

# FREDERICK K.C. PRICE III CHRISTIAN SCHOOLS

**Educating The Whole Child  
Spirit – Soul – Body**

**2023 – 2024  
Student – Parent – Teacher  
Handbook**



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**School code: 051777**

### **Education Board of Directors**

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Harvey Cloyd – Vice President

Delphine Nelson – Corporate Secretary

Darlene Bladon

Madeline Butler

Ellen DeLeston

Don Dennis

Sandra English

### **School Administration**

Mrs. Madeline Butler – Principal/Head of Academics

Ms. Beatty, Mr. Dunn, Ms. Woods – Department Heads

Ms. Darlene Bladon – Preschool Director

Kimberly Rogers - Finance Manager

### **Office Administration**

Ms. Kelly Stamps – Administrative Assistant to the Principal

Ms. Emyln Smith – Office Administrative Assistant



# Frederick K.C. Price III Christian Schools

FOUNDERS:  
Apostle Frederick K.C. Price  
Dr. Betty R. Price  
Angela M. Evans

Dear Parents and Students:

Welcome to Frederick K.C. Price III Christian Schools. It is our desire to provide a quality education in an environment predicated upon Biblical principles for children in the Body of Christ. We believe that our school was established and ordained by God for such a purpose. Our entire staff is committed to attaining the excellence in our students that Christ desires.

This Handbook describes the rules and procedures that are necessary to maintain a wholesome Christian environment for our students. Ongoing enrollment and attendance are not automatic, but contingent upon proper behavior and attitudes. Students, under the supervision of those in authority, are expected to respect the rights of others and abide by the code of conduct established in the Bible and outlined in this Handbook. It is our desire and prayer that each student becomes more Christ-like, and that our attitudes and actions as role models reflect our endeavors to become more like Him.

We request your prayerful support as we look to God for His blessings upon our work for His Kingdom and mankind.

Yours in Christ,

The Founders of Frederick K.C. Price III Christian Schools

Mrs. Angela Evans, Apostle Frederick and Dr. Betty R. Price



*Accredited by Association of Christian Schools International and Western Association of Schools and Colleges*

**FREDERICK K.C. PRICE III CHRISTIAN SCHOOLS**

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## TABLE OF CONTENTS

INTRODUCTION, VISION & PHILOSOPHY.....	5
STATEMENT OF FAITH & MISSION STATEMENT.....	7
ORGANIZATION, STAKEHOLDERS & VALUES.....	8
STATEMENT OF OBJECTIVES.....	8
LEGACY AND HISTORY.....	9
KNIGHT’S CREED, HISTORY OF THE KNIGHTS & CHARACTER OF A KNIGHT.....	9
ALMA MATER.....	10
CAMPUS INFORMATION .....	13
ATTENDANCE POLICY.....	14
STANDARDS OF CONDUCT.....	16
DISCIPLINE PROCEDURES.....	20
ACADEMICS.....	25
DRESS CODE.....	35
OFFICE POLICIES AND PROCEDURES.....	44
GENERAL POLICIES.....	44
CELL PONE POLICY.....	45
HEALTH AND SAFETY POLICIES.....	48
PARENT/SCHOOL RELATIONS.....	49
PARENT INVOLVEMENT AND PARTICIPATION.....	51
EXTRA-CURRICULAR ACTIVITIES.....	52
APPENDIX.....	55
TELECOMMUNICATION/INTERNET POLICY.....	56
INTERNET USER AGREEMENT AND PARENT PERMISSION.....	56
AFTERSCHOOL CLEARANCE AND POLICY/PROCEDURE.....	56
HARASSMENT POLICY.....	57
FKCP III CHRISTIAN SCHOOLS/COLLEGE REQUIREMENT.....	58
POLICIES AND PROCEDURES SIGNATURE AGREEMENT.....	59

## **INTRODUCTION**

The Student-Parent-Teacher Handbook reflects the educational mission, operational policies, and responsibilities of Frederick K.C. Price III Christian Schools (FKCP III Christian Schools). It is our desire that the policies and guidelines in this handbook will help our students mature into self-disciplined and self-governed individuals. Parents, teachers, and students are expected to read thoroughly, all information contained in the Handbook. Suggestions or questions about our school's operation are requested to be written and forwarded to our Main Office or contact us at (323) 565-4199. The policies and procedures contained in this Handbook are subject to revisions or addenda as determined by the school administration. If a change is made, parents will be notified in a timely manner by email, mail, or the school app.

**A student's registration at FKCP III Christian Schools is an expressed agreement on the students' and parents' parts to observe the rules, regulations, and responsibilities listed in this Handbook, which support the philosophy and mission of the school.**

## **VISION OF FOUNDER**

**Mrs. Angela Marie Evans**

Frederick K.C. Price III Christian Schools was established to honor my brother's memory by educating the whole child - spirit, soul and body. The Lord gave me a vision of a Bible-based school, founded on high academic and spiritual standards. This school was established and ordained by God for such a purpose. We will continually strive to provide an educational environment that will enable students to develop and realize their full potential.

## **STATEMENT OF PHILOSOPHY**

Christian education at Frederick K.C. Price III Christian Schools is based upon the authenticity, authority, and reliability of the Bible. The Bible is the complete and final revelation of God concerning all matters of faith, truth, practice, and education. (Genesis 1:26 & 27)

Our educational goal is to provide an academically challenging program, which will allow students to develop into mature and knowledgeable Christians. High quality education is an essential component in developing the full potential of each uniquely created individual. A student's full potential can only be developed through knowledge of Jesus Christ and the Word of God. The study of relevance of Biblical truths are integrated throughout the curriculum. Students are given the opportunity to succeed in an environment which values them as important individuals, whose cognitive, spiritual, social, emotional, and physical needs are met daily. (Psalm 139:14 & II Timothy 3:15)

The foundation of our program is a committed and dedicated school staff who pledges to give their personal best for each student. The heart of our program is the partnership between school and home. We believe the role of the school as well as the church is to provide additional support for parents, as they are the foundation for their student's development. It is this unique partnership between home and school that will richly enhance the development of each student's full potential to be all that God has called him/her to be. (Colossians 3:23 & Matthew 18:19)

Upon completion of our educational program, our students will be academically prepared to pursue higher educational endeavors in order to become tomorrow's leaders. (Luke 2:52)

## **BUILDING A STRONG SCHOOL CULTURE**

Building and maintaining a positive school culture have shown to have a significant impact with student academic performance and teacher performance. A positive culture begins with valuing everyone's journey within the Price culture. Everyone, all students, and staff, begin the school year with a clear portfolio. It is imperative not to brand returning students and staff with previous behavior that do not fit a positive culture. Our Statement of Philosophy must become part of what is taught to our students and modeled by all staff. Everyone in the Price environment needs to flourish and that comes from protecting our culture and valuing everyone's place in the culture.

Let us avoid negative messaging to each other and to our students. It is expected that our faculty and staff will be on board with the vision of the school and the direction of the school administration. Teachers are not to engage in passing on negative information to other staff members and parents. Concerns and problems must be directed to the Department Heads and the Principal and not discussed with other staff members and parents. Let us pride ourselves by being a part of the solution and not the problem. (Ephesians 4:29)

## **Price Schools** **A Values-Based Educational Institution** **We Educate & Nurture the Whole Student** **Spirit, Soul, & Body**

### **We Live & Champion Our Core Values**

#### **Respect**

- We treat others with consideration and regard, according to our moral compass.

#### **Integrity**

- We give and keep our word with honor.

#### **Excellence**

- We are dedicated to maintaining and building on a first-class quality education.

#### **Resilience**

- We foster flexibility, strength, and tenacity; we bend yet do not break.

#### **Care**

- We treat others with loving kindness.

#### **Courage**

- We cultivate and demonstrate moral strength and fortitude.
- We fearlessly speak up without hesitation on matters of importance.

#### **Faith**

- We champion our belief in the Word of God.
- We live and model a lifestyle reflective of our Lord and Savior Jesus Christ.

#### **Health**

- We safeguard and support the total welfare of our school family.

#### **Service**

- We practice servant leadership by example.
- We strive to provide humble service above and beyond.

#### **Commitment**

We are relentlessly dedicated and devoted to bringing our values to life every moment of every day.

## **STATEMENT OF FAITH:**

### ***What we believe and teach...***

- In the triune God: The Father, the Son, and the Holy Spirit.
- Jesus Christ is true God and true man.
- The Holy Spirit is a divine person
- All scripture is given by inspiration of God.
- All have sinned and come short of the glory of God and are in need of salvation.
- Salvation has been provided through Jesus Christ for all men.
- It is the will of God that every believer is filled with the Holy Spirit.
- Healing is provided in the redemptive work of Christ and is available to every believer.
- The Church consists of all those who have received Jesus Christ as their personal Savior.
- There shall be a bodily resurrection of the just and of the unjust.
- In the personal, visible, imminent return of Jesus Christ.
- In water baptism and observance of the Lord's Supper.

## **STATEMENT OF BELIEF:**

"We believe the Holy Bible to be the inspired and only infallible and authoritative Word of God. We believe that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. We believe in the sanctity of the Word of God and believe that marriage is between a male and a female as God created male and female in His image, He then blessed them and said, "Be fruitful and multiply." Genesis 1:28. We believe the grace of God is sufficient to overcome the practice of homosexuality and other acts that alter the natural use of one's body in contravention of Scripture, including the act of identifying oneself as a gender other than one's natural born gender (1 Corinthians 6:9-11). We affirm the biblical position that such acts are sinful and subject to the wrath of God. We deplore any action or statement that would seem to imply compatibility between Christian morality and the practice of homosexuality or transgender identity, and we do not condone such acts. We urge clear teaching concerning Bible standards of marriage and sexual morality (Genesis 2:18-24; 1 Corinthians 7:2; Romans 1:26-27; 1 Corinthians 6:9-11, 13-16; 1 Timothy 1:8-10; Matthew 5:27-28)."

## **OUR MISSION**

The mission of Frederick K.C. Price III Christian Schools is to provide high academic learning in a disciplined, well-organized, safe, Christian environment. We provide a biblically based college preparatory curriculum with personalized attention for all students. We also provide a strong athletic and an enhanced extra-curricular program which promotes high social standards. We accomplish this mission by:

- Providing exemplary preschool, elementary, middle and high school programs in a safe Christian environment.
- Serving a diverse community encompassing all socioeconomic levels and races.
- Expanding Frederick K.C. Price III Christian Schools' current leadership position by serving the responding population.
- Achieving this mission through the power of the Holy Spirit and a premier-managed organization, competent, effective and satisfied personnel, who are valued, protected and rewarded.

## **OUR ORGANIZATION**

Frederick K.C. Price III Christian Schools (Preschool, Elementary, Middle School, and High School) is a nonprofit organization.

## **OUR STAKEHOLDERS**

1. The Students
2. The Staff
  - a. Administrators who provide leadership, program development, and service coordination
  - b. Teachers who provide classroom instruction and student supervision
  - c. Support personnel who provide assistance and program services
3. The Parents
  - a. Where parents (who are the primary teachers of children) participate in the learning process by reinforcing the individualized educational goals for their children.
4. The School Board
  - a. A group of caring individuals who always puts the best interest of the students first when making decisions about the school.
5. The Supporters
  - a. Crenshaw Christian Center
  - b. Volunteers: those who donate their time and talents to provide remedial instruction, enrichment activities, special programs, and support services
  - c. Contributors
    - Financial: those who give financially to underwrite the costs of educating the children
    - Material: those who give material goods to facilitate the mission of FKCP III Christian Schools

## **STATEMENT OF SCHOOL OBJECTIVES**

- 1. For the spiritual and moral growth of the students, the school seeks through its Bible curriculum:**
  - 1.1. To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
  - 1.2. To teach the basic principles of the Bible.
  - 1.3. To teach the student to make proper decisions based on the Word of God.
  - 1.4. To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
  - 1.5. To help the student develop for himself a Christian world view by integrating life and studies with the Bible.
- 2. For the student's personal and social development, the school endeavors to support the parent/home:**
  - 2.1. By helping the student develop his/her personality based on a proper understanding and acceptance of himself/herself as a unique individual created in the image of God. We endeavor to ensure the fullest possible development of his/her capabilities.
  - 2.2. By teaching the student to treat everyone with love and respect since all are made in God's image.
  - 2.3. By helping to make the student a contributing member of society, realizing the importance of serving others.



