



**Fathers House Christian Center
Handbook**

Updated August 2024

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WELCOME LETTER

Dear Parents and Students,

Welcome to the Father's House Christian Center! It is our sincere joy and great desire that the Kingdom of God be advanced through this ministry. We believe that together, with God's guidance, we can prepare the next generation of students to be equipped for life: spiritually, academically, socially, and physically.

Father's House Christian Center (FHCC) will become a part of your daily life. Please know that we are committed to assisting you in homeschool and Bible-based education. Our hope for you and your family is that FHCC will have a spiritual impact on your child, and will help build a strong pattern of learning. Most importantly, FHCC wishes to honor God in every part of life and learning. We hope your objectives align with FHCC's mission and that you are here to support the center and your children.

This handbook is designed to assist you as you begin your journey with FHCC. We strongly encourage you to familiarize yourself with the contents. Please keep this handbook in an easily accessible place for your reference.

In the meantime, we congratulate you on this journey with your child and encourage you to be active participants in your child's education at FHCC!

Sincerely,
FHCC Administration

1. GOVERNING GUIDELINES AND POLICIES

Purpose Statement: At Father's House Christian Center, we are seeking to provide an education in a Christian environment for the glory of God. The role of FHCC is to assist the parents in their responsibility to raise Godly young people, while satisfying government requirements for education as long as these requirements don't conflict with God's commands.

Mission Statement:

We are dedicated to teaching and empowering every student to have a positive impact in our community by fostering academic excellence, nurturing personal faith in Christ, and developing a strong moral character within a Christian community.

Vision Statement: Father's House Christian Center will provide a Christ-centered education to the students resulting in (1) firm followers of Christ; (2) lifelong learners committed to hard work and excellence; (3) humble servants in the community and beyond.

Reason for Existence:

1. Provide students a learning opportunity, preparation for life, socialization, personal growth, and community development.
2. The Bible delegates the responsibility for raising young people for God's glory. FHCC offers to assist through education. (Proverbs 22:6)
3. FHCC provides an alternative option for parents to fulfill the government requirement that mandates all children attend an educational program.

Academic Goals:

1. To provide a strong foundation that satisfies state requirements and prepares young people to continue their growth in education
2. To develop a practical understanding of mathematics, English, history, science, the Russian language, and etc., and to allow students to see a purpose and understand the potential use of their education.
3. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, and listening.
4. To develop creative critical thinking.
5. To promote high academic standards within the potential of the individual.
6. To motivate students to pursue independent study in areas of personal interest through the use of good study habits.

Spiritual Goals:

1. To encourage an understanding and appreciation for God's creation, and to understand our role in His world.
2. To provide Biblical understanding that will teach Christian beliefs and principles.
3. To provide Christian teachers who will be role models for the students they teach.
4. To provide a space where children feel comfortable to grow in their Christian values with like-minded people.

2. ADMISSION AND WITHDRAWAL PROCEDURES

2.1 GENERAL ADMISSION PROCESS

Father's House Christian Center exists to assist parents as they provide a Christian education for their children. The board of FHCC believes that education is supported by the scripture, therefore FHCC is committed to provide an educational center with Christian values.

In addition, the following policy considerations will be applied when evaluating each family for admission of their child(ren):

- Both parents/guardians must subscribe to the Statement of Faith.
- Parents must value their child's education.
- At least one parent or guardian must be present at seminars, orientations, and parent conferences, as applicable.
- Each student must be in good standing from the previous year attended (i.e., passing marks academically and a good behavior record). A student with a poor academic performance or behavior problems will be evaluated by the administrative office to determine eligibility enrollment.

FHCC wishes to work closely with parents in assisting and guiding their child's education. Therefore, we expect parents to agree to the following statements:

- As a parent/guardian I agree to keep complaints or negative comments away from children and uninvolved parties. These are to be shared ONLY with the teacher, principal, or the person involved, following the example in Matthew 18.
- As a parent/guardian we understand and agree that the standards of FHCC do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of FHCC, or continued disobedience to the established policies of FHCC.
- As a parent/guardian I agree to support FHCC in my prayers.

NON-DISCRIMINATION STATEMENT

FHCC admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to FHCC students. FHCC does not discriminate based on race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic, and other Center-administered programs.

STUDENTS WITH ADDITIONAL LEARNING NEEDS/DISABILITIES

Students with learning disabilities will be evaluated carefully, considering the type and severity of the disability, and the capacity to accommodate that disability. Parents are to report any prescribed treatment program, prescribed medication, student's involvement with the law or juvenile authorities, and relevant psychiatric or psychological counseling information. Failure to report additional information that may hinder education may cause immediate dismissal.

2.2 ENROLLMENT PROCESS

Enrollment Procedure:

1. APPLICATION: Parent/guardian is to fill out the enrollment application. One application is required per child.
2. REVIEW ACADEMIC SCORES: Administration will review academic scores from previous educational institutions and students may be required to take a placement test to ensure they are academically qualified and placed accordingly.

3. **ADMISSION:** Students approved for admission, contingent upon available classroom space, will be notified about their placement. A payment is required within two weeks to secure placement.
4. **BOOKS:** Books and educational materials are to be paid one week before the start of school.
5. **ORIENTATION/OPEN HOUSE:** Enrolled students will be invited to orientation which will introduce your family to FHCC.

2.3 PARENT/GUARDIAN COMMITMENT

Each parent/guardian agrees to accept and promote the following responsibilities:

1. **Christian Lifestyle:** We understand that the standards of FHCC require both parents and students to conduct themselves in a manner that brings glory to God. We will uphold Christian values based on Biblical teachings and practice that in our day to day lives.
2. **Christian Conduct:** We will support FHCC through our prayers and positive demeanor. We agree to keep complaints or negative comments away from children and uninvolved parties. These are to be shared ONLY with the teacher, principal, FHCC Board, or the person involved, following the example in Matthew 18.
3. **Academics:** We will support the high academic standards of FHCC by encouraging and supporting good study habits and by giving our child(ren) the appropriate amount of help to complete homework, memorization, and projects on time.
4. **Attendance:** We agree to support, participate, and attend parent- teacher conferences, FHCC performances, and other mandatory FHCC events that may be scheduled after regular hours. We agree to bring our children to such events when required by FHCC policies.
5. **Discipline:** We agree with the standards of conduct (see section IV below) by FHCC and grant authority to the teacher and administration to take disciplinary action when necessary. We further agree to support FHCC and cooperate by disciplining our child at home.
6. **Finances:** We agree to meet all financial obligations promptly. We understand that our failure as a parent/guardian to comply with FHCC financial policies and obligations will forfeit our child(ren)'s privilege to attend FHCC.
We understand that a withdrawal penalty (\$200 per student) will apply for any withdrawal reasons.
If legal action is required to collect tuition, the undersigned parent(s)/guardian(s) will be responsible to pay attorney/legal fees.
7. **Liability:**
 - We release FHCC staff from all liability while our child(ren) are under FHCC care and responsibility.
 - We understand that we need to have our own medical and accident insurance to cover any accidents at FHCC and FHCC-related events outside of FHCC. We give permission to FHCC, in case of emergency, to obtain medical treatment for our child(ren) in our absence.
 - We take responsibility to pay for damage to the facility or FHCC's property caused by our child(ren).
8. **Placement:** FHCC has full discretion in the placement of our student(s) in the appropriate grade or class.
9. **Service Hours:** Each family is required to complete twenty (20) service hours per year for the first child, and an additional ten (10) hours per child. We agree to pay off the remaining service hour(s) at Washington State's minimum wage, per hour, in case of service hour(s) incompleteness.

LEGAL CUSTODY

1. A single parent, grandparent, or foster parent must provide written documentation of legal custody of the enrolled child; i.e., a court decree or private settlement agreement.
2. If divorced parents share legal custody of a child (evidenced by written documentation provided to the FHCC of the shared custody ruling), then both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required, and emergency action must be taken in the best interest of the child.
3. Written instructions should be included in the legal custody papers regarding which parent is to:
 - be notified in an emergency
 - be notified if the child fails to attend FHCC
 - be notified if there is a discipline problem

- have access to the student's records

Should such instructions not be included in the legal documents, then a signed document by both parents before a notary or in front of the FHCC administration will be required.

2.4 PAYMENTS AND LATE FEES

FHCC offers the following payment plans for yearly tuition:

- Annual: One time payment in full. If paid with check/cash, before the due date a 5% discount is applied to the tuition total.
- 10- Month Plan: Annual tuition is paid in 10 equal monthly payments September-June, charged on the 5th of every month.
- 11- Month Plan: Annual tuition is paid in 11 equal monthly payments September-July, charged on the 5th of every month.

Important information regarding late payments:

- If payment is not received by the 5th of each month, FHCC will charge a \$30.00 late fee.
- If payment is not received within 30 days, the student will be declined admission until the account is caught up.
- If payment is still not received after 60 days, the past due account will be referred to a collection agency.

TUITION:

Prices are subject to change at any time as determined by the Board of Directors

Annual Tuition Cost:

Grades	1st Child	2nd Child	3rd Child	4th Child & Up
K-5th Grades	\$5,500	\$4,950	\$4,400	\$3,850
6th-8th Grades	\$5,775	\$5,225	\$4,675	\$4,125
9th -10th Grades	\$6,600	\$6,600	\$6,600	\$6,600

Payment Plan 10 months (September-June):

Grades	1st Child	2nd Child	3rd Child	4th Child & Up
K-5th Grades	\$550	\$495	\$440	\$385
6th-8th Grades	\$577.50	\$522.50	\$467.50	\$412.50
9th -10th Grades	\$660	\$660	\$660	\$660

Payment Plan 11 months (September-July):

Grades	1st Child	2nd Child	3rd Child	4th Child & Up
K-5th Grades	\$500	\$450	\$400	\$350
6th-8th Grades	\$525	\$475	\$425	\$375
9th -10th Grades	\$600	\$600	\$600	\$600

If a student is enrolled mid-year, tuition is then prorated.

ENROLLMENT CHARGE*

Registration Charge (New Student)	\$150
Registration Charge (Returning Student)	\$100

*Enrollment charge is non-refundable.

PRICING FOR BOOKS BASED ON GRADE LEVEL*

Payment for books is due on the 5th day of August.

Grade	Book Cost
Kindergarten	\$262
1 st Grade	\$562
2 nd Grade	\$536
3 rd Grade	\$557
4 th Grade	\$569
5 th Grade	\$480
6 th Grade	\$489
7 th Grade	\$520
8 th Grade	\$520
9 th – 10 th Grade	\$540

*Prices may vary depending on publishers’ retail prices.

OTHER EXPENSES

Type of Expense	Amount	Additional Information
Withdrawal of Admission	\$200/per student	30-day notice
Late Pick-Up Fee	\$0 \$20 \$40 \$60	3:05PM - 3:25PM 3:25PM - 3:45PM 3:45PM - 4:05PM 4:05PM - 4:25PM
Service Hours	Washington State minimum wage	If hours are incomplete, to be charged in July
Lunch Meal*	Prices to be announced upon launch	Monthly, due on the 1 st school day of each month K-1 st – required to purchase lunch
Field Trips	Assessed at the time of booking	More details from classroom teacher
Late Fee (applicable to any late payments)	\$30.00/per occurrence	NA
Art	\$20.00/per student	Due beginning of the school year
Teacher/Classroom	\$10/per student	Due beginning of the school year
State Testing	\$40/per student	3 rd - 10th grades, due before testing
Graduation Gowns	\$40/per student	Kindergarten & 8th grades

* Lunch meal pricing is subject to change based on current grocery costs.

Prices are subject to change at any time as determined by the Board of Directors

FINANCIAL AID

Father’s House Christian Center believes in supporting students and parents. We are a faith-based organization that believes in helping families ensure access to quality education. If you are experiencing financial hardships, please review the process below to see if you may qualify and how to apply for financial aid at FHCC.

Application Accepted: Year-Round

Amount: Partial/Full - depending on budget availability

Qualification:

- You must prove a financial hardship. This is evaluated by the board.

How to Apply:

- Submit a letter to the FHCC Board of Directors describing your need(s) and what support you are requesting with proper documentation (examples include: DSHS statement, bank statements, employment paystubs, current tax returns, etc.) This can be submitted via Viber to one of the board members.
- Additional documentation or information may be requested if needed by the board.

Once the FHCC board receives your request, they will review to determine eligibility and notify you via email/letter about your request.

2.5 WITHDRAWAL

During the course of an academic year, circumstances may arise that require a family to withdraw their child(ren) from FHCC. FHCC values every student and we send blessings in your direction on your next chapter. FHCC is here for you if your journey brings you back to us.

Procedures for Withdrawal:

- Parent(s) are to fill out a withdrawal form 2 weeks prior to the withdrawal date, and submit it to the office.
- Tuition and other unpaid charges or fines must be paid. FHCC records will be on hold until all accounts are settled, and materials returned. The requesting school should mail or fax the official request for records.

Withdrawal Penalty:

- Withdrawal penalty is \$200/per child due upon withdrawal date.
- If you pre-paid the full year and are withdrawing during the school year, the withdrawal penalty will be deducted and any bank fees or transaction fees will be deducted from the returned amount.

2.6 EXPULSION

If a student is harmful, a threat, or a liability to staff or students, FHCC administration may submit a request to the Board of Directors for a full review. The Board of Directors will review the submitted request, interview the parent(s) if necessary and issue a decision on whether expulsion is appropriate to the student in question.

If a student has been previously expelled, their admission will be reviewed by FHCC before eligibility for enrollment. Additional requirements may be requested before enrollment.

3. FHCC CENTER POLICIES

Holidays: We observe the following federal holidays: New Year's Day, Martin Luther King, Jr., Presidents' Day, Memorial Day, Veteran's Day, Independence Day, Labor Day, Thanksgiving, and Christmas. We do not observe or participate in the following holidays: Halloween and Valentine's Day. Observing a holiday does not automatically mean that classes are canceled for that day. **Please, see the annual Center's calendar for no attendance dates.**

3.1 ATTENDANCE

Regular attendance is essential for students to gain the maximum benefit from their education. FHCC encourages and rewards perfect attendance, with a certificate of perfect attendance and a gift card at the end of the year.

Absence:

If a student stays home for any reason, the parent is required to notify the homeroom teacher or the FHCC office by 9:00 a.m. on the day of the absence and state the reason for the absence in order for it to be excused.

FHCC policy provides excused absences for the following reasons:

- Serious/contagious illness in the family (FHCC may require a doctor's note upon return to FHCC if the student has been absent for 4 or more days.)
- Death in the family
- Inclement weather conditions

A total of twenty (20) days per year are allowed for excused absences.

Absences totalling over twenty (20) days, may result in the student repeating the current grade. Student(s) may be required to take a placement test to continue on into the next grade level.

Health-Related Absences:

Please **do not send your child to FHCC within a 24 hour period** if any of the following conditions are observed: unusual spots or rashes, sore throat or difficulty swallowing, a fever, vomiting or diarrhea, evidence of lice, scabies or other parasitic infestations, redness/itching/discharge from the eye.

Students should not attend FHCC for the number of days indicated if they have:

- Measles — 4 days from onset of rash
- Chicken Pox — 6 days from the last eruption of new vesicles
- Mumps — 9 days from onset or until subsidence of swelling
- German Measles (Rubella) — 4 days from onset of rash
- Respiratory Streptococcal Infections, including Scarlet Fever — not less than seven days from onset if no physician is in attendance or 24 hours from start of medication.

Pre-arranged absences:

Extended absences (two or more days, but no more than seven) must have pre-approval by FHCC administration, at least three (3) days in advance. Generally, students must be in good academic standing with a consistent attendance record before an excused absence will be approved by the FHCC administration.

Students must receive homework prior to their pre-arranged absence and have all work completed upon return to FHCC. In case of non-completion, the teacher will apply the same consequences detailed in “Consequences for an Unapproved Absence”. It is the student's responsibility to approach their teachers for homework assignments.

A prearranged absence form must be shown to teachers by the student, signed by a parent and FHCC administration. Forms are available in the FHCC office. Submission of the pre-arranged absence form does not guarantee automatic approval and is a subject to the decision of FHCC administration.

Submission of the Absence Notes:

Absence notes must be submitted in writing within one week of returning to FHCC, explaining the reason for the absence. If a student leaves FHCC early twice within a nine-week grading period, except for personal illness or a serious emergency, the absences will be marked as unexcused.

In cases of frequent excused absences, such as missing more than four days of classes, FHCC administration may require a written statement from a physician.

Consequences for Absences:

Students who miss more than 15 days during the academic year will receive an incomplete grade, except in cases of major illness or family emergencies. If a student falls behind due to extended illness, they must complete all missed work within two weeks of returning to FHCC.

To ensure the educational process is not disrupted, it is highly recommended to avoid unnecessary absences.

Consequences for Unapproved Absence:

Students who have been truant or suspended from FHCC must make up work for the day(s) of absence(s).

Tardiness:

FHCC tardy policy stresses the importance of promptness.

1. If a student is tardy more than three times, the student will receive a warning by his/her teacher.
2. If tardiness continues, a student will be sent to the FHCC office and parents will be notified via email/phone.

All students are expected to arrive on time each morning and for each class period. Students will be considered tardy unless it is excused by an FHCC staff member.

Early Dismissal:

Should an early dismissal be necessary, a written note must be presented to the FHCC office upon arrival that day. The person picking up the child must come to the FHCC office to sign out the student.

Approved Child Pickup:

Children can only be picked up by a legal parent/guardian, or by an approved person (approved by legal parent/guardian). In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Signed permission must be given before each occurrence.

Late Pickup:

Parents are to pick up children when FHCC classes are dismissed for the day. If an emergency arises or should you be late, we ask that you call and notify the FHCC office. One late pickup is allowed per year.

See page for late pick up pricing

3.2 TUTORING SUPPORT

FHCC is limited in resources to help students who have learning difficulties. Tutoring help in one or more subjects might be available (upon request by parent or teacher) after classes. In general, tutoring is done by FHCC. **Contact FHCC administration about tutors' availability, fee schedule, etc.*

3.3 MEDICAL INSURANCE**Injury and Illness at FHCC:**

In the event a student is too ill to remain at FHCC, parents will be contacted, and the student will be sent home. A student who is injured should immediately notify a staff member. If necessary, the incident will be recorded and communicated to an FHCC administrator. FHCC does not supply aspirin, pain reliever, medication or treatment (*see exceptions under "Medication"*).

Medication:

If a student is taking medication under a doctor's orders, FHCC's Administrator will (if requested by the parent, and signed by a physician), administer provided medication at specified times. FHCC assumes no responsibility for this service. This policy is the same for prescription and non-prescription drugs. All medication must be brought in the original container to the FHCC office by the parent and will be kept in the office.

Medical Insurance:

FHCC families are required to have their own medical and major accident insurance in case of an emergency during FHCC hours at the local facility or sponsored FHCC activities.

The FHCC does not provide medical insurance coverage. This means you are responsible for the medical bills if your student(s) gets hurt at FHCC.

Excuses for Physical Education:

Students who need to be excused from physical education because of illness or injury need to have a note from a physician.

3.4 PERSONAL PROPERTY

Lost and Found:

All personal property should be clearly marked for identification. A “Lost & Found” box will be kept at a designated location. Unclaimed items will be disposed of at the end of each quarter.

Books and Magazines:

Any books or magazines (including certain types of e-book readers) brought to FHCC by a student must be approved by the student's parents, as well as by the teacher. FHCC's office will uphold the policy of checking backpacks in case of any suspicious behavior. Unapproved books or magazines will be confiscated, parents will be notified, and disciplinary action will be taken.

Textbooks

Lost or damaged textbooks will be replaced at parents' expense.

Electronic Devices:

Grades K-5: All electronic devices are not permitted for use during FHCC hours.

Grades 6-10th: FHCC staff will retain the final authority in deciding when and how students may use personal electronic devices during FHCC hours. Students may not use personal devices without the permission of FHCC administration. Phones are collected every morning and returned at the end of day.

Note, FHCC is not responsible for lost/damaged electronic devices.

3.5 FHCC PROPERTY

Care of the property:

Any and all damage done to the FHCC building & property is prohibited.

- Students may not eat food in the classrooms, unless approved by the classroom teacher.
- Chewing gum will not be permitted on FHCC grounds. Disciplinary action may be taken. If there is property damage, parents will be financially responsible in fixing or replacing.

Use of the building:

Students are reminded that the hallways are a place to practice courtesy and orderliness. Rowdiness and roughhousing are not permitted. Students are expected to remain respectful in the building, during all hours.

Surveillance:

FHCC's property is under surveillance 24/7. If any suspicious behavior is observed, FHCC staff will investigate the incident. If a student is involved, the parents will be notified and called to the office. Based on the level of violation, proper discipline will take place.

Telephone Use:

We ask parents, in case of emergency, to call the FHCC Office, rather than the student or teacher, first.

FHCC Visits:

Parents are invited to visit FHCC. For mutual convenience, please make an appointment for your visit and sign in at the office when you arrive. Please remember that this is a Christian Center, so please dress accordingly & respectfully.

3.6 FIELD TRIPS

Field Trip Guidelines:

Field trips are a vital part of FHCC. Before a field trip is taken, a permission slip will be sent home from the FHCC office. Parents will be notified what clothing may be worn on the trip, type of transportation, volunteers/chaperone needed, and a trip overview.

The privilege for a student to participate in a field trip may be revoked due to unfinished work or disciplinary problems.

FHCC Staff have the right to decline any parents wanting to chaperone on the field trip.

Field Trip Student Responsibility:

1. Dress code: Depending on time of year & location of field trip a specific dress code may be implemented.
2. Chaperone: A chaperone will be assigned to each group of students. The chaperone is the group leader and should be respected.
3. Rules: Students are to follow any and all rules.

*Field trip misbehavior may forfeit any and all future field trips

4. DISCIPLINE AND BEHAVIOR GUIDELINES

4.1 STANDARD CODE OF CONDUCT

Classroom Conduct:

Students are to show respect to others: “May I...,” “Please,” “Thank you” - are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr. Smith, Mrs. Jones, Ms. Claire). Boys are encouraged to practice courtesy such as opening doors for girls and adults.

Classrooms & Hallways:

FHCC aims to maintain the classrooms & hallways in a desirable appearance upon entering. Structure and cleanliness is an important aspect of a Christian life and is also conducive to a learning atmosphere. Students’ personal space must remain in an orderly fashion, free of clutter, trash, or pencil/pen marks. FHCC is a shared space for everyone. We encourage students to pick up any visible garbage or clutter to maintain a clean and welcoming environment.

4.2 CENTER ATTIRE/DRESS CODE

Uniform Policy:

FHCC has a uniform dress code for students. Studies show that a dress code results in the following:

1. Uniforms result in stronger discipline and academics.
2. Uniforms help improve a student’s self-image.
3. Uniforms reduce yearly clothing costs.
4. Uniforms eliminate the daily decision of what to wear.
5. Uniforms eliminate competition in dress among social climbers.
6. Uniforms show unity of all students without exclusion.

Functional, attractive, modest, demure, and neat clothing is our standard. Sensual, or distracting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through material, as well as conspicuously dirty, frayed, or torn clothing are not acceptable.

Appearance & Uniform Guideline:

- Girls’ hair must be well groomed, and out of the eyes & face.
- All makeup must look natural.
- Girls’ nails must be in natural colors.
- Boys’ hair: neatly groomed at all times, cut to mid-ear or higher, and not to touch the shirt’s collar.
- Hair color must be natural.

General rules for uniforms:

- Top colors must be solid: Black, White, Dark Green, Light Blue, Dark Blue, and Gray
- Bottoms must be solid: Beige, Dark Blue, and Black

Boys:

- Top/bottom colors must be solid (only approved colors listed above)
- T-shirts must be polo only
- No jeans/sweatpants – only regular or dress pants
- No hats or hoods in the buildings

Girls:

- Top/bottom colors must be solid (no beads, studs, logos, etc.)
- T-shirt must be polo or button down. No lace or ruffles
- Neckline no lower than 4 fingers from the neck. No lace or see-through fabric
- Girls may wear tights or leggings under the jumpers or skirts
- Skirts, dresses, & jumpers must be fingertip length (when arms place on their sides)
- No accessories (lotions, lip gloss, body spray, hats, scarves, etc.)

P.E. Policies and Procedures:

Kindergartners must wear PE clothing all day based on their PE schedule.

The physical education program is committed to providing the necessary fitness activities that help build physical and social skills. Students are required to dress appropriately for PE classes.

Non-suit P.E. Discipline Procedures:

1. Non-suits will not participate in the daily activity but must stay with the class. In case of a repetitive non-suit, students will substitute PE with activities around the gym or FHCC (sweep, laundry, vacuum, etc.).
2. The first non-suit is given grace and does not count against the grade.
3. Each additional non-suit results in a grade deduction. For each non-suit after the first one, the student will receive a mark down for that class. The work done in class will need to be made up to receive a credit.

***Continuous violations will result in a conference with parents.**

Students come to FHCC to learn and study. If students are not in the appropriate clothing, the parent will be notified to bring a change of clothes or pick up the child from FHCC.

4.3 DISCIPLINE

Documentation of Incidents

Discipline issues may be dealt with as “Minor Infractions;” these are handled by the homeroom teacher at the classroom level. Minor Infractions are documented by the homeroom teacher and are tracked throughout the year. Discipline issues may also be handled as “Major Infractions;” these incidents involve FHCC administrative staff, outside of the classroom. Major Infractions are documented and kept in the office as part of the student’s permanent record.

Suspension:

The principal/administration may issue suspensions of up to three days consequently for misconduct. All suspensions result in an unexcused absence for the day(s) missed. Two types of suspensions are issued:

1. **In-Center suspension** - This is spent in FHCC. The student is isolated for the entire day and assigned work by the principal or administrative staff.

2. **Home suspension** - the student is supervised at home by their parent(s). All assigned work is expected to be completed while the child is home.

*A student may not participate in any FHCC-sponsored activities during suspension.

4.4 CHEATING POLICY

Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Cheating is a serious offense. It involves taking information from another source and presenting it as your own. Thus, it involves both the components of stealing and lying. If it is determined that a student has indeed cheated, the following actions will be taken:

1st offense:

- Meeting with a teacher. A teacher may assign an alternate assignment.
- A teacher will contact parents via email/phone explaining specifics of the incident.

2nd offense:

- Meeting with a teacher and a 0% on assignment.
- Student is sent to the office. The office informs parents via email/phone.

3rd offense:

- 0% on assignment and up to 25% off a total grade for the current quarter.
- Student is sent to the office. Parents are called to the office.

The teacher has full authority over cheating consequences in his/her classroom.

*Depending on severity, consequences could lead up to suspension/expulsion.

4.5 SEARCH POLICY

FHCC reserves the right to search a student's personal belongings if FHCC suspects the student has illegal or unauthorized items. Registration of the student in FHCC constitutes parental permission for such searches and further permission won't be requested prior to search. The following items may be searched:

- Automobiles
- Backpacks, purses, pockets, etc.
- Cellphones (In case of bullying/harassment etc.)
- Lockers, desks, etc

4.6 PLAYGROUND POLICY

1. No students are allowed to be on the playground without supervision.
2. Children must use the playground equipment in a proper and safe manner.
3. No tackle football
4. Soccer is allowed only with students one year apart (one grade up or down).
5. Students are required to keep the playground clean and pick up trash after themselves.

4.7 TRANSPORTATION POLICY

Carpooling

FHCC has no official responsibility to organize and/or coordinate carpooling to and from FHCC.

Guidelines for Parking Lot:

Always drive slowly in the parking lot (5 mph) and observe the flow of traffic. When picking up or dropping off your child, please park in a designated parking slot. For your child's safety, please walk your child to and from the building.

FHCC has no liability for any accidents that may occur in the parking lot.

Traffic flow map:

Please enter ONLY through the entrance on 29th street and exit through the exits onto 259th following the arrows



4.8 VIOLENCE PREVENTION POLICY

FHCC is dedicated to providing a safe environment for every student enrolled. To do so, the following standards are in place:

1. Any act of physical aggression against a teacher or any other staff member is cause for immediate suspension or expulsion.
2. Fighting between students on FHCC premises will result in immediate suspension.
3. Any statements made by a student claiming or boasting of a weapon at FHCC or during an FHCC event will be dealt with in the same manner as a "threat" below.

I. Students who possess a weapon (of any kind), capable of causing bodily harm, will be subject to disciplinary action, up to expulsion.

II. Any staff member with knowledge of possession, threat, or use of weapons shall immediately report to the appropriate administration, who shall:

- (a) Submit a report to the police and
- (b) Remove the involved student(s) from FHCC pending full investigation by FHCC and law enforcement.

FHCC does not allow pocket-knives, squirt guns, paintball guns, and look-alike weapons.

4.9 DRUGS/ALCOHOL/TOBACCO POLICY

FHCC has a zero tolerance policy in relation to the student's use or possession of drugs, alcohol, or tobacco products. FHCC reserves the right, according to our "Student Search Policy", to search students if they are suspected of possessing drugs, alcohol, or tobacco products. The office may give a drug test for a suspected student. If a student is found to be in violation of this policy, they will be immediately expelled from FHCC.

4.10 SEXUAL CONDUCT POLICY

FHCC is an educational ministry, with an emphasis on the development of Godly character. FHCC does not tolerate any romantic and or sexual relationship in any shape or form between students on FHCC property and during FHCC events.

5. GRADING AND EVALUATION STANDARDS

Before a student can advance to a higher grade, he/she must pass all five major subjects (English, math, social studies, science, and Bible) or, with proper permission from FHCC administration.

5.1 GRADING

Grading Scale::

Percentage	Letter Grade	Percentage	Letter Grade
95% -100%	A	75% -78%	C
92% -94%	A-	72% -74%	C-
89% -91%	B+	69% -71%	D+
85% -88%	B	65% -68%	D
82% -84%	B-	62% -64%	D-
79% -81%	C+	Below 62%	F

For computing GPA's, the following numerical values are used:

Letter Grade	GPA	Letter Grade	GPA
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Report Cards

Progress reports are issued at the end of each quarter. Appropriate media and communication channels (email, grading software, etc.) may be used to keep parents up to date on the students' progress.

5.2 PARENT-TEACHER CONFERENCES

FHCC requires parents to attend Parent-Teacher conferences that are held twice a year: fall and spring. Students will be evaluated in regard to their academic and behavioral progress at that time. The following Academic Evaluation guidelines will be used as appropriate:

Academic Evaluation:

At FHCC we challenge each student to strive for his/her full potential academically. Every new student who has passed the entrance exam will receive one quarter of a grace period. After the grace period, any student in grades 3-10 who earns a grade point average below 3.00 on a quarterly basis in any of the academic subjects (Bible, Mathematics, Language Arts, History, and Science) will be subject to academic probation the following quarter.

This standing involves the following criteria:

1. A notice is sent home notifying the parents of their child's probationary standing.
2. Administration will meet with such a student and as needed, his/her parents. The student will be subject to one or all of the following correctional actions:
 - Placed on academic probation,
 - Required study schedule signed daily by parent,
 - Increase in study time, decrease in activity time,
 - Private tutor required.
3. The student must recover academically, raising GPA back to 3.00 or above by the end of the quarter. If sufficient change is not made, the administration may make the decision to retain the student or request that the parents withdraw the student. By special permission of the administration, a student who has been assessed to have insufficient academic skill or ability, but maintains high integrity and academic hunger, may be readmitted semester by semester.

5.3 HOMEWORK POLICY

Homework is an integral part of the FHCC program and is required to be completed. Homework is generally assigned for practice of the learned material in classes such as math, science, or grammar, and preparation in classes such as literature and history.

A student may spend more time on homework due to educational gaps or study skills. Parents are encouraged to assist the students with homework.

Each student is required to complete his/her homework assignments and turn them in when due. Failure to complete homework on time could result in the following, with the homework still being required to be turned in the following day:

- Student and parent receive a warning
- The student will lose part of their recess or elective time
- Student will lose points from their daily grade
- Additionally, students who continue to neglect homework will lose the “first and second chances” in this process

(See homeroom teachers for individual classroom homework procedures and enforcement policies.)

5.4 GRADE LEVEL RETENTION POLICY

Grade retaining is a procedure when students are functioning at a level significantly below grade level expectation. The following criteria are used to determine whether a student will be held back:

- Student does not pass English and math in their grade
- Students in grades 1st-10th who earn “F's” in two consecutive quarters for the year may be at risk of retention

Note: after the second quarter, parents will be notified about possible retention for their child. A meeting will be scheduled with the student's work and tests presented to the parents.

It is understood that at the discretion of the administration, a student may be refused re-enrollment for the following academic year. Such refusal is not considered a direct disciplinary act. Refusal to re-enroll is not the equivalent of suspension or expulsion; rather, it may be a decision that is necessary for the best interest of the individual student.

6. PARENT INVOLVEMENT

Volunteer Requirements-

FHCC is dependent upon each family's participation and assistance. Service hours are recorded at the office. Please ask the administration of how you could work out your volunteer hours.

1. The service block per family is 20 hours per child. For each additional child in the family, we require an additional 10 hours added to the service block.
2. Hours that are not fulfilled will be billed at minimum wage/hour.
3. Volunteers working during FHCC hours must wear demure attire.
4. Volunteers will be under direct supervision of Father's House Christian Center Administration.
5. Volunteers are required to sign in at the office.

Complaint Procedures

If you disagree with a situation in the classroom, see your child's teacher first. If the situation is not resolved, then the administration must be contacted. If no resolution is achieved, then contact the FHCC board.

7. EMERGENCY POLICIES

General Emergencies:

Due to the increasing threat of violence targeted at schools, we have formulated a lockdown procedure to minimize the potential harm that could befall FHCC students and staff. In the event that a lockdown should occur, appropriate communication will be sent home the same day to parents explaining the event and reassuring them of their child's safety. Students will remain in their classrooms for parents to come in and escort students to their vehicles.

Evacuation Plan:

In an emergency, it may be necessary to evacuate students from FHCC. In the event the building is deemed dangerous, students will be evacuated to an on-campus or off-campus location depending on severity. Examples of reasons for building evacuation are earthquake, fire, water damage, environmental pollution or natural disaster, etc. In the event of a campus evacuation the location to transport students will be determined by the administration. Parents will be notified by the administration.

Center Closure:

During inclement weather, the administration will determine FHCC closures, late starts, and early dismissals. If it becomes necessary to close FHCC or have a late start, parents will be able to check on the announcements through Viber. You, as parents, can help with the process by keeping the office up to date on any phone number and other personal information changes throughout the year.