or before the 15th of the month, a refund of 1/2 month's tuition will be paid.

Leaving after the 15th of the month, no refund will be made.

If tuition has been paid in advance, the full amount beyond the current month will be refunded.

All books are the property of Finger Lakes Christian School and must be returned to the office in good condition before any refunds are paid.

## **ACADEMIC STANDARDS**

### **Academic Honors**

Principal's Honor Roll (grades 11 & 12 only): 96.5-100

High Honor Roll (grades 11-12) 92.5-96.4; (grades 6-10) 92.5-100

Honor Roll: 85-92.4

Honor Society is made up of students in grades 10 - 12 who are on the High Honor Roll with an overall average of 93 and above and exhibit exemplary Christian character and leadership. Nominations are made by the FLCS staff in June of each year.

Valedictorian and Salutatorian: A graduating senior qualifies to be named valedictorian or salutatorian if they have attended FLCS for at least 2 years of high school, have taken a minimum of 2 upper-level classes (Pre-Calculus, Physics, Spanish 4, or a college credit course approved by the FLCS Administration), and have a cumulative average of 93 or higher.

### **Grading System**

Pre-K students: Bi-annual progress reports are issued.

Kindergarteners receive quarterly reports graded using Very Good, Satisfactory, Needs Improvement, or Unsatisfactory.

1<sup>st</sup> through 3<sup>rd</sup> grade:

- 4 = above grade level
- 3 = at grade level
- 2 = below grade level
- 1 = requires intervention

4<sup>th</sup>-12<sup>th</sup> grades are graded on the normal 0-100 scale. A grade of 65 is considered passing for all assignments, assessments, final and Regents exams, as well as quarterly and final grades.

### **Report Cards**

The school year is divided into four marking periods. Generally, report cards are issued two Fridays after the marking period ends.

If a student is unable to fulfill the required course work due to lack of attendance, an incomplete will be issued instead of a grade (i.e., extended illness, surgery, or family difficulties).

A dropped class must be dropped during the first quarter in order not to appear on a report card and high school transcript. Classes dropped after the end of the first quarter will receive a grade of "Incomplete."

### **Graduation Requirements**

The New York State requirements for graduation include both total credits earned and passing certain Regents Exams.

A student must earn a minimum of 22 credits to graduate. The following credits are mandatory requirements for a student to graduate in NYS.

Bible - 2 credits (FLCS requirement)

History - 4 credits

English - 4 credits

Science - 3 credits

Math - 3 credits

Foreign Language -1 credit

Art or Music -1 credit

Physical Education - 2 credits

Health -1/2 credit

The remainder of the required credits are earned through electives.

Students are eligible to receive a Regents Diploma, Advanced Regents Diploma, Regents Diplomas with Honors and Advanced Designations according to current New York State Requirements.

### **Course Selection**

Each spring students in grades 6-11 will bring home a Course Selection Letter. This letter gives students and parents an opportunity to indicate which courses the student wishes to take based on what is required for graduation and their personal goals. Questions relating to course requirements and options indicated on this form may be directed to the guidance counselor.

### **Transfer Students**

A student transferring into FLCS is responsible for FLCS graduation standards only for the years he/she attends FLCS. For example, a student transferring to the twelfth grade who has not taken Bible would only have to take one year of Bible plus the requirements that apply to all seniors. The transferring student also must have successfully met the requirements of the school last attended.

### **Homework Policy**

Homework is required to be done and turned in on time. Teachers make every effort to post homework on QuickSchools, but assignments are also given in class orally, listed on classroom boards, and in some cases posted to Google Classroom. Responsibility for knowing what homework has been assigned and when it is due rests with the student.

If an assignment is turned in one day late the grade is reduced by 10 points, two days late, the grade is reduced to 50% of the earned score. Assignments turned in more than 2 days late will receive a zero, but students may be required to complete the assignment for no credit.

Projects or larger assignments that are assigned to be turned in on a date in the future will be due on that date with no exceptions due to absence. If a student is absent on the date that a project is due, it must be turned in on that date or the student will receive a zero on the assignment. Parents and siblings are welcome to bring the project to FLCS for the purpose of turning it in on the due date.

Repeated failure to complete homework assignments may result in detention.

## **Cheating**

Cheating can generally be divided into three categories.

- Obtaining answers to test or quiz questions in a dishonest way. If another student is involved in providing those answers, both students are equally guilty of cheating.
- Copying another student's work, whether for homework assignments, labs, projects, or any other task. Again, both students are equally guilty of cheating.
- Plagiarism is presenting someone else's work as your own. This most commonly takes the form of copying and pasting from the Internet or copying from physical sources like textbooks, encyclopedias, magazines, etc., without using proper citation to make clear that the words are not your own. Plagiarism is not avoided by changing words here and there if the bulk of the concepts presented are simply slightly altered copies of another's work. It is also considered plagiarism if a student includes a large portion of cited text as the bulk of an assignment.
- Artificial Intelligence (AI): The use of AI to produce any work will be considered cheating.

There are other ways to cheat that are not listed above, so we define cheating as any activity that dishonestly gives a student an academic advantage. The administration reserves the right to apply the following penalties to all forms of cheating, even if those are not explicitly defined here.

- The first offense will result in a zero on the assignment, project, lab, quiz, or test. The work must still be completed with corrections. The parent or guardian will be notified.
- The second offense will result in a zero, the work must still be completed, and the student will receive a suspension from school.
- The third offense will result in expulsion from FLCS.

## **Study Halls**

Study halls are for studying and working on class assignments. Study halls are expected to be silent so that all students can focus. Any exception to this is at the discretion of the teacher. Students are not allowed to wander the halls during free time. Computers and Chromebooks should be used exclusively for academic purposes during study halls.

## **Chapel Services & Bible Class**

Students participate in staff-led devotions during homeroom each school day. On Wednesday we hold a Chapel service in the afternoon, with K-5th grade students and 6th-12th grade students meeting separately.

Students in grades 6-12 attend Bible class each week.

## **Special Education**

Students with an IEP or 504 Plan are admitted on a case-by-case basis so as to consider what is best for both the student's education and the FLCS staff.

Special Education services are provided through the Seneca Falls School District according to the legal requirements of the student's plan.

## ATTENDANCE

### Attendance Policy

An elementary student is considered absent if they miss three hours or more of a school day. This means they must arrive at school by 11 am in order to be counted as present.

A student may miss no more than 15% of the year's school days in order to receive credit for courses taken and to move on to the next grade.

Students in grades 6-12 will have attendance taken per class. A student who misses more than 15% of a specific class may not receive credit for that class. A per class absence is considered missing more than half of the period.

Students who are out due to illness or incapacity for 10 consecutive school days may have the option of receiving home tutoring through their local school district. FLCS administration will facilitate that process. Those days spent being tutored at home do not count as absences.

A student's absence will be **excused** for one of the following reasons if a written explanation accompanies the child upon his/her return: personal illness or injury, doctor's appointment, illness in the immediate family that requires the student's presence, death in the family, absence with prior approval from the administration, a school closing in the student's home district, college visits, excused absences will not affect a student's ability to participate in after-school activities or play on sports teams.

Examples of **unexcused absences** are: family vacations, shopping, haircut, baby-sitting, needed at home, too tired/out late, or having an away game. Unexcused absences may affect a student's ability to participate in after-school activities or play on sports teams.

**Planned Absences:** We strongly recommend that families take vacations during those times when school is out. However, if a student has a planned, extended absence each teacher has the discretion to require the missed work to be done ahead of time or after the fact. The students and parents bear the responsibility of approaching the teachers at least two weeks prior to the beginning of the absence to address the required work schedule. There will be no excuses for incomplete assignments except in extenuating circumstances.

### Google Meet Attendance

Google Meet is available for a student who is **required** to remain at home for a communicable disease based on state or county guidelines but is feeling well enough to attend classes in person. In this situation, the parents must inform the school by 7:45 am that a student will be attending remotely and the student must attend all scheduled classes to be counted as present for the day. Students attending remotely under these circumstances will receive an email from each teacher with a google meet link for each class.

### Early Dismissal

If a student needs to leave school early for any reason, parents/guardians must notify the office by phone or email by 8 am. Pick-ups during the school day are made at the main entrance to the school. Pick-up persons may park wherever there's an empty spot and may enter the building to sign out the student. If you have

made the school aware of an early pickup you may pull up to the front entrance and call the office to let the office manager know you have arrived.

### **Late Arrival**

Students arriving late to school must check in with the office before proceeding to class. A student must arrive by 11 am in order to be counted as present.



## **MEDICAL**

### **Reporting Absences**

Please call or email the office by 8 am if your child will be absent.

### **Illness**

If a child is absent due to an illness, guidance for returning to school is based on the current NYS and county guidelines.

A student must be kept out of school if the following symptoms occur:

- A temperature of 100 or above
- Vomiting

The student must be symptom-free for 24 hours before returning to school.

### **Illness at School**

If a child becomes ill during the school day parents will be notified and expected to transport their child home.

A child who has vomited or had a temperature of 100° or higher may not attend school until they are symptom-free for 24 hours.

### **Immunizations**

New York State Public Health Law mandates that, regardless of age or grade, all new pupils show proof of having been immunized against certain diseases before they enter school. The immunizations required are listed in the enrollment packet. If your child is not properly immunized, you must provide us with proof that your child is in the process of receiving and completing the immunizations required.

Notify the office of any immunizations/boosters that your child receives during the school year so that health records can be kept up to date.

Bring proof of your child's immunizations - available from your physician - to the school as soon as possible. It must be signed by a doctor or nurse in that office. We will accept a faxed or e-mailed copy of the form. Our contact information is on the front page of this packet.

Children will not be able to start their first day of school unless proof of immunization paperwork is completely current.

### **Physicals**

New York State requires that prior to entering school all Pre-school, Kindergarten, and grades 2, 4, 7, and 10 children must have a physical examination by their doctor. You can schedule an exam with your health care provider. If no physical is scheduled at the start of the school year, the student may be barred from attending until such time as the requirement is taken care of.

### **Mandated Tests**

**Vision:** All new students and students entering or reentering Pre-K and grades 2, 4, 5, 7, and 10 will have their vision tested at FLCS by the local public school nurse.

**Hearing:** Those students entering or re-entering Pre-K, Kindergarten, and grades 2, 4, 7, and 10 will be given a hearing test.

**Scoliosis:** New York State requires that each child entering or reentering grades 5-9 receive an annual examination of their back, by the public school nurse, to detect the curvature of the spine.

For all tests, parents will be notified if the results are questionable or if treatment is recommended.

### **Lead Screening Test**

According to New York State guidelines, all pre-school children should have a lead screening test done within three months of school enrollment. While not required, all area doctors are aware of this guideline and usually include the test during the pre-school physical. This is a reminder to check with your child's doctor about this important test.

If you have any questions, please call the school office. Any questions we are unable to answer will be referred to the local public school nurse.

### **Medications**

Medical permission forms must be on file in order for FLCS staff to give a student any medication. These forms are included in the enrollment packet and must be filled out each year at parent orientation.

The school stocks a supply of common over-the-counter medicines, including aspirin, Tylenol, Advil, cough drops, Pepto-Bismol, and antibiotic cream.

Prescription medicine needed during the school day must be left in the office to be administered by school personnel. A form specific to that medicine must be on file.

Any medications that enter the building, whether OTC or prescription, must immediately be brought to the office, where they will be stored.

Students are prohibited from having medications of any kind on their person, in their book bags or purses, or in their lockers or desks, including something as seemingly harmless as cough drops. Students are prohibited from giving medication of any kind to another student.

### **Accidents**

All serious injuries or accidents should be reported to the school office immediately. Students will be given first aid for any minor accidents. Parents will be notified when a child is seriously injured and be advised to seek medical treatment by their private physician. In the event that a parent or relative cannot be reached in a

reasonable amount of time, an ambulance will be called, and the child will be transported to the nearest medical facility for treatment.

## **TRANSPORTATION**

### **Bussing**

FLCS can provide parents with a bussing application for their district, but parents are responsible for contacting their own school district and submitting the form by April 1st. A new application must be re-submitted each year.

FLCS receives from most school districts in our immediate area. Districts may not bus students who live more than 15 miles from FLCS. To determine if you might be eligible for bussing, please contact FLCS or your local district.

FLCS does not have “late” buses. One bus from each district generally leaves our building between 2:00 and 2:15. Therefore, bussing students staying for after-school activities or who are serving detention will need alternative transportation home.

If a student who is normally bussed is not being bussed, the parents must inform the FLCS office by 1:00 pm. (Same applies to students switching from being picked up to riding a bus.)

If a student is riding home on a bus that is not their normal means of transportation, they need permission from that bus garage and the FLCS office. Those plans must be made at least a day ahead of time.

### **Parent Pick-up**

Students not riding a bus home must be picked up by an adult no later than 2:15. All adults who will be allowed to pick up students must have a picture ID on file with the school.

Afternoon pickup occurs at the main entrance, after bus pickup is complete, beginning at approximately 2:00 pm. Please wait in the parking lot until all busses have pulled out, then pull up to the main entrance and we will call your child(ren) down. You do not need to leave your vehicle. If you wish to walk up to the main entrance at any time after 1:55 pm and ask for your child to be called, you may do so.

### **Changes to Transportation Home**

The office **MUST** be notified of any change to transportation by 1:00 pm. Changes include, but are not limited to switching from the bus to pick up, pick up to the bus, going home with another student, a change to who will be picking up, etc. Please be respectful of this request as a change on your part may impact which busses need to come to our school and we work to maintain a positive relationship with our districts.

### **Student Drivers**

Students who wish to drive to and from school will be given this privilege at the discretion of the administration and with the permission of their parents. Parents and students may obtain a student-driver permission slip from the Principal. Drivers must obey all rules and procedures determined by the school as well as the state and local authorities. Failure to do so may result in the loss of the privilege.

## **STUDENT CONDUCT AND DISCIPLINE POLICY**

### **Student Conduct and Behavior**

Christians should understand that certain conduct exalts the name of Jesus Christ while other conduct brings reproach upon it. The Bible commands Christians to respectfulness, patience, responsibility, purity, integrity, pure speech, kindness, cooperation, unity, honesty, a joyful heart, humility, encouragement, and, mostly, love. It also speaks clearly of the inappropriateness of disrespect, fighting, complaining, vulgarity, profanity, gambling, hatred, cheating, envy, rivalry, gossip, lying, immorality, offensive slang, and unkindness. For the reputation of the Lord and this ministry, and to promote an atmosphere conducive to learning, students' conduct should reflect Biblical teaching and principles, both in school and in their private lives.

All students in 6th grade or above and their parents are required annually to sign the Student Agreement.

This applies to full or part-time students and those who do not attend FLCS but are participating in any extra-curricular programs.

### **Student Agreement**

As a student or participant in Finger Lakes Christian School, I pledge to...

1. Abide by the standards expressed in the FLCS Student Handbook throughout my enrollment at or involvement with Finger Lakes Christian School.
2. Abstain from alcohol, tobacco of any kind, illegal drugs, and/or sexual activity.
3. Act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty.
4. Refrain from giving the impression to other FLCS students or faculty that I am not in harmony with the goals, aims, and standards of the school.

I understand and agree that I am required to maintain these standards in and out of FLCS, including my activity on social media. If my behavior, in school or out, is not in compliance with these standards, I accept that I will be subject to disciplinary measures, including possible suspension or expulsion.

### **Violence & Bullying**

FLCS has a zero-tolerance policy toward violence and bullying. Any student deliberately causing violence to another student or a staff member, or bullying another student will be disciplined accordingly, up to and including suspension or expulsion.

### **Miscellaneous Conduct Guidelines**

Students are to be orderly when lining up in the hallways.

Running, loud talking, rowdiness, or any inappropriate behavior is prohibited.

Students will be respectful of others' rights and property. Students will not enter another student's desk or lockers, or handle another student's personal property.

Students will show respect for school property. If damage occurs, the student will be held responsible.

Students will, at all times, respect the authority of all teachers and staff.

Gum chewing is not permitted on school grounds.

Social dancing is not sponsored nor allowed at any school-related functions.

No knives or weapons of any kind are allowed on school property.

### **Guidelines for Couples**

Public displays of affection, including holding hands, are prohibited on school grounds, including at school events, both home and away.

### **Detention**

Detention is served from 2:15 pm-2:45 pm when assigned. The reasons for detention are many, but it is usually given by teachers for in-class infractions. In the event that a student is assigned to detention, they will inform their parents that it is to be served the next school day.

### **Dress Code**

As Christians we find guidance and comfort in God's words to Samuel: "Man looks on the outward appearance, but God looks at the heart." (1Samuel 16:7)

Certainly, God sees us as we truly are, uninfluenced by our outward appearance. We should imitate Him and judge people's character by their inner qualities. However, that verse also tells us that people often will judge us by our appearance. For that reason, the Apostle Paul wrote that women should "dress modestly, with decency and propriety" (1Ti 2:9), this teaching also applies, in principle, to men. We don't want to give an appearance, by the manner we dress or behave, of ungodliness or worldliness. Clothing and grooming make a statement. They always send a message, intentional or not.

Our chief concern in our dress and grooming should be to properly represent the person and character of Jesus Christ, who was modest and humble. "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience." (Colossians 3:12)

The Bible gives principles of modesty but doesn't speak in detail about today's clothing choices. It makes perfect sense, then, that opinions as to what is appropriate or not vary widely within the church. The chances

are good that your views will not correspond precisely with the standards listed here. What we can all agree on is that in a school full of teenagers we certainly need a written standard, imperfect though it may be. The particulars are judgment calls, but this is our best attempt at keeping the school environment from becoming a free-for-all.

The interpretation of the terms listed below, including (but not limited to) “feminine,” “too tight,” modest,” drawing “undue attention,” “overtly sexual,” bizarre,” etc., will rest with the staff of FLCS.

The dress code is best described as casual and modest. FLCS does not require uniforms. Jeans, t-shirts, pants, sweats, skirts, and shorts are allowed within the standards set out below.

*A concise summary of the policy is as follows: All clothing, hairstyles, cosmetics, and jewelry must be neat, discreet, modest, and should not draw undue attention to one’s self.*

Violations of the dress code will be dealt with on a case-by-case basis, with the response being more severe for multiple offenses. Possible responses may include:

- Being asked to cover inappropriate clothing with an outer garment or change into other clothes
- Suspension
- Expulsion

General guidelines for both boys and girls:

- All necklines must be modest. Sleeveless is allowed if the straps are at least 1 1/2" wide, the sleeve opening is tight under the arm, and is not a racerback cut top.
- For girls: Skirts and dresses must be at least down to the top of the knee cap when the student is standing straight. Wearing a pair of shorts underneath a shorter skirt does not make it acceptable, the shorts must meet the shorts requirement (see below).
- Shorts may be a few inches above the knee when the student is standing straight. Shorts must fall at or below halfway between a student’s crotch and the top of their knee.
- No skin is to be shown between tops and bottoms at any time.
- Undergarments should not be visible.
- Tight-fitting pants should be paired with a longer top.
- All clothing should be free of holes, rips, and tears, including that which is done purposefully.
- Allowed piercings are limited to ear piercings for girls only and subtle nose piercings. No piercing should draw undue attention to the student.
- No visible tattoos.
- All cosmetics should be used with discretion and in moderation.
- No wild or bizarre hairstyles.
- Hair color should be limited to not more than 2 naturally occurring colors.

## Suspensions and Expulsions

FLCS is willing and equipped to deal with student disciplinary issues, but not to act as a correctional institution for severe or repeated behavioral issues. Children who do not adjust to the school's disciplined academic environment, engage in behavior contrary to the student agreements and the enrollment criteria, or make a habit of criticizing the policies and decisions of staff and administration may be suspended or expelled. If a discipline problem persists a student may be suspended, at the Principal's discretion, for a specified period of time. For more serious or repeated offenses a student may be expelled by the Elder Board at the recommendation of the Principal.

Expelled students may re-apply at the beginning of the next school year, but re-admittance is not a given. It is school policy that the Principal will explain to the staff and student body the reasons for a student's suspension or expulsion. Generally speaking, that would occur when the suspended or expelled student(s) are in the 6th grade or above, and the explanation would be to the 6th-12th graders. Children in lower grades may have to be addressed as well, depending on the circumstances, as determined by the Principal.

The reason for this policy is two-fold:

1. The benefit of the student body as a whole. FLCS clearly presents guidelines for proper behavior and the consequences of not following those guidelines. Students need to see that those consequences are real, for two reasons:
  - a. So they will consider the consequences of their own actions and be saved from them.
  - b. When students see misbehavior and don't see the prescribed consequences they naturally (and correctly) perceive it to be unjust, which can lead to disillusionment with the authorities over them, and create a spirit of bitterness and/or rebellion.

Ecclesiastes 8:11 "When the sentence for a crime is not quickly carried out, the hearts of the people are filled with schemes to do wrong."

2. The protection of the disciplined student. We are a small school and news travels fast. The fact is that often a majority of the students, if not all, know about another student's misbehavior before the teachers and Principal do, though the details may be sketchy and misinformation usually abounds. Speculation can be far more damaging to a person's reputation than the truth. It's necessary for a well-informed adult to put the lid on that speculation by explaining, with only as much detail as necessary, what the actual circumstances are. Otherwise, assumptions that will be made can be far worse than the truth.



## **SCHOOL PROCEDURES**

### **Morning arrival**

The school is open for student arrival beginning at 7:30 am. Students must report to the gym for supervision until the school day begins at 7:45 am.

### **Student Movement**

Except for between periods, students

- must remain in classrooms, the gym, etc. unless given permission by a staff member.
- may not wander the halls during class times, including the lunch period and study halls.
- may not be unsupervised at any time (PreK-5th grades); may not be unsupervised at any time when there are both boys and girls present, including in the gym or outside the building (6th-12th grades).

### **Lunch Procedures**

The teacher or monitor on duty will be responsible for all conduct during the lunch periods.

Students are to remain in their seats until 15 minutes after the beginning of their lunch period.

Students at each table are responsible to clean up their food and trash on and around the table.

After the first 15 minutes of the lunch period, students may use the opposite end of the gym for recess.

Students must remain in the lunchroom until they are dismissed.

Students may go outside if the weather is appropriate and there are lunch monitors available for supervision both inside and outside.

Students can purchase a prepared lunch every Wednesday for \$2.50. A monthly menu is sent home a week or so before the beginning of each month and all payments must be sent in through the office. Pizza is sold on Fridays, with orders and payments due in homeroom on Thursday each week. On all other days, students must bring their own lunches. Hot water and microwaves are available for student use. White can be purchased for \$0.50 per cup.

### **Personal Electronic Devices**

In the event that a cell phone or other device is brought to school, it must be given to the homeroom teacher for storage during the school day. This includes smart wearables that can send and receive communication. Chromebooks or laptops for school use are the exceptions to this as they are needed throughout the day for schoolwork.

### **Communication During the School Day**

All telephone calls and messages to students or teachers will be directed through the school office. No student or teacher will be called out of class except in the case of an emergency. If you wish to contact any of your child's teachers, please leave a message with the school office manager, and the teacher will contact you at his/her convenience. You may also email teachers regarding any concerns that you may have.

Student cell phones are kept in the student's homeroom throughout the day. They are not allowed to be accessed except in extenuating circumstances.

### **Emergency School Closings & Delays**

In the event of severe weather, FLCS may be closed, but because we have students coming in from many school districts with potentially different emergency schedules, we never delay the start of a school day. In other words, FLCS is either closed completely or the doors are open at 7:30. If a large proportion of the student body is arriving late due to delays in their various districts, FLCS may delay the start of classes but, again, our doors will still be open to receive students at 7:30.

If the district you live in, or a district that you drive through, is closed because of the weather your children are not required to come to school. We may have decent weather in Seneca Falls while your driving conditions are terrible.

If your district has a weather-related delay you may observe that delay and your children will not be counted as tardy. For instance, if your district is on a one-hour delay, your children may arrive at FLCS one hour late. The reverse also applies: if you have good weather but the Seneca Falls district (or any other district you may have to drive through) is on a weather-related delay, you may observe that delay.

Children being bussed will not be counted tardy if their bus is delayed for any reason.

FLCS is in the Seneca Falls School District, but we do not necessarily close if they close.

If you're unsure if FLCS is closing, please do not call the school, your child's teacher, or the Principal to find out. School closings are posted as follows, and in this order:

1. Direct contact. A text message will be sent via our Parent Messaging System to the phone number(s) that you register with the school to receive emergency information. This text is usually sent by 6:00 am.
2. TV Stations – Channel 13 in Rochester and Channel 9 in Syracuse.
3. [www.fingerlakeschristianschool.com](http://www.fingerlakeschristianschool.com). Closing announcements will be prominently displayed on the home page.

### **Visitors**

FLCS welcomes student visitors who are considering attending our school. On a limited basis, we also allow students to invite friends to spend a day with them in their classes.

Adult visitors are also welcome, depending on the purpose of the visit. Generally, it involves parents who are looking into the school for their children.

In any case, prior arrangements must be made with the school. To avoid any embarrassment for all parties involved, guests should never show up unannounced.

All visitors must first report to the office and sign in. Visitors are expected to abide by the school dress code and other school policies.

## **HOMESCHOOL STUDENTS ATTENDING FLCS**

FLCS is glad to open its doors to home-schooling families, either for participation in our sports programs or to provide instruction in any of our classes on a per-class basis.

### **Enrollment Criteria**

The primary enrollment criteria are the same as full-time FLCS students: at least one parent living with the student must be a born-again Christian and any student entering 6th grade or above must have also made a profession of faith in Christ. Those criteria apply to participation in both academics and sports.

Parents and students in grades 6-12 must sign and abide by the Parent and Student Agreements and the Parent & Student Handbook, copies of which are available at the school office.

Homeschool children in any grade level K-12 may sign up for classes in gym, art, or music. Children 12 yrs. and up may also elect to take any of our classroom offerings and participate in our interscholastic sports league in soccer, basketball, and volleyball.

NYS law allows enrollment in only one primary or secondary school. Therefore, home-schooled students taking classes at FLCS are still enrolled in their home school and are not, technically, enrolled at FLCS. Therefore, part-time students do not graduate from nor earn a diploma from FLCS.

### **Tuition**

Each student participating on an FLCS sports team will be required to pay a per-sport fee to play.

For academics and specials (gym, art, music) the registration fee and per-class tuition change yearly, so please contact the school for rates.

Tuition payments may be made monthly.

### **Testing**

Students will be tested prior to academic enrollment to determine proper placement. Placement is made according to academic ability, not age.

### **Transportation**

Transportation is the responsibility of the parents. An area will be provided for students waiting for class to begin or be picked up, but even so, students must arrive no more than 15 minutes before their class begins and leave within 15 minutes of the end of class. Students may not "hang out" at the school during non-class times. Students who are unable to arrive in time for class and leave when class is over may be asked to withdraw from the program to minimize the disruption to the rest of the students.

## **ATHLETICS**

### **Interscholastic Athletic Offerings**

FLCS provides opportunities for boys and girls to participate in soccer, basketball, and volleyball. Competition is provided through the Empire State Christian Association League.

### **Homeschool Participation**

Homeschool students are invited to participate on sports teams with FLCS when space is available. Homeschool students taking select classes at FLCS will be eligible to sign up for teams with the FLCS student body. Homeschool students who participate in services here at CCSF will also be able to sign up with the FLCS student body. The Principal and Athletic Director will make final decisions regarding homeschool involvement in the FLCS sports program. Homeschool students must sign the student agreement and submit paperwork for each sport confirming their good standing academically. Additionally, there will be a per-season fee for homeschool students.

### **Athletic Attendance Policy**

- Students may not practice or participate in a game or activity if he/she is absent from school on the day of a game or activity without a legal excuse.
- If a student arrives after first period without a legal excuse the student may not participate in a practice or athletic contest on that day.
- Students may not practice, play, or participate when games or activities are scheduled on non-school days (such as Saturdays or holidays) if he/she was absent or late (as described above) the previous school day without a legal excuse.
- The day following an athletic contest or event all students are expected to arrive at school at the regular time unless he/she has a legal excuse. Participation in practice and/or games will be at the discretion of the principal or athletic director.
- It is the responsibility of students to seek the permission of the coach/principal/athletic director regarding being absent the day of a game/event for extenuating circumstances.
- A legal excuse is considered to be a scheduled medical appointment.
- Athletes are expected to be present at all practice sessions. Failure to attend practice sessions will result in a range of possibilities to be decided upon by the coach.

### **Uniforms**

Athletes are expected to take good care of their uniforms. Uniforms are due back one week after the end of the season. Any ruined or un-returned uniforms will be replaced at the student's expense.

### **Academic Eligibility Policy**

***For the purposes of the athletic eligibility policy student's grades must remain 70 or above, not 65 or above.***

- An academic eligibility period will be 2 weeks. All courses, academic and non-academic will be checked.
- Eligibility will be checked on Friday afternoon, with an email to teachers the prior Monday, reminding them to have the grade book up-to-date. Eligibility check dates will also be posted in QuickSchools.
- After eligibility checks are complete, an email will be sent to the following people advising everyone of the eligibility status of affected students:
  - Parent
  - Coach or Supervisor of Activity
  - Athletic Director (if an athlete)
  - Teachers
  - Principal
  - Student
- The student will not be allowed to participate, as determined by the eligibility level they are on (see below) beginning on the Monday after they are found to be ineligible. This status will be in effect until the next eligibility check takes effect.

#### Signing up to participate:

- When a student signs up to play a sport, their eligibility will be immediately evaluated and they can be placed on probation beginning on the first day of practice if the average in any one course is below 70.
- If a student has an average lower than 70 in more than one course, they will not be allowed to participate in that season.
- This probation can be determined based on an average below 70 in courses in June, for play in the fall.

#### Level 1 -- Probation:

- A student will be considered on academic/athletic probation if they are found to have an average below 70 in any one class at the end of a 2 week eligibility period.
- When on probation a student may participate in practice and may sit on the bench for home games.
- The student may not travel to away games.
- This time is to be used to focus on bringing up their grade to a passing level.
- At the end of the next 2 week period, the student's status will be re-evaluated:
  - If they are passing the course with an average above 70 that was previously below 70, they may return to regular participation.
  - If they have an average lower than 70 in the course, they will move to Level 2.
  - If they have an average lower than 70 in a different course (but above 70 in the first course), they remain at Level 1.

## Level 2 -- Ineligibility:

- A student will be considered ineligible if:
  - They have an average lower than 70 in one course for a second eligibility period.
  - They have an average lower than 70 in two (or more) courses at the end of any eligibility period.
- When ineligible, a student may practice with the team, but may not attend ANY games, home or away.
- This time is to be used to focus on bringing up their average(s) to an above 70 level.
- At the end of the eligibility period (2 weeks), their status will be re-evaluated:
  - They may return to regular participation if their average is above 70 in all courses.
  - If they continue to have an average below 70 in one course (of all courses they are taking), they will remain at Level 2.
  - If they have an average below 70 in two (or more) courses (of all the courses they are taking), they will move to Level 3 and be immediately removed from the team.

## Level 3 -- Separation:

If any of the following criteria are met, the student will immediately be removed from the team, effective the date of the eligibility check.

- Have an average below 70 in the same course for 3 consecutive eligibility periods.
- Have an average below 70 in any two (or more) courses for 2 consecutive eligibility periods.  
(In this situation a student would have moved immediately to Level 2.)

At the point of separation, a letter removing the student from the team will be issued via email to the following people:

- Student
- Parents
- Teachers
- Principal
- Coach
- Church Board