- 2.4. By promoting an understanding of time as a God-given commodity and the individual responsibility for the use of time.
- 2.5. By showing a realistic, Biblical view of life and work, and to provide skills for personal relationships and future endeavors.
- 2.6. By helping the student to develop both good and proper attitudes toward marriage and family and also to understand the need to establish God-honoring homes.
- 2.7. By promoting physical fitness, good health habits, and wise use of the body as the temple of God.
- 2.8. In every phase of the student's development, especially as it relates to the school's program.
- 2.9. By teaching the student to understand the school's purpose and program.
- 2.10 By keeping up with the changing culture and its effects on the home and the implication for their children.
- 2.11 By encouraging regular attendance and involvement in the local church.

### **3. Academically, the school endeavors:**

- 3.1. To promote high academic standards within the potential of each individual as uniquely created by God and to help the students realize their full academic potential.
- 3.2. 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, listening, mathematics, and science.
- 3.3. To teach and encourage the use of good study habits.
- 3.4. To teach the student how to independently research and reason logically.
- 3.5. To stimulate the student to pursue independent study in areas of personal interest.
- 3.6. To develop creative and critical thinking and the use of proper criteria for evaluation.
- 3.7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity and acceptance of authority.
- 3.8. To discuss current affairs in all fields and relate them to God's plan for man.
- 3.9. To produce an understanding and appreciation for God's world, an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.

### **OUR LEGACY and HISTORY**

Mrs. Angela Evans, Apostle Frederick Price and Dr. Betty Price founded FKCP III Christian Schools, grades preschool through 12<sup>th</sup> grade. The Founders followed the leading of the Holy Spirit to establish a school that provides an academically strong Christian education to the members of Crenshaw Christian Center and surrounding communities. In September 1986, the school opened its doors, and in September of 1993, it was dedicated in memory of the first-born son of Apostle Price and Dr. Betty Price. Although their son went to be with the Lord at an early age, many children have received, while others will continue to receive, a qualitative education established on the principles of the Word of God in his memory. We will achieve this mission through the power of the Holy Spirit under the guidance of a premier-managed organization with competent, effective, and satisfied personnel.

### **KNIGHTS 'CREED**

I have been chosen by God to walk in His divine destiny. His purpose for my life is fulfilled, as I seek and follow His plan, His course, and His truth. Because I am led by the Holy Spirit, my success in life is inevitable. I impact my generation for the Glory of God because greater is He that is in me, than he that is in the world. The Greater One causes me to prosper in every area of my life. I have an inheritance- all God has is mine and has been given to me in Christ Jesus. Therefore, I abide in Jesus and He abides in me, for without Him I can do nothing. I stand for the cause of Christ with courage and with boldness, I trust Him with all my heart, and will not go on my own way. God's

way is the only way to know my destiny and my purpose. Lord, as I am surrendered to you, I am counting on You to direct me in the way that I should go. I do not walk in fear, because I have Your power and Your love. I make a quality decision to obey Your voice and do Your will, which are where my destiny is revealed, and my purpose fulfilled.

***Creed of Destiny- Scripture References:*** Ephesians 1:3-5, Proverbs 3:5-6, Romans 1:16, John 15:1-5, Psalm 32:8, and I Timothy 1:7.

***Motto***

“And Jesus increased in wisdom and stature, and in favor with God and man.” (Luke 2:52)

***Colors***

Royal Blue, Kelly Green, and White

***Mascot***

Knight

**HISTORY OF THE KNIGHTS**

Knights of old were chosen as prized fighters for the Royal Kingdom. Each piece of a knight's armor is a symbolic representation of the spiritual armor of the Christian. It is the skillful use of the Christian's armor that allows the mature Christian to fight the good fight of faith.

**CHARACTER OF A KNIGHT**

**Knowledgeable**

- Applying God's Word to life situations in order to become academic scholars.

**Noble**

- Having or showing caring qualities of high moral character such as honesty, honor, and courage of conviction.

**Integrity**

- Adhering to a moral code of conduct in which the Bible is the final authority.

**Grateful giver**

- Appreciating and being content in one's current state in order to be a blessing to others.

**Humanitarian**

- Being compassionate about the well- being of others.

**Thinker**

- Applying creative and critical thinking processes to solve problems.

**Self-motivated and self-disciplined**

- Advancing in one's personal life through consistent and persistent determination.

**ALMA MATER**

From day to day we live, our colors blue and white; We walk along life's path, by God's shining light; We are strong in His Word and by the power of His might; May we stand strong together, forever as the Knights!

## **ADMISSIONS and ENROLLMENT**

### **Non-discrimination Policy**

Frederick K.C. Price III Christian Schools does not discriminate based on race, gender, skin color, disability, nationality, or ethnic origin for purpose of admission, educational services, or disciplinary practices.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to FKCP III Christian Schools in meeting the student's needs.

As a college preparatory institution, FKCP III Christian Schools has been educating leaders since 1986. Our campus community, in conjunction with a college preparatory curriculum, is rich with Christian character-building experiences. FKCP III Christian Schools has a commendable record of 100% High School Graduation and 100 % Four Year College Acceptance.

### **CONTINUING STUDENT ENROLLMENT**

Continuing students must re-enroll for admission each school year. Admission and enrollment are not automatic. All qualified students will be admitted on a first-come basis regardless of skin color, nationality, or ethnic origin. **Students will not be allowed to begin school until all records, forms and initial payment requirements and any delinquent fees are fulfilled.**

### **Early Contract Termination/Withdrawal Policy**

If a student withdraws from Frederick K.C. Price III Christian after **July 1, 2023**, the parent/guardian may be responsible for payment of all tuition, fees, and penalties. The following resolutions are permissible: medical issue; relocation; financial hardship; and/or mutual resolution between parent & staff.

All withdrawal notifications **MUST** be submitted in writing or on the Notification of Student Withdrawal/Check-Out form to the Business Office. A \$50.00 "withdrawal fee" will be assessed at the time of withdrawal.

All books and property of FKCP must be returned at the time of withdrawal or a hold will be placed on the account.

### **Book Rental Policy**

All textbooks and library books used by FKCP students must be returned in the condition they were issued. If a book is lost or damaged beyond repair, the parent/guardian is responsible for replacing it at its full market value. Failure to do so may result in student services being suspended.

## **CAMPUS INFORMATION**

### **School Campus**

FKCP III Christian Schools utilizes designated areas on the campus of Crenshaw Christian Center. The Faithdome is off limits to students except for staff supervised events/activities. The school buildings consist of the Main School Building, Alpha Center (west end bottom and top floor), Science Lab, EDC Building,

gated-playground area, Youth Activity Center (YAC), Pre-school Building, and the CCC Cafeteria. Price students and staff are expected to help maintain the cleanliness of the grounds.

**FKCP III Christian Schools operates under a “CLOSED CAMPUS”** policy. All campus and classroom visitors, volunteers and alumni must sign-in in the school’s Main Office and receive a visitor’s badge that must be worn while on campus and returned to the Main Office when signing out. No visitor may enter a classroom without first checking into the Main Office. Visitors with pre-set appointments, **MUST** first check in at the Security Desk across from the Business Office in the Alpha Center.

All classroom visitors must be scheduled in advance with the classroom teacher and approved by administration (please refer to page 22 regarding classroom observations); however, unscheduled visits by parents/guardians are sometimes permitted on a per case basis. Students from other schools are not permitted to visit the campus, excluding visiting for specific events/activities.

Because FKCP III Christian Schools is a Closed Campus, students are not permitted to leave the grounds prior to the daily dismissal time without permission from Administration. This includes lunch and break times and in the morning before school begins. Parents, for the safety of your children, students who are a part of after-school sports, clubs, programs, or rehearsals, are not permitted to leave campus to purchase food, or visit friends and then return, unless accompanied by his/her parent/guardian. Students will receive consequences of detention, suspension, or expulsion based on the severity of the infraction. This act of defiance is very dangerous and the school is acting in the best interest of the students and will not be held responsible for actions of the student(s) once this policy is broken.

### **School Hours**

**School begins at 8:00 a.m., Monday through Friday for grades K-12<sup>th</sup>.** There is no supervision available on the blacktop for students between 7:30 a.m. – 7:40 a.m. 6<sup>th</sup> - 8<sup>th</sup> teachers will be ready to receive students in their classrooms at 7:50 a.m. K-5<sup>th</sup> grade teachers will be on the blacktop at 7:45 a.m. to escort students who are dropped off at that time to their classrooms. Students or parents are not permitted to enter any classroom without the permission of the teacher. If any parent needs early morning childcare for his/her child in grades K-5<sup>th</sup>, please contact the Business Office for registration information. Students are not permitted to be on campus prior to 7:30 a.m. (unless registered in morning childcare) and after 3:15 p.m. (unless involved in a supervised school activity or in the Motivational Institute After-School Program). **Loitering fee of \$50.00 will be billed to those parents whose children are on campus unsupervised before 7:30 a.m. and after 3:15 p.m.**

**After-School Supervision** is only provided for students who participate in a specific school-sponsored activity (athletics, clubs, Motivational Institute). **Only students who are in a supervised school related program that takes place in the Youth Activity Center are permitted admittance to the YAC after school. Students must be picked up within 15 minutes of school dismissal or pay the daily loitering fee of \$50.00. Students who are not enrolled in an FKCP approved on-campus After-School Program and not picked up within the 15-minute window, will be sent to the Business Office and will be written up for the \$50.00 fee. Any fee not paid within 5 business days will result in all student services suspended until the fee is paid. Students waiting to be picked up by 3:15 p.m. must wait in front of the Main School Building and NOT in front of the Youth Activity Center or the Cafeteria.**

### **School Calendar**

The school calendar is available on the school’s website: [www.priceschool.org](http://www.priceschool.org). **It is the parents' responsibility to be aware of all holidays, activities, due dates, conferences, and final exam dates so that vacations and necessary appointments may be planned with the exclusion of those dates.** Based on the needs of FKCP School or CCC Ministry, **the calendar is subject to change**, and parents will receive advance notice as soon as possible.

### **Campus Visits/School Tours**

Campus visits and school tours are available for prospective parents, applicants, and other interested parties by appointment only. To schedule a tour, please contact the school's Development Coordinator at (323) 789-3885.

### **PARENT/GUARDIAN CLASSROOM OBSERVATIONS AND VISITS:**

Parents/guardians of students are welcome to visit their child's classroom; however, some visits may be denied depending on previously scheduled events. Younger siblings and friends are not permitted to observe during the day. Upon arrival and before visiting the classroom, parents/guardians must report to the Main Office, sign-in and pick up a visitor's badge that must be worn at all times while on campus and returned to the Main Office when signing out. Once a visitor's badge has been issued, the parent/guardian may observe the student's class(es) for a maximum of 20 minutes each class; please read the next section for specific policies regarding classroom observations.

### **Classroom Observations**

Parent(s) or guardian(s) are invited to schedule classroom observations; **this is limited to two twenty (20) minute observations per quarter per class.** Parents/guardians are required to sit in a designated location and are not allowed to disturb class instruction, go through the teacher's desk or belongings, student desks or belongings or classroom shelves and cabinets. Additional observations and/or observations of greater length must be requested and submitted in writing and approved by administration. Observations may include watching from outside the classroom, however, parents/guardians must still sign-in and pick-up a visitor's badge.

### **Tardy Arrival: All students (K-12)**

**Punctual attendance is critical for all students. Student success and achievement are reliant upon regular and punctual school attendance.** Students who arrive after class begins at 8:00 a.m. must first report to the Main Office for a pass in order to enter class. A student is considered tardy upon arriving after the designated start time. **Each classroom door is locked within 5 minutes after class begins; each tardy student must have a late pass to enter class. For K-5 students who are tardy, parents must escort students to the Main Office, get the pass, then, escort the student to class. Please do not send your student into the building alone if he/she is tardy.**

### **Tardiness Policy**

Students are expected to be in their seats and ready to learn at the beginning of class. Students arriving late are disruptive to teaching and learning. A student is tardy if he/she arrives 5-30 minutes after class begins. Any unexcused tardy over 30 minutes is counted as an unexcused absence from that period.

#### **Reasons for Excused Tardiness**

- Medical, dental, or optometric appointment with physician's note
- Personal illness
- Required court appearance
- Other reasons that are within the discretion of the school administrator and, based on the factors of the pupil's circumstances, are deemed to constitute a valid excuse

### **Consequences for Unexcused Tardiness for students in Grades 6<sup>th</sup> – 12<sup>th</sup>.**

- 1<sup>st</sup> Tardy No consequence
- 2<sup>nd</sup> Tardy Verbal Warning: Parent notified via email
- 3<sup>rd</sup> Tardy Parent notified via email
- 4<sup>th</sup> Tardy After-school Detention (3:05 p.m.-3:35 p.m.)
- 5<sup>th</sup> Tardy Saturday Detention: 9:00 a.m. – 12:00 p.m. and a \$35.00 fee. The fee must be paid in the Business Office no later than 4:00 p.m. on the Friday before the scheduled Detention.
- 6<sup>th</sup> Tardy Parent Conference with Department Head – **Student placed on Probationary Contract for Attendance which may lead to Suspension and possible Expulsion.**
- 7<sup>th</sup> Tardy 1-day School Suspension – Parent Conference with Principal upon return. **Student Placed on Final Contract**
- 8<sup>th</sup> Tardy Possible Expulsion

### **Consequences for unexcused tardiness for students in Grades K-5.**

- 1<sup>st</sup> Tardy No Consequence
- 2<sup>nd</sup> Tardy Email to parent – notes in Gradelink
- 3<sup>rd</sup> Tardy Phone Call to Parent – notes in Gradelink
- 4<sup>th</sup> Tardy Policy Violation sent home to parent to be returned the next day with signature
- 5<sup>th</sup> Tardy Parent Conference with Teacher
- 6<sup>th</sup> Tardy Parent Conference with Department Head
- 7<sup>th</sup> Tardy Parent Conference with Principal

A student's academic grade may be adversely affected by the student being consistently late to class. Also, continuing students with excessive Tardiness, Absenteeism, and Disciplinary Violations may be denied admission for the next school year.

### **Truancy**

Truancy is defined as ditching which is intentionally missing class. Truancy is a tardy arrival of 30 minutes or more to class without an excuse or an "unexcused absence" from school (either for a whole day or any part of the day) without the knowledge and consent of the parents or the proper school authority. Truancy is a serious offense that will result in a phone call to the parent/guardian along with Saturday Detention or suspension. Any student who leaves campus early without parental or school permission, will be marked **unexcused and truant** and will be suspended the next school day. **When a student has been "truant," the student will not be allowed to make up missed class work.**

### **Attendance Policy for grades 6-12 per quarter/semester.**

FKCP III Christian Schools believe that regular attendance and **arriving to each class on time** are essential to the success of a student's school experience. **Parents are responsible for the punctual and regular attendance of their children and are required to monitor attendance daily on Grade Link.** All students in grades K – 12th are expected to be in class and on time daily. Students in grades 6<sup>th</sup> - 12th with excessive unexcused absences will be subject to the following disciplinary action for each class per quarter/semester. If the absences are for medical reasons, with a doctor's excuse, then an adjustment will be made on the attendance policy.

- 3 Absences      *Parent notified via email*
- 4 Absences      *Parent – Student – Teacher Conference*
- 5 Absences      *5% Grade Reduction*
- *Parent–Student–Department Head Conference: Student on Academic Probation*
- 6 Absences      *10% Grade Reduction*
- 7 Absences      *15% Grade Reduction*
- *Referral to Principal*
- 8 Absences      *20% Grade Reduction*
- 9 or more      *No Credit for Class [ High School Students]*  
                         *Class Must Be Repeated for Grade Recovery & Graduation!*

Students who are absent for 1 or more days, or any part of a day, must be re-admitted to school before attending class. All students (K-12th) upon returning to school must report directly to the Main Office for a re-admit slip, which must be taken to each class missed for the teacher's signature.

- **K-5th** must go to the Main Office with a parent and a signed note for a re-admit slip
- **6<sup>th</sup> - 12<sup>th</sup>** students must have a written note signed and dated by the parent/guardian including reason for absence and a parent phone number. Student must submit the written note with signature to the Main Office from parent to obtain a re-admit slip and have it signed by each teacher upon entering class. **The teacher of the last signature required must submit the completed form to the Main Office.**
- Any absence without a note is automatically **unexcused** and the student has one (1) day to provide documentation to excuse the absence. Parent will also be notified of the unexcused absence by an email or phone call from the Main Office.

**High School students are on the quarter system and may not miss more than 4 days each quarter regardless if the absence is excused or unexcused (special circumstances may arise and will be handled on a case-by-case basis with prior approval by administration only). After 4 absences, a student's grade will be affected including the possibility of not earning a course grade and credit. Students must be in class receiving instruction along with submitting required assignments on-time and on a consistent basis in order to receive a passing grade and class credit. Excessive excused absences will be reviewed for consequences by Administration.**

**Absences are excused for the following reasons:**

- ☐ Student illness (physician's note required for absences of 3 days or longer)
- ☐ Death in the family
- ☐ Medical appointments (proof required)
- ☐ School exclusion due to immunization (case by case basis)
- ☐ Quarantine directed by a county or city health officer
- ☐ Court Appointment with written proof
- ☐ School-related activities
- ☐ **All other reasons are unexcused under the State of California Education Code**

**Make-up Work for Un-excused Absences and Tardiness**

Attendance is essential for student success. When students are chronically late or absent, their grades are negatively affected. **School-wide, make-up work may not be accepted for any unexcused absence or tardiness.**

**For CIF competitions, a student is not permitted to participate on the day that he/she has been absent for more than half of the school day. All coaches involved will be made aware of any player absent from school on game days.**

**Extended Absence (three or more days)**

The parent or guardian of a student who will be absent for more than two days, must notify the Main Office at least 48 hours in advance, so that arrangements may be made for student to receive his/her homework assignments. **A licensed physician's written release must be provided for any absence of three or more consecutive school days when it is due to illness or injury.**

**Make-up Work for Excused Absences and Tardiness**

Upon returning from an **excused absence**, the **secondary student or elementary parent is responsible for conferring with the teacher** to retrieve missed assignments. **Vacation is not an excused absence.** **Please schedule vacation during school breaks.** All assignments must be submitted at the designated date and time outlined by the teacher. The following conditions apply to make-up work resulting from an excused absence:

- If homework was assigned prior to the absence, the student is responsible for the homework being submitted **one day after returning to class for full credit.**
- If a test was administered during the absence, the student is allowed **one additional day upon returning to class in order to receive full credit.**
- Extensions may be granted to students based on parent/guardian request to teacher.
- For missed work, a submittal period of one (1) day is allowed for each excused day of absence.
- The make-up period may not exceed one week (special circumstances may arise and will be handled on a case-by-case basis).

It may be necessary for missed work, including tests, to be made up after school. A student who has given advanced notice for an absence may choose to take a test (only if a test is already available) or turn in homework before the absence. **An unexcused absence for a Final Exam will result in a grade reduction of 20% the first missed day, and 15% for each day thereafter.**

**Early Sign-out Procedures**

The parent must contact the Main Office regarding his/her request for a student to leave campus prior to the end of the school day. Please give the school adequate advance notice to reduce your waiting time. Any student who leaves campus early without checking out from the Main Office will be marked **unexcused and truant** and will be suspended the next school day. Notes from home requesting that a student be dismissed at a particular time **will not be** accepted without a contact number for verification. Students will only be released to their parents, legal guardians or authorized designees.

**STANDARDS OF CONDUCT**

**Christian Lifestyle**

"Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe."

1 Timothy 4:12

Attending Frederick K.C. Price III Christian Schools is a privilege granted to those who demonstrate a spirit of harmony with the Christian philosophy and goals of the school. By applying for admission, the student indicates the desire to become a sincere, cooperative member of the FKCP III Christian Schools student body. Admission to FKCP III Christian Schools is dependent on whether the student and the student's family are in agreement with and will abide by the school's mission, statement of faith, and all



rules and policies of FKCP III Christian Schools, as listed in the Handbook. Also, students will not automatically be allowed readmission each year if they have exhibited behavior, in the prior year, that is violates the school's standards.

**The goal of FKCP III Christian Schools is to devote the optimum amount of time to developing students for successful outcomes. That goal is achieved in part based on a partnership between school personnel and a student's parent or guardian. Therefore, parents or guardians whose behavior, attitude, or tone with our staff is contrary to a spirit of cooperation, teamwork, and follow through will be deemed to have breached their agreement and may subject their child to be expelled from FKCP III Christian Schools.**

### **Parent and Student Conduct Clause**

FKCP III Christian Schools work in partnership with the home to mold students to exemplify Christ. Parents/guardians, students, and the school must desire to work together toward spiritual and academic maturity. FKCP III Christian Schools reserve the right to refuse admission to an applicant or to discontinue enrollment of a student if the conduct of the student or parent/guardian within a home is in opposition with the Biblical lifestyle that the school teaches.

### **Application of School Standards**

We expect parental support in the application of school standards of conduct. This expectation is crucial to the development of a healthy and thriving school community. By enrolling his/her child into FKCP III Christian Schools, each parent agrees to submit to the school's standards of conduct and its authority to discipline the student. This authority may, of a necessity, include off-campus student behavior when said behavior impacts the school day or is in conflict with the school standards.

### **With Respect to Sexual Conduct**

FKCP III Christian Schools is an educational environment. Students are expected to carry themselves in a Christ-like manner at all times. Therefore, students must maintain a certain standard of sexual integrity. **This includes school-related activities on and off campus.** All types of sexual activity are prohibited and are subject to discipline. Communication of one's sexuality that is deemed a distraction to the educational environment is also subject to discipline. Violation of this policy will incur disciplinary action including immediate expulsion. FKCP III Christian Schools operates under a "No Public Display of Affection (PDA)" policy, which includes but is not limited to the following:

#### **Appropriate Interaction**

- Handshake
- Carrying Books
- Lunch with student
- Studying with student
- Acts of Kindness
- Extended arm embrace [3 seconds]

#### **Inappropriate Interaction**

- Hugging > 3 seconds
- Intertwined bodies
- Kissing
- Use of language about sex
- Fondling/Groping
- Bumping/Grinding on another student's body
- Sexual/Oral Intercourse

### **Reporting Harassment**

1. Any student who feels he or she has been harassed should provide a complaint to the school administrator as soon as possible after the incident.
2. Complaints should include details of the incident, date, location, name of the individual(s) involved, and names of all witnesses.
3. The school administrator will undertake a full investigation into the allegations, and provide a written report to CCC Executive Officer or designee.

4. The Executive Officer or designee will review the allegations and discuss the matter with the Administrator.
5. If it is determined that harassment has occurred, the Administrator will take effective remedial action according to the circumstances involved. The person (s) determined to be responsible for the harassment will be subject to appropriate disciplinary action, up to but not limited to suspension or expulsion.
6. Frederick K.C. Price III Christian Schools will not retaliate against students for filing a good faith complaint and will not knowingly permit retaliation by students.

**Disciplinary actions such as suspension or possible expulsion will be taken against any student who makes a false claim against an individual. False claims against an individual is considered a serious offense.**

**SEXUAL BEHAVIOR:** Students are expected to treat one another with dignity and respect. We encourage students to make responsible decisions regarding sexuality and to consider the consequences of their decisions in terms of their health, their relationships with others, moral considerations, and the law. The school does not approve of pre-marital sexual intercourse and other forms of sexual intimacy among students. Students should understand that pre-marital sexual behavior may result in corrective action including but not limited to behavioral probation, mandatory counseling, parent intervention, suspension, expulsion. We are concerned for their emotional, physical, and spiritual well-being, we also will respond to sexually active students by initiating and fostering open communication between the students and those adults in the students' lives who may be helpful to them.

### **DAILY SCHOOL STANDARDS**

FKCP III Christian Schools 'students are expected to model Christian character consistent with Biblical teaching, to have an active walk with Christ, and to demonstrate conduct encouraged by the Christian community. It is our desire that students will make every effort to avoid conveying the appearance of compromising situations and encourage others to act circumspectly.

### **Student Conduct Expectations**

1. Fair play, honesty, and Christian conduct must be adhered to at all times.
2. Conduct and attitude must be respectful at all times
3. Respect for authority is required.
4. **Eating and drinking (bottled water allowed) does not take place in the classrooms or school building; bottled water subject to inspection; no canister containers for bottled water.**
5. **Food or drink must not be brought across Price Drive to the Breezeway and open food containers are absolutely not allowed in lockers**
6. The privacy of others is respected.
7. All students will either address each other by first name, or preferred nicknames only and adults by the appropriate prefix followed by last name.
8. Students are to enter the classroom and be seated promptly. **Students not in their seat at the start time for each class are tardy.**
9. Students are not allowed to close windows, adjust blinds, adjust thermostats or get up from their seat without the permission of the teacher.
10. **Students are not allowed to sit at a teacher's desk or use teacher's computer.**

11. Students may not engage in any activity which prevents the teacher from teaching or another student from learning.
12. Homework assignments must be ready for submission at the set time of each teacher.
13. All uniform regulations will be enforced while students are on campus.
- 14. Students may not sit on top of desks, tables or put their feet on desks or seats.**
15. During school hours, elementary and middle school students will enter and exit through the Main School Building entrance. High school students will use the east door located next to the Main Office.
16. High school students are only to use the breezeway entrance of the Alpha Center. Middle and Elementary school students entering the Alpha Center must use the main door of the building and may not enter through the breezeway.
17. Students may use the water fountain in the Main Building and not those in the Alpha Center.
18. Stairwells
  1. Middle and elementary students may use the north stairwell only; K-3 students may use the stairs only with supervision.
  2. High school students may use the south stairwell only
- 19. Hallway & Breezeway Behavior – violations are subject to disciplinary actions which may include Detention or Suspension;**
  - 1. No bouncing or throwing of balls or other objects**
  - 2. No loud talking or screaming**
  - 3. No pushing, shoving, running or jumping**
  - 4. No slamming of lockers or doors**
  - 5. Walk to the right side of stairs and hallway when possible**
20. Students are expected to use the restrooms located in the Main School Building on the first floor. Students are not permitted to use the restrooms located in the Alpha Center unless a situation necessitates usage at which time, a signed pass from a teacher or the Main Office is required.
21. Students are not allowed to remain in a classroom when the teacher is not present. This includes during breaks, lunch, before, and after school. Any student who enters and remains in any classroom without the teacher present, will be subject to Saturday Detention and/or Suspension.
- 22. Students are not allowed to enter or remain in a class for which they are not registered. The consequence will be Saturday Detention.**

## **Zero Tolerance Behavior or Activity**

All students must be able to support the moral principles of the school (See Leviticus 20:13 and Romans 1:27); **therefore, students must at all times refrain from the following actions.** Students who violate these standards on Campus or any related school activity, jeopardize their enrollment at FKCP III Christian Schools.

- **Possession or use of:** alcohol, any form of tobacco, any controlled substance, intoxicant of any kind, look-a-like drug, prescription drugs or drug paraphernalia;
- **Involvement in immoral behavior** which includes, but is not limited to participating in homosexual activity, bisexual activity, obscenity, vulgar acts/gestures;
- **Pornography – all forms;**
- **Sexual Misconduct or Sexual Harassment;**
- **Possession of Firearms/Weapons/Ammunition**
- **Making Terrorist threats**
- **Volatile behavioral problems or harassment**
- **Criminal behavior**
  - **Vaping**
  - **Forgery**

- Gambling
- Vandalism & Graffiti
- Destruction of School Property
- Bullying
- Use of Profanity

## **Bullying**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Acts of bullying can be physical, verbal and /or psychological and are in violation of the school's Standards of Conduct.

- **Verbal** – taunting, making fun of, malicious teasing, insulting, name calling, making threats
- **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation
- **Physical** – hitting, kicking, spitting, pushing, pulling, taking and /or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact

**Repeated threats made through any online platform, by text message, chat rooms, or orally relating to physical harm or ridicule. Parents are to monitor their children's devices for inappropriate content relating to Price students.**

**Any student found engaging in any Zero Tolerance Activity will be subject to the strictest discipline given by FKCP III Christian Schools which is a 2-5 days suspension for the first offense; the first offense may also lead to expulsion after further investigation of the incident.** Any student suspected of involvement with a Zero Tolerance Activity will be immediately placed on a 2-5 days suspension from the school, pending an investigation. The student may also have to step down from any Leadership Position such as ASB or Class Officer. The principal shall decide any further disciplinary action based upon that investigation and in consultation with the Administrative Team.

In the event a student is allowed to remain at FKCP III Christian Schools following a Zero Tolerance infraction, any second Zero Tolerance infraction (regardless of the nature of the infraction) will result in an automatic expulsion. A student may reapply for admission to FKCP III Christian Schools after an expulsion or forced withdrawal, only after a length of time determined by the Board of Directors and fulfillment of any other conditions set by them.

## **Continuing students with excessive Tardiness, Absenteeism, and/or Disciplinary Violations may be denied admission for the next school year.**

- Afterschool Detention – 3:00 p.m. - 3:40 p.m. Late arrival or No-Show for Afterschool Detention will result in serving 2 consecutive Detentions for the 1<sup>st</sup> offense, and Saturday Detention thereafter.
- Saturday Detention – 9:00 a.m. to 12:00 noon - \$35.00 fee must be paid by 4:00 p.m. on the Friday before the scheduled Detention. Student must arrive on time and be in full school uniform for Saturday Detention. No-Show for Saturday Detention will result in a 1-day suspension for the next school day which will be logged as an unexcused absence.

## **CLASSROOM DISCIPLINE PROCEDURES**

*Administration reserved the right to overrule the listed consequences for stricter consequences depending on the incident.*

*Consequences do not star over each day:*

### **PRIMARY K – 5<sup>TH</sup>**

- |                |  |
|----------------|--|
| <b>LEVEL 1</b> | <b>VERBAL WARNING</b>  |
| <b>LEVEL 2</b> | <b>FIRST COLOR CHANGE ON CHART (WARNING)</b>   |
| <b>LEVEL 3</b> | <b>SECOND COLOR CHANGE ON CHART (SATISFACTORY)</b>   |
| <b>LEVEL 4</b> | <b>THIRD COLOR CHANGE ON CHART (NEEDS IMPROVEMENT) – EMAIL TO PARENT</b>   |
| <b>LEVEL 5</b> | <b>FOURTH COLOR CHANGE (UNSATISFACTORY) POLICY VIOLATION FOR PARENT CONFERENCE</b>   |
| <b>LEVEL 6</b> | <b>“STAY AT HOME” – 1 DAY ASYNCHRONOUS LEARNING</b>  |
| <b>LEVEL 7</b> | <b>“STAY AT HOME” - 2 DAYS ASYNCHRONOUS LEARNING (PARENT CONFERENCE WITH TEACHER AND DEPARTMENT HEAD UPON STUDENT RETURNING TO SCHOOL)</b>         |
| <b>LEVEL 8</b> | <b>SCHOOL SUSPENSION 1 OR MORE DAYS WITH CONFERENCE BEFORE RETURNING TO SCHOOL (PARENT CONFERENCE WITH DEPARTMENT HEAD AND POSSIBLE PRINCIPAL)</b> |

### **GRADES 6<sup>th</sup> – 12<sup>th</sup>**

- |                |  |
|----------------|--|
| <b>LEVEL 1</b> | <b>VERBAL WARNING</b>  |
| <b>LEVEL 2</b> | <b>WRITE OUT PAGE 6 OF THE HANDBOOK – DUE THE FOLLOWING DAY WITH PARENT SIGNATURE. NON-SUBMISSION OF ASSIGNMENT WILL RESULT IN AFTERSCHOOL DETENTION</b> |
| <b>LEVEL 3</b> | <b>TEACHER SCHEDULES A PARENT PHONE CONFERENCE</b>   |
| <b>LEVEL 4</b> | <b>POLICY VIOLATION FOR AFTER SCHOOL DETENTION</b>   |
| <b>LEVEL 5</b> | <b>POLICY VIOLATION FOR SATURDAY DETENTION</b>   |

**LEVEL 6      1 DAY IN-HOUSE SUSPENSION**

**LEVEL 7      SCHOOL SUSPENSION 1 OR MORE DAYS (PARENT CONFERENCE WITH DEPARTMENT HEAD UPON RETURN)**

## **SCHOOL DISCIPLINE PROCEDURES – 6<sup>th</sup> – 12<sup>th</sup> Grade Students**

### **1.) Fighting or Inciting a Fight.**

**1<sup>st</sup> Offense:** 1-day suspension, parent conference and student placed on Behavioral Probation for the remainder of the school year.

**2<sup>nd</sup> Offense:** Possible Expulsion

### **2.) Profanity – Zero Tolerance**

**1<sup>st</sup> Offense:** Saturday Detention (May escalate directly to suspension)

**2<sup>nd</sup> Offense:** 1-day School Suspension-Parent Meeting with Department upon return-Behavioral Probation

**3<sup>rd</sup> Offense:** 2 days School Suspension – Parent Meeting with Principal upon return–possible Expulsion

### **3.) Cheating/Plagiarism**

**1<sup>st</sup> Offense:** “0” on assignment, phone call to parent/guardian and Saturday Detention. **Offences involving cheating and plagiarism become part of the student’s official record.**

**2<sup>nd</sup> Offense:** “0” on assignment, phone call to parent/guardian, 1-day suspension and student is placed on probation for the remainder of the year.

**3<sup>rd</sup> Offense:** Referral to Department for Final Contract or possible Expulsion

### **4.) Violation of Dress Code – Grades 6-12: It’s MANDATORY for each student to follow the Dress Code as outlined on pages 39-46. All non-compliance, including an Untucked Shirt, is a Serious Violation of the Price Uniform Dress Code and will receive the following consequences.**

**1<sup>st</sup> Offense:** Policy Violation Notice which must be signed by a parent/guardian and returned to office the next school day. Depending on the violation, parent may be required to bring a change of clothing or take the student home.

**2<sup>nd</sup> Offense:** Policy Violation Notice, **Afterschool Detention**, and parent is informed that the next violation will lead to Saturday Detention and subsequent violations will result in the student being sent home. If parent/guardian is unable to pick up the child, the student will be suspended (unexcused absence) the following day. **Student loses participation in the next Free Dress Day!**

**3<sup>rd</sup> Offense: Saturday Detention:** Depending on the violation, parent may be required to bring a change of clothing or take the student home; **student loses participation in next Free Dress Day.** Parent conference with Department Head – **Student put on Behavioral Probation.**

**4<sup>th</sup> Offense: 1 Day Suspension:** Parent called, and student sent home; **student loses the privilege of participating in the next Free Dress Day!** If parent/guardian is unable to pick up the child. He/she will be suspended (unexcused absence) the following day.

**5<sup>th</sup> Offense: 2-day Suspension;** Parent Conference with Principal upon return – possible Expulsion

### **5.) Piercings & Tattoo: No facial, tongue, nose, or other visible body piercing or visible tattoo (boys & girls).**

*(Boys, except Seniors, are not allowed to wear earrings on campus or to school related activities—**Male students may not wear a straw or straw-like material in a pierced ear at any time on campus;** Girls K-11 are allowed to wear 1 earring in each ear (see Dress Code section pages 39-46)*

**1<sup>st</sup> Offense:** Afterschool Detention; Student removes piercing; student covers tattoo

**2<sup>nd</sup> Offense:** Saturday Detention; earrings turned into office to be picked up by parent; Tattoo must be covered at all times when on school property (During class, break, lunch, P.E., after school practice, & before school practice);

**3<sup>rd</sup> Offense:** 1-day School Suspension; Parent Meeting with Department Head upon return.

**4<sup>th</sup> Offense:** 2 days School Suspension- Parent Meeting with Principal upon return – possible Expulsion

**6.) No “Gang” Related Action/Activities, (e.g. flashing/throwing signs, graffiti on backpacks, and the like).**

**1<sup>st</sup> Offense:** 1-day suspension, parent conference and student placed on Behavioral Probation for the remainder of the school year.

**2<sup>nd</sup> Offense:** Expulsion.

**7.) Insulting or Verbally/Physically abusing a teacher or other school personnel.**

**1<sup>st</sup> Offense:** 2 or more days of suspension depending on severity of the incident, parent conference and student placed on Behavioral Probation for the remainder of the school year. 1<sup>st</sup> offense may also lead to expulsion

**2<sup>nd</sup> Offense:** Expulsion.

**8.) Possession of Unauthorized Items (ex. dice, matches, lighters, bullets, etc.)**

**1<sup>st</sup> Offense:** Saturday Detention, Parent Conference, item confiscated and released to parent/guardian and student placed on Behavioral Probation for the remainder of the year

**2<sup>nd</sup> Offense:** Expulsion.

**9.) Willful Disobedience/Defiance/Disruption of Class or School Activities; student sent to Office.**

**1<sup>st</sup> Offense:** Afterschool Detention, parent & student conference with teacher

**2<sup>nd</sup> Offense:** Saturday Detention, parent & student conference with Department Head

**3<sup>rd</sup> Offense:** 1 Day Suspension; student put on Behavioral Probation

**4<sup>th</sup> Offense:** 2 Day Suspension; student put on Final Contract; possible Expulsion

**10.) False Fire Alarm Setting.**

**1<sup>st</sup> Offense:** 1-day suspension, parent conference, and student placed on Behavioral Probation for the remainder of the year.

**2<sup>nd</sup> Offense:** Expulsion.

**11.) Inappropriate Public Display of Affection on campus or school related activity.**

**1<sup>st</sup> Offense:** Saturday Detention

**2<sup>nd</sup> Offense:** 2-day Suspension or expulsion based upon the severity of the offense. (See details for Sexual Conduct-page 22)

**12.) On and Off-Campus Misrepresentation (including but not limited to false statements, inappropriate pictures, unauthorized digital recording) of FKCP III Christian Schools (including but not limited to staff and students) via modern technology (including but not limited to Facebook, Twitter, Instagram or any other site);**

**1<sup>st</sup> Offense:** 2-5 days Suspension or Expulsion based upon the severity of the offense.

**13.) Unauthorized (gum, candy and seeds of any kind) food/beverage in classrooms or campus buildings.**

**1<sup>st</sup> Offense:** Warning with Policy Violation Notice mailed home

**2<sup>nd</sup> Offense:** Afterschool Detention

**3<sup>rd</sup> Offense:** *Saturday Detention*

**14.) Hands-Off – Horse-Playing (hitting, biting, play fighting, pushing, bumping, chasing, running, etc.) for the purpose of fun is not tolerated on school grounds).**

**1<sup>st</sup> Offense:** *Afterschool Detention*

**2<sup>nd</sup> Offense:** *Saturday Detention*

**3<sup>rd</sup> Offense:** *1-day School Suspension, parent conference with Department Head upon return, and student placed on Behavioral Probation for the remainder of the year.*

**15.) Lying to or about Faculty, Staff, Coaches, or Peers.**

**1<sup>st</sup> Offense:** *Saturday Detention. Depending on level of infraction, suspension may be assigned immediately.*

**2<sup>nd</sup> Offense:** *1-day Suspension, parent conference with Department Head upon return, and student placed on Behavioral Probation for the remainder of the year.*

**16.) Leaving Textbooks, or other Materials Unattended in the Hallway or Anywhere else on Campus; lock not on locker**

**1<sup>st</sup> Offense:** *Email to parent*

**2<sup>nd</sup> Offense:** *Afterschool Detention*

**3<sup>rd</sup> Offense:** *Saturday Detention*

**17.) Leaving Papers and Trash in front of lockers; textbook not covered**

**1<sup>st</sup> Offense:** *Email to parent*

**2<sup>nd</sup> & 3<sup>rd</sup> Offenses:** *After School Detention*

**4<sup>th</sup> Offense:** *Saturday Detention*

**18.) Students with an Excessive Number of Detentions: (4 or more)**

*Parent conference with Department Head to institute a plan to avoid future Detentions. Continued Detentions may lead to suspension or expulsion.*

**19.) Student pranks or hazing that disrupt any aspect of the school program or causes any property damages or bodily harm will subject the student to serious disciplinary action which may include 2-5 days Suspension with the possibility of Expulsion. The parent will also be responsible for any financial liability resulting from the prank.**

**Procedures Regarding Hazing or Pranks**

1. Student or parent reports alleged unlawful behavior to the classroom teacher
2. Teacher will investigate alleged incident (s)
3. Teacher will inform parent(s) on findings resulting in the following taking place:
  - a. All students involved will conference with the teacher to resolve any issues
  - b. Parents will be notified of the outcome of the meeting
4. If it is later determined that the behavior is continuing, the following will take place:
  - a. Students and parents will conference with Department Head
  - b. Student(s) initiating the unlawful behavior will be placed on Behavioral Probation (which will include Suspension which may lead to Expulsion).
  - c. Administration also reserves the right to issue an alternative means of discipline.
  - d. Suspension or Expulsion may ensue depending on severity of infraction.



### **REQUEST for RE-ADMISSION AFTER DISMISSAL - New Enrollment, or Continued Enrollment**

Frederick K.C. Price III Christian Schools reserves the right to deny admission, re-admission, or continued enrollment to any student whose actions or parent's actions demonstrate that it is not in the school's best interest to allow admission, re-admission, or continued enrollment. Students who do not fulfill their Academic, Attendance, or Behavioral Probation Agreement are not permitted re-admission for the next year.

### **ACADEMIC INTEGRITY - Plagiarism**

Frederick K.C. Price III Christian Schools' students are expected to exercise Academic Integrity. Students should submit their own best work. Any form of cheating, plagiarism, and submittal of poor quality work is not accepted. Assignments of this nature are not given any credit and consequences will be assigned to student. If this behavior continues, the consequence may lead to Expulsion (See pg. 28 for consequences). **This infraction becomes a part of student's official record.**

### **GRADING POLICY**

All grade entries made by the teacher on a student's grade report are made after careful evaluation of classroom learning. The final grades are used to determine a student's promotion to the next grade level and college admission eligibility. **Please review and discuss carefully each report card with your child.** Parents should be reminded that grades are merely indications of present achievement and not indications of one's overall ability to learn.

### **Grading Standards and Recognition**

Academic marks reflect teacher administered assessments and work. Students receive a syllabus at the beginning of each quarter/semester for awareness of the topics to be learned, grading policy for the course, and teacher expectations.

### **Academic Awards Assembly Qualifications**

There is an Academic Awards Assembly for elementary, middle, and high school students and parents are invited to attend in support of the students. Please check the school calendar for the date and times of the assemblies.

Honor Roll recommendations are based upon cumulative grades earned during each quarter or semester of the school year along with attendance. Behavioral/conduct may be taken into consideration. ***A Student is not allowed to participate in the Honor Roll ceremony if he or she is on Attendance Probation.***

- Principal's Honor Roll – cumulative GPA of 3.70- 4.00 or higher
- High Honor Roll– cumulative GPA of 3.50- 3.69
- Scholastic Distinction Honor Roll cumulative GPA of 3.00- 3.49

### **GRADE REPORTING TO PARENTS**

Parents are expected to monitor their child's progress for each course. With this knowledge, **it is the parent's responsibility to provide immediate intervention** when necessary and praise for achievement. FKCP III Christian Schools recommend that **parents set Gradelink, the online grading system's email alerts to notify them if their child's grades fall below a "C" in any subject. Parents are required to monitor their child's progress on Gradelink regularly.** Parents should attend all progress report conferences each quarter or semester. If a parent is unable to attend at the designated time, he or she should contact the teacher(s) to arrange an alternative time. During the time of parent conferences, parents are to have a print out of their child's grades on hand when meeting with each teacher. All other "progress reports" will be mailed home. Students receive a progress report each term/quarter/semester. The progress report precedes the final report card. The **Final Grade** of each course will appear on the transcript and will be

recorded in the student's permanent file. **Progress reports, final report cards, and online grade reporting access are withheld when the student's financial account has an outstanding balance at which time all educational services will be interrupted. Students with a delinquent status will not be allowed to take the final exam, mid-term or unit test and will receive an Incomplete (INC) on Gradelink, transcript, or report card until all financial obligations are brought current.**

### **ACADEMIC PROBATION**

The conditions of Academic Probation are as follows:

- Students who are accepted into FKCP III Christian Schools on a probationary basis will have one quarter/semester to show improvement in coursework as evidenced by an average grade of "C" or higher.
  - **A student who fails to show acceptable improvement within one quarter/semester will continue on Academic Probation and will also be suspended from all extracurricular activities until the following grading period** or may be dismissed from FKCP III Christian Schools to attend an educational institution that may be better suited to meet the needs of the student. **Student dismissal does not release the parent from their financial obligation agreement.**
- Student's whose G.P.A. on a report card is a below a 2.0 will be placed on Academic Probation and given until the next quarter/semester to show acceptable improvement.
  - High School students with a G.P.A. below a 2.0 may be ineligible for CIF competition until the student achieves a minimum G.P.A. of 2.0 on the next grading period.
  - A student who fails to show acceptable improvement within one quarter/semester will be suspended from all extracurricular activities until the following grading period or may be dismissed from FKCP III Christian Schools to attend an educational institution that may be better suited to meet the needs of the student. **Student dismissal does not release the parent from their financial obligation agreement.**

**It is the parent's responsibility to monitor the child's academic progress, using the online grading system, and intervene immediately if his/her child's grades begin to drop below a "C". Parents should contact each teacher when a grade drops below a "C" in any class.**

### **MAKE-UP COURSE CREDIT**

**High School:** The grade of a "C" is the passing mark for high school students to receive course credit in all classes. Courses with grades **lower than a "C"** are *not* recognized for admission eligibility in the four-year college institutions. High school students with a grade of "D or FAIL" received for a quarter *must make-up that grade as soon as possible*. The "D" or "Fail" will not be removed from the transcript; however, the higher grade will be factored into the cumulative GPA. **It is the responsibility of the parent to make the necessary arrangements and work with his/her student to make up grades less than a "C" during the same school year or before the next school year begins.**

High school students transferring into FKCP III Christian Schools with credit deficiencies may be required to make-up classes outside of FKCP III Christian Schools in order to meet graduation requirements and college matriculation. FKCP III Christian Schools will not guarantee that all course deficiencies can be made up during the regular school year.

**Courses may be made up according to the following conditions:**

1. The student must get approval in writing from the counselor to take the course for high school credit at a community college, another accredited high school, or at FKCP III Christian Schools approved online course.
2. If a student fails the *first quarter* of a course, parents should arrange for the course to be repeated *immediately* following the unsuccessful grade. ***FKCP III Christian Schools cannot guarantee that a student will be able to retake the course during upcoming quarters at Price.***
3. If a student fails an elective course, he/she may make up the credits by retaking the class or by enrolling in an academic elective course of comparable quality. The *school counselor* must approve academic elective coursework in writing.

Students, who **have not** retaken required make-up courses, **may not** be eligible to re-enroll at FKCP III Christian Schools for the following school year nor can they advance to the next level of the failed subject. **It is the parent's responsibility to make immediate arrangements for course make-up including summer school enrollment. Immediate course make-up is crucial to ensure that students are on target for graduation and college matriculation.**

**K-8<sup>th</sup> Grade Promotion Requirements** Elementary students (K-5) must successfully pass the majority of their core subject areas. Recommendations for grade promotion will be determined by teacher and counselor assessment. Summer school or tutoring will be required in order for a failing student to remain at FKCP III Christian Schools.

1. **All 6<sup>th</sup> - 8<sup>th</sup> Grade students must pass both English and Mathematics with a "D" or higher in order to move into the next grade level.** Summer school is required at an approved accredited institution for students who receive an "F" in English and/or Mathematics. Students who receive a "D" are advised to attend summer school.
2. **Eighth grade students must pass both English and Mathematics with a "D" or higher in order to matriculate into the next school level program. However, D's and F's in Algebra I and Spanish I must be repeated before moving to the 9<sup>th</sup> grade.**
3. Students who do not meet promotion requirements are subject to not participating in the Promotion Ceremony.

#### **Valedictorian and Salutatorian Selection**

- The top two academic students are considered for the honor of being the valedictorian. The valedictorian is selected based on top GPA. The second choice is recommended as salutatorian. To be eligible for valediction or salutatorian, the student(s) must attend Price for the last two consecutive school years. Attendance and conduct may be taken into consideration. There may be more than one valedictorian or salutatorian based on GPA.

#### **Mandatory Summer School**

For make-up credit or promotion eligibility, students must attend summer school at an accredited institution. **The counselor's advance written approval must be given for make-up of course work to be taken at another accredited institution or through an approved online course.**

#### **School Examinations and Assessments**

Teachers administer quizzes and tests throughout the course to evaluate content knowledge. Test preparation lessons are taught at FKCP III Christian Schools. Students also take standardized assessments in the areas of language arts and mathematics for the school to evaluate progress and content knowledge. Check the school calendar for final exam dates for each quarter/semester. 5<sup>th</sup> grade students and high school students take term/quarter finals. Mid-Term or semester examinations are administered to middle school students. Kindergarten through fourth grade students take unit tests.

### **The following apply to Final Exams and Mid-Terms:**

- These examinations evaluate comprehensive knowledge and may require the entire class period for completion. These exams are higher in point value than previous assessments, reflecting a high percentage of the overall course grade.
- Unexcused absences on these testing dates result in a student receiving a 20% reduction in points earned for taking the exam late. The 20% reduction is for each day marked unexcused.
- Excused absences on these testing dates result in a student taking the exam **within two days or making other arrangements with the instructor**; this arrangement for an excused absence must first be approved by administration prior to being absent.
- Students are required to take all finals and mid-terms on the scheduled date on the school calendar. Exceptions to this *may* occur and will be handled on a case-by-case basis with **only administration giving final approval**, but only if notification is provided a minimum of 5 days prior to the testing date. *Teachers are not authorized to make exceptions.*

**It is the responsibility of parents to check the school calendar for final exam and mid-term dates and confirm final grades through the online grading system or standard mail.**

### **Concurrent Enrollment and Community College**

FKCP III Christian Schools' students must take all core course work at FKCP III Christian Schools in order for credit to be reflected on the school's transcript (see 12<sup>th</sup> grade graduation requirements page). Courses taken at a community college (with the counselor's approval) will not reflect on a student's transcript unless taken for remediation purposes. **The counselor's written approval must first be given before enrollment in another educational institute.** The counselor will evaluate special circumstances for credit approval.

### **High School**

For high school credit to be earned, the counselor's or principal's advanced written approval must first be given for course work to be taken at another accredited institution or through an approved online course. The transcript must be submitted to the school counselor. The standing for the senior class valedictorian and salutatorian reflects approved course work taken for high school credit.

**For credit and college competitiveness, high school students are encouraged to take community college courses.** Courses taken for enrichment at the community college, or any other institution do not earn high school credit, unless stated explicitly in writing by the counselor. Prior to enrollment in any community college course, the counselor's approval is required. Parents are responsible for transportation arrangements to community college establishments.

### **Transcripts of Grades**

Transcripts are ordered from the Main Office and issued by the Counseling Office. Parents or students must:

1. Complete a "Transcript Request" form in the Main Office (requests must be in writing).
  - a. This written request should be made at least two weeks prior to any college deadline and include the following information about the college: name of college, department, address, quantity, and deadline date.
  - b. Request forms are available in the Main Office and should be completed and turned in to the Main Office.

2. Submit a \$7.00 per transcript fee to the Main Office.

**For current seniors, there is no charge to mail official transcripts to the colleges and scholarships of choice. Transcripts without a designated address, given directly to seniors, will incur the \$7.00 per transcript fee.**

### **HOMEWORK POLICY**

FKCP III Christian Schools recognizes the educational value and importance of homework. We believe that meaningful home study is a necessary part of each student's educational program. Homework is an extension of the school day, which provides the student with additional opportunities for the development and reinforcement of the instructional objectives of each course. The assignment of homework is regular and reasonable for each class, promoting individual work, responsibility, completion of projects, and the establishment of good study skills. Homework is defined as out-of-class preparation in a given subject area. Each homework assignment is defined as one or more of the following four types:

1. **Practice** - most commonly given to help students master specific skills limited to material presented in class.
2. **Préparation** - given to prepare students for maximum benefit from subsequent lessons; given to prepare students for upcoming assessments such as tests or quizzes.
3. **Extension** - given to determine if students can transfer a skill or concept to another situation.
4. **Creativity** - requires students to integrate skills and concepts in the process of producing a response or product.

### **Homework Guidelines:**

**Completing homework is mandatory.** Each teacher has a particular format for homework. Any homework assignment that is done poorly or carelessly will not receive credit. Teachers expect all students to complete assignments and turn them in on time. If an assignment is not submitted on time (excluding excused absences), the following may be used at the teacher's discretion:

- A penalty of reduction in points based upon the individual teacher's policy.

**Excessive failure to complete homework will be brought to the attention of the parent /legal guardian and the school's counselor/administration requiring a parent conference.**

### **General Time Frame for Daily Homework (study time and/or class project time is not included)**

<b><u>Grade Level</u></b>	<b><u>Number of Homework Minutes Per Day</u></b>
Kindergarten	10 min plus 10 minutes reading with student
1st Grade	15 min plus 10 minutes reading with student
2nd Grade	15 min plus 10 minutes reading with student
3 <sup>rd</sup> Grade	15 min plus 10 minutes reading with student
4 <sup>th</sup> Grade	35 min plus 10 minutes reading or studying
5 <sup>th</sup> Grade	45 min plus 10 minutes reading or studying

**Grade Level****Number of Homework Minutes Per Day**

6th - 8th Grade

30 - 60 min per class

9th - 12th Grade

30 – 60 min per class

**The above times are approximate times. Some students may need less time to complete homework and others may require additional time. Please contact the classroom teacher if your child is exceeding this general time frame to complete his/her homework. Honors and AP Classes will require more time to complete homework assignments.**

**CALCULATION OF GRADE**

Term/Quarter/Semester grades are composed of two criteria, achievement, and effort. Achievement is the degree to which a student meets the proficiency standards for a class. Effort is the degree of energy a student puts forth to complete class objectives. The following table will explain achievement and effort expectations for each letter grade. The following tables give an in-depth description of each letter grade for assignments.

<b>GRADE</b>	<b>ACHIEVEMENT</b>	<b>EFFORT</b>	<b>PERCENTAGE RANGE</b>	<b>POINT VALUE</b>
<b>A</b>	Consistently produces superior work	Outstanding	100-90	4.0
<b>B</b>	Usually produces very good work	Very Good	89-80	3.0
<b>C</b>	Usually produces satisfactory work	Satisfactory	79-70	2.0
<b>D</b>	Usually produces less than satisfactory work	Little	69-60	1.0
<b>F</b>	Usually produces little or unsatisfactory work	Unsatisfactory	59 and below	0.0

## **GRADING RUBRIC**

An **“A” grade** indicates that a student is mastering or has mastered all of the concepts and objectives identified for a particular class or subject and consistently applies these skills in all classroom activities, projects, homework, quizzes and tests.

<b>Criteria</b>	<b>Descriptors</b>
Quality of Work	Produces markedly superior work and consistently demonstrates a high understanding of the objectives of the class.
Interpretation and Application	Learns facts, concepts, and principles and understands their relationship to class objectives.
Originality, Initiative and Reasoning	Shows creativity, high ability, initiative, and originality in attacking and thinking through problems and arriving at logical conclusions.

A **“B” grade** indicates that a student is close to mastering all of the concepts and objectives identified for a particular class or subject and consistently applies these skills in all classroom activities, projects, homework, quizzes and tests.

<b>Criteria</b>	<b>Descriptors</b>
Quality of Work	Usually masters skills thoroughly, demonstrate a good understanding of objectives of the class.
Interpretation and Application	Usually learns facts, concepts, and principles and readily applies them to class objectives with minimum additional time. Demonstrates an ability to integrate several class concepts.
Originality, Initiative and Reasoning	Usually does some independent work, showing initiative and originality.

A **“C” grade** indicates that a student is working toward mastering the concepts and objectives identified for his/her class/subject.

<b>Criteria</b>	<b>Descriptors</b>
Quality of Work	Usually demonstrates satisfactory achievement of the class objectives.
Interpretation and Application	Usually learns facts, concepts, and principles and understands objectives of the class.
Originality, Initiative and Reasoning	Usually demonstrates reasoning ability and some originality and initiative.

A **“D” grade** indicates that a student does not understand the concepts and objectives identified for his/her class/subject.

**No credit is given to high school students for a “D” grade.**

Criteria	Descriptors
Quality of Work	<i>Many errors and often incomplete.</i>
Interpretation and Application	<i>Learns some facts, concepts, and principles with additional help.</i>
Originality, Initiative and Reasoning	<i>Demonstrates little or no effort.</i>

**An “F” grade indicates that a student is unable to understand class concepts and objectives.  
No credit will be given to high school students.**

Criteria	Descriptors
Quality of Work	Demonstrates little or no refinement in work done
Interpretation and Application	Usually learns very few facts, concepts, and principles and is unable to apply what is learned.
Originality, Initiative and Reasoning	Usually demonstrates little or no effort.

**An “IC” grade indicates that a student has failed to complete all requirements of the course and is subject to become an “F” if the class/subject requirements are not met.**

Criteria	Descriptors
Quality of Work	Failed to complete all requirements of the course; missing the final exam.

**Any student with an outstanding tuition balance who is rendered ineligible to take final exams, the final grade will remain “IC” (incomplete) until such time that he/she is cleared by the Business Office for testing.**

**Achieving Excellence In And Out Of The Classroom Involves the Partnership of the following three Entities.**

#### **TEACHER RESPONSIBILITIES**

Teachers are expected to plan meaningful homework assignments in conjunction with their daily lesson plans. The assignments should clearly lead to the accomplishment of the course’s instructional objectives. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment. **All teachers are expected to have clearly written daily agendas on the whiteboard (including class and homework assignments, upcoming quizzes, test and or projects) for students to copy in their agenda book.** Students should clearly understand the due date of each assignment. A timely response to the student’s homework by the teacher is essential. Homework is expected to be reviewed, recorded in Gradelink, and included as part of the student’s progress evaluation. **Homework should be**



returned to students within 5 days unless student work is being displayed in the classroom. Teachers will post grades by the end of each week and assignments daily on Gradelink.

### **STUDENT RESPONSIBILITIES**

Students are expected to complete all assigned homework. Completed homework assignments must be submitted at the beginning of class on the established due date. Students should learn to plan and allocate study time. **It is the student's responsibility to seek additional clarification and assistance from the teacher should the need arise.** Final class grade of a "D or Fail" equal zero credit at Price and must be made-up.

### **PARENT RESPONSIBILITIES**

Parents **must** actively monitor their child's progress on the Gradelink system and are expected to check Gradelink a minimum of 3 times each week. Parents are expected to be aware of their child's homework assignments and provide a suitable place and environment in the home for the completion of assignments. Parents should also help their child plan and allocate the appropriate amount of time for the completion of homework, for studying, and project completion when applicable. **Parents should consult with the teacher about questions relating to behavior, homework, study time, project assignments and low scores by setting an appointment to meet with the teacher.**

The school's web-based grading system, Gradelink, should be used to monitor your child's progress. Parents without Internet access are welcome to use the computer designated in the Computer Lab to access the grading system. **Parents must schedule usage with the Main Office.**

### **Additional Parent Responsibilities**

- ☐ Provide encouragement, but do not do the work for your child.
- ☐ Monitor progress and provide supervision where needed.
- ☐ Discuss the ideas presented in the classroom by reviewing class notes and Class Agenda.
- ☐ Review the final product for assignments.
- ☐ Obtain or render assistance immediately when the need is recognized (tutoring, etc.)

The Gradelink system is only a part of teacher-parent partnership. Verbal communication between the teacher and parent or guardian is necessary to avoid any miscommunication relating to student's performance in the classroom.

### **COLLEGE ADMISSIONS**

Students are automatically placed on an academic plan to attend a four-year college or university and will be placed in competitive coursework (upper-level core classes when applicable) at FKCP III Christian Schools. The FKCP III Christian Schools Counseling Office is able to assist students with obtaining information and developing educational goals. ***It is the responsibility of the parent/student to complete the college admissions process;*** however, the counselor works closely with the senior class in the completion of college and financial aid applications.

### **Guidance for College Financial Aid**

All high school seniors are encouraged to complete the Free Application for Federal Student Aid (FAFSA) and any aid programs available at their college of choice. This application process opens the door to scholarships, work-study programs, loans, and grants. Students applying to private schools may also be required to file a second form called the CSS/Financial Aid Profile, (check with your individual college to determine this). A **GPA Verification** form must be submitted to the Counselor's Office for admission to colleges in California.

### **Letter of Recommendation**

Colleges and most scholarship programs require a letter of recommendation. When requesting a letter of recommendation from a staff member, **a Letter of Recommendation Form (available in the Main Office) must be submitted.** Give the person providing the recommendation a **minimum of 10 working days** to complete the recommendation and a self-addressed stamped envelope (if mailing is required). Teachers are not required to complete Letters of Recommendation for students. This is a courtesy provided by some staff members.

### **Assessments for College Admission**

As a requirement for the college/university application process, high school students take the Scholastic Assessment Test (SAT), and the American College Test (ACT) at registered sites on the national test dates. The FKCP III Christian Schools code is 051777 for college and financial aid applications. High school students can acquire the national test applications from the Counseling Office or register online at [www.collegeboard.com](http://www.collegeboard.com). **High school seniors must complete their testing by December. High school students are encouraged to take the SAT beginning in June of their junior (11<sup>th</sup> grade) year.** Many California universities require some students to take a Math and/or English placement test. **Students need to be aware of all the admission requirements for each college of choice.** Detailed information regarding admissions to all college and universities is available in the Counseling Center.

### **Graduation Requirements (12<sup>th</sup> Grade)**

High school seniors must meet all the graduation requirements to participate in the graduation ceremony. For graduation requirements, see the addendum page located after the Appendix in the back of the Handbook.

### ***Graduation with Scholastic Recognition***

- Gold Tassel - students maintaining a grade point average of 3.0 to 3.49.
- Gold Tassel and **Silver Cord/Seal** – students maintaining a grade point average of 3.5 to 3.69.
- Gold Tassel and **Gold Cord/Seal** – students maintaining a grade point average of 3.70 to 4.0.

### ***Valedictorian and Salutatorian Selection***

- The top two academic seniors are considered for the honor of being the valedictorian. The valedictorian is selected based on course rigor and GPA. Attendance, and conduct may be considered. The second choice is recommended as salutatorian. To be eligible for valediction or salutatorian, the student must attend Price during the full time for his/her junior and senior years. There *may* be more than one valedictorian or salutatorian based on GPA and rigor.

### **Community Service (High School only)**

100 Community /Mission service hours are **required** for high school graduation. The hours can begin after the completion of 8<sup>th</sup> grade and are **due at the end of the senior's 3<sup>rd</sup> quarter of school.** The following apply to community/mission service:

- Service must be done on a voluntary basis, void of financial compensation or school credit. The service is given to an organization or individuals outside of the student's family.
- After completion of the community/mission service project, request that the project coordinator complete an evaluation of your service. Submit this form and a personal reflection of your service to the counseling office. Community/ Mission service forms are available in the main school office.

## **DRESS CODE**

It is the desire of FKCP III Christian Schools that our students live and conduct themselves in a manner that is pleasing to God and glorifies the name of our Savior, Jesus Christ. FKCP III Christian Schools is a college preparatory school and standards of appearance are a means of building character and distinction in the lives of our students. The dress code of FKCP III Christian Schools is one of the first and most tangible rules of the school to which an entering student must respond to. It is vital that each student abides by the dress code standards. **Each student is expected to adhere daily to the uniform dress code. Anything other than what is listed specifically in the Handbook is unacceptable.** Think modest attire and style for school. If in doubt that you may be out of compliance, please ask an administrator before you proceed with a questionable style. **The final interpretation of the dress code is left to the school administrators.**

### **Noncompliance with the established school uniform standards will result in the following consequences(s) for grades K-5:**

**1<sup>st</sup> Offense:** Warning – email is sent to parent.

**2<sup>nd</sup> Offense:** Uniform Reminder Notice sent to parent

**3<sup>rd</sup> Offense:** In-person or phone Conference with Teacher – No Free Dress for Current Month

**4<sup>th</sup> Offense:** Conference with Department Head – Student put on Probation

**5<sup>th</sup> Offense:** Afterschool Detention: Parent must attend with the student

**6<sup>th</sup> Offense:** Referral to Principal

### **Noncompliance with the established school uniform standards will result in the following consequences(s) for grades 6<sup>th</sup> - 12<sup>th</sup>:**

**1<sup>st</sup> Offense:** Verbal warning and student receives a policy violation notice to be signed by a parent or guardian and returned the next day.

**2<sup>nd</sup> Offense:** Student receives a policy violation notice, an After-school Detention, and the parent is informed that the next violation will result in Saturday Detention. Student also loses the next Free Dress privilege; if violation occurs on a Free Dress Day, parent will be called to bring the student his/her school uniform or take the student home.

**3<sup>rd</sup> Offense:** **Saturday Detention**; student loses the next Free Dress privileges for the current quarter; parent conference with Department Head; student put on **Behavioral Probation**

**4<sup>th</sup> Offense:** 1-day Suspension - Parent called to pick up student; if parent does not pick up student within the hour, student is suspended the next day; loses Free Dress privileges for the current quarter.

**5<sup>th</sup> Offense:** **2-day Suspension**; Parent Conference with Principal upon return – possible Expulsion.

### **Noncompliance with the established Chapel Uniform standards will result in the following consequences for grades 6 -12;**

**Last Thursday of September: Chapel Uniform required**

**Second Thursday October: Full Chapel Uniform with Jacket [HS- Sweater MS-Mandatory]**

**1<sup>st</sup> Offense:** Policy Violation mailed to parent and student must wear full Chapel Uniform the next school day.

**2<sup>nd</sup> Offense:** Afterschool Detention; student must wear full Chapel uniform the next school day; loss of the next Free Dress Privilege.

**3<sup>rd</sup> Offense:** Saturday Detention; and student must wear full Chapel uniform the next school day; loss of Free Dress Privileges for the current quarter; parent conference with Department Head; Student put on Behavioral Probation.

**4<sup>th</sup> Offense:** 1-day Suspension - Parent called to pick up student; if parent does not pick up student within the hour, student is suspended the next day; loses Free Dress privileges for the current quarter; Parent Conference with Department Head upon return; student put on Behavioral Probation.

**5<sup>th</sup> Offense:** 2-day Suspension; Parent Conference with Principal upon return – possible Expulsion;

**School Uniforms** – *FKCP Staff reserves the right to request students to correct Uniform Attire when Necessary. Proper attire includes tucked uniform shirt, uniform bottom, belt, proper shoes, proper outward, and socks at all times while on campus. If the uniform is on, it must be worn properly. This includes before school, after school, and after all Physical Education classes unless P.E. is the last class of the day.*

*Teachers will use discretion if the shirt is un-tucked and the student is unaware; however, it is the student's responsibility to make sure that his/her shirt STAYS properly tucked in DAILY. Uniform shirts may not be worn over any type of sweatshirt or sweat jacket. Students may not wear any shirt-type of apparel over hooded sweatshirts.*

**All students are expected to be in full uniform on the first day of on campus instruction**

**The following are acceptable:**

- ❑ Clothing fitted/sized appropriately (length & fit). All boy's and girl's shirts must be long enough in length to be tucked in and stay tucked in daily; girls may not wear tight fitting skirt, shorts, or pants; **skirts or shorts may not be shorter than 3 inches above the knee.**
- ❑ A student's hairstyle should be groomed neatly; the same standard applies to a young man's facial hair. Good taste is defined as professionally barbered, styled, brushed, secured, pinned, curled (girls only), or neatly confined; girls may not wear any shaved or tapered hair styles with or without lines.
- ❑ Hair designs are not allowed in males including 2 or more lines.
- ❑ **Students in grades 9-12 may dye hair using colors in brown shades only; No rainbow colors are allowed.**
- ❑ No lines cut into eyebrows on males or females.
- ❑ **Only plain, white undershirts, thermals, or Under Armour® type gear may be worn under the school polo**
- ❑ **Earring Policy:**
  - ❑ GIRLS K-11<sup>th</sup> —Maximum of **one** earring per ear
  - ❑ GIRLS 12<sup>th</sup>—Maximum of **four** earrings per ear
  - ❑ BOYS K - 8<sup>th</sup>—**NO** earrings allowed
  - ❑ BOYS 9<sup>th</sup> - 12<sup>th</sup>—Maximum of **one** earring per ear, studs only

Jewelry worn modestly, not excessively for school (for safety reasons, **girls may not wear hoop earrings that are larger than 3" in diameter**). Elementary school girls should wear smaller hoops for safety reasons.

- ❑ Hairstyles should be in natural (birth color) or brown shades, clean, and neatly groomed. No line designs for males or females. **Basic highlights using brown and burgundy ONLY shades are accepted on females and males for grades 9-12 only.**
- ❑ **Covered tattoos (not showing at any time)- They must be covered at all times when on school property/**

- ❑ Hair accessories: No scarves are to be worn as headbands; headbands on females are to be royal or navy blue, green, white, or black in color.
- ❑ Basic cosmetics may be worn modestly by high school females.
- ❑ All clothing must be in good condition (clean and unmarked) excluding name written on inside tag.
- ❑ A belt must be worn at all times if the garment has loops. Plain (no spikes) black or brown belts for high school students are to be worn without hanging, dangling, or having objects attached to the belt.
- ❑ Socks must be worn at all times and visible at the shoe rim. Females may wear tights (black, white, or navy blue for all grades) that cover the whole foot. High school ladies may also wear gray tights.
- ❑ Only “Price” knit caps (Beanie) can be worn in the building during cold weather only and cannot be used to conceal earring violations, uncombed hair, or electronics.
- ❑ Designated school sweater or sweatshirt may be worn ***with a school uniform shirt underneath***. A school uniform shirt must be worn at all time
- ❑ Hoods and hats may not be worn in the classroom or in school buildings.
- ❑ Crocs shoes may be worn by High School students with the strap behind the heel.
- ❑ Middle School students may wear Crocs shoes only on free dress days – with the strap behind the heel.

## ELEMENTARY GUIDELINES: GRADES K-5

1. Skirt/jumper/shorts length should not exceed 3 inches above the knee and is not to be rolled at the waist. **Black or navy-blue spandex shorts may be worn under the skirt but must not be visible below the hem. Sweats or leggings may not be worn under the uniform skirt.**
2. Polo shirts and school sweaters/sweatshirts **must** have the **school emblem** on the left side of each garment.
3. Shirt/blouse **must** be tucked in at all times.
4. Pants **must** be fitted properly at the waist and inseam. **Cargo pants/shorts or jean type pants are prohibited.**
5. **NEW!** Navy blue with the **school emblem** Overcoat/heavy jacket outerwear **must** be purchase from FKCP Business office. **NO other outerwear jacket may be worn for all school levels.**
6. **NO zip-up hooded sweatshirts with the school emblem** are to be worn by elementary students on campus. Additionally, elementary students are not to wear the navy (middle school) or royal blue (high school) P-R-I-C-E insignia hooded sweatshirts, **as they are for middle and high school students only.**
7. Administration reserves the right to call parents to request students to make garment changes when deemed necessary. If uniform change is not possible, student may be sent home.

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## ELEMENTARY BOYS

### Tops

- ❑ **White**, long or short sleeved *polo shirt* with **school emblem**
- ❑ **Light blue**, long or short sleeved *polo shirt* with **school emblem**

### Bottoms

- ❑ **Navy blue** twill, long *pants* (should fit waist size)
- ❑ **Navy blue** twill, *shorts* (should fit waist size)
- ❑ Plain, **black belt** must be worn with pants or shorts

### Outerwear

- ❑ **Navy blue**, v-neck, button down *cardigan sweater* with **school emblem**
- ❑ **Navy blue**, crewneck pullover *sweatshirt* with **school emblem**
- ❑ **Navy blue**, *jacket* with **school emblem**

### Socks

- ❑ **Navy blue, black or white socks** **must be visible and must be worn (no other colors may be on the socks)**

### Shoes

- ❑ **All white or all black** (or a combination of these two colors, **only**) is to be worn (*no other colors such as gray or silver may be a part of the shoes*). Leather tennis shoes or oxfords in the aforementioned colors are recommended for comfort and safety.

## **Chapel Day (Thursday) Required Attire** **Last Thursday of September**

- ❑ **No** shorts, polo shirts or crewneck sweatshirts are to be worn to chapel.
- ❑ **White**, button down (*oxford*) long or short sleeved shirt
- ❑ **Navy blue bow tie or long tie**
- ❑ **Navy blue**, long *pants* only
- ❑ **Cardigan sweater or Navy-blue outerwear coat with school emblem** is the only outerwear to be worn on Chapel days.

## ELEMENTARY GIRLS

### Tops

- ❑ **White**, long or short sleeved *polo shirt* with **school emblem**
- ❑ **Light blue**, long or short sleeved *polo shirt* with **school emblem**
- ❑ **White**, button down, long or short sleeved ***“Peter Pan”, round-collared blouse worn with Douglas plaid jumper, pants, or skirt.***

### Bottoms

- ❑ **Navy blue** twill, long *pants* (should fit waist size)
- ❑ **Navy blue** twill, *shorts* (should fit waist size)
- ❑ **Navy blue** twill, *skort* (should fit waist size)
- ❑ **Douglas Plaid**, long pants worn with Peter Pan B.
- ❑ **Douglas Plaid**, skirt or skort worn with Peter Pan B.
- ❑ Plain, **black belt** must be worn with pants or shorts
- ❑ **No Navy-Blue Skirts** (Grades 6-12 only)

### Jumpers

- ❑ **Douglas Plaid Jumper** (worn with white, “Peter-Pan”, round collared blouse) no Polo Shirt

### Outerwear

- ❑ **Mayfair or navy blue**, v-neck, button down *cardigan sweater* with **school emblem**
- ❑ **Navy blue**, crewneck pullover *sweatshirt* with **school emblem**
- ❑ **Navy blue**, *jacket* with **school emblem**

### Socks/Tights

- ❑ **Navy blue, black or white tights (feet covered) ;/socks** **must be visible and must be worn (no other colors may be on the socks); no leggings.**

### Shoes

- ❑ **All white or all black** (or a combination of these two colors, **only**) is to be worn (*no other colors such as gray or silver may be a part of the shoes*). Leather tennis shoes or oxfords in the aforementioned colors are recommended for comfort and safety.

## **Chapel Day (Thursday) Required Attire** **Last Thursday of September**

- ❑ **No** pants, shorts, skorts, polo shirts or crewneck sweatshirts are to be worn to chapel.
- ❑ Only the **Douglas Plaid jumpers with Peter Pan Blouse** for **K – 3<sup>rd</sup> grades** are to be worn to chapel.
- ❑ Only the **Douglas Plaid jumpers or skirts** for **4<sup>th</sup> – 5<sup>th</sup> grade** girls are to be worn to chapel with Peter Pan Blouse.
- ❑ **White, “Peter Pan”, round-collared** (short or long sleeved) ***blouse; No Polo Shirts.***
- ❑ **Navy blue hand cross (ascot) tie**
- ❑ **Cardigan sweater or Navy-blue outerwear coat with school emblem** is the only outerwear to be worn on chapel days.

## MIDDLE SCHOOL GUIDELINES - GRADES 6-8

1. Skirt length should not exceed 3 inches above the knee and are not to be rolled at the waist. **Black or navy-blue spandex shorts may be worn under the skirt but must not be visible below the hem. Sweats or leggings may not be worn under the uniform skirt.**
  2. Polo shirt and school sweater/sweatshirts **must** have the school emblem on the left side of each garment.
  3. Pants **must** be fitted properly at the waist and inseam. **Cargo pants/shorts or jean type pants/shorts are prohibited.**
  4. **The navy blue, P-R-I-C-E insignia, hooded sweatshirt must be unmarked and clean. It must not be worn to conceal any of the following items: a non-uniform shirt; non-tucked uniform shirt; not wearing a belt; illegal electronic devices; uncombed hair. Sweatshirts may not be worn under a uniform shirt.**
  5. Shirt/blouse **must** be tucked in at all times.
  6. **NEW! Navy blue with the school emblem Overcoat/heavy jacket outerwear must be purchase from FKCP Business office. NO other outerwear jacket may be worn for all school levels.**
  7. **NO zip-up hooded sweatshirts with the emblem** are to be worn by middle school students on campus.
  8. **Administration reserves the right to request students to make garment changes when deemed necessary.**
- Physical Education:** P.E. uniforms **must** be worn during P.E. class. Students may keep their P.E. uniforms on if going directly home afterwards or to afterschool tutoring. P.E. uniforms should be purchased/worn by the second week of school unless otherwise specified.

### MIDDLE SCHOOL BOYS

#### Tops

- ❑ **White**, long or short sleeved *polo shirt* with **school emblem**
- ❑ **Light blue**, long or short sleeved *polo shirt* with **school emblem**

#### Bottoms (all pants and shorts must fit at the waist)

- ❑ **Navy blue** twill, long *pant*
- ❑ **Navy blue** twill, *shorts* (no cargo short pants)
- ❑ **Plain, black belt** must be worn with pants or shorts

#### Outerwear

- ❑ **Navy blue**, -neck, button down *cardigan* **with school emblem** or navy-blue P-R-I-C-E Insignia hooded pullover sweatshirt
- ❑ **Navy blue**, crewneck pullover *sweatshirt* with **school emblem**
- ❑ **Navy blue**, *jacket* with **school emblem**

#### Socks

- ❑ **Navy blue, black or white socks** **must be visible** (no other colors may be on the socks)

#### Shoes

- ❑ **All white or all black** (or a combination of these two colors, **only**) is to be worn (*no other colors such as gray or silver may be on shoes*). Leather Shoes or oxfords recommended for safety.

#### **Chapel Day (Thursday) Required - Last Thursday of September**

- ❑ **No** shorts, polo shirts or crewneck/hooded sweatshirts are to be worn to chapel.
- ❑ **White**, button down (*oxford*) long or short sleeved *shirt*
- ❑ **Navy blue**, long *necktie* or *navy bow tie*
- ❑ **Navy blue**, long *pants* **only**
- ❑ **Cardigan sweater** or **Navy-blue outerwear coat** with **school emblem** is the only outerwear to be worn on chapel days.

### MIDDLE SCHOOL GIRLS

#### Tops

- ❑ **White**, long or short sleeved *polo shirt* with **school emblem**
- ❑ **Light blue**, long or short sleeved *polo shirt* with **school emblem**

#### Bottoms

- ❑ **Navy blue** twill, long *pants* (should fit waist size)
- ❑ **Navy blue** twill, *shorts* (should fit waist size)
- ❑ **Navy blue**, *four "kick" pleat skirt* (**not** multi-pleated)
- ❑ **Plain, black belt** must be worn with pants or shorts

#### Outerwear

- ❑ **Mayfair** or **navy blue**, V-neck, button down *cardigan sweater* with **school emblem**
- ❑ **Navy blue**, crewneck pullover *sweatshirt* with **school emblem**
- ❑ **Navy blue**, pullover **P-R-I-C-E** insignia hooded *sweatshirt*
- ❑ **Navy blue**, *jacket* with **school emblem**

#### Socks/Tights

**Navy blue, black or white tights/socks** **must be visible** and must be worn (*no other colors on socks or tights*);

#### Shoes

- ❑ **All white or all black** (or a combination of these two colors, **only**) is to be worn (*no other colors such as gray or silver may be on shoes*). Leather tennis shoes or oxfords in the aforementioned colors are recommended for comfort and safety

#### **Chapel Day (Thursday) Required Attire Last Thursday of September**

- ❑ **No** pants, shorts, polo shirts or crewneck/hooded sweatshirts are to be worn to chapel.
- ❑ Only the **navy blue**, *four "kick" pleat skirt* is worn for chapel.
- ❑ **White**, button down (*oxford*) long or short sleeved *shirt*
- ❑ **Navy blue**, hand cross (*ascot*) *tie*
- ❑ **Cardigan sweater** with **school emblem** is the only outerwear to be worn on chapel days.
- ❑ **Navy Blue** Outerwear Jacket with School Emblem may be worn over the Cardigan sweater with emblem when it's cold (boys & girls)



## HIGH SCHOOL GUIDELINES - GRADES 9-12

1. Polo shirts and school sweaters/crewneck sweatshirt **must** have the school emblem on the left side of each garment.
2. Shirt/blouse **must** be tucked in at all times.
3. **NEW! Navy blue** with the **school emblem** Overcoat/heavy jacket outerwear **must** be purchase from FKCP Business office. **NO other outerwear jacket may be worn for all school levels.**
4. **Royal blue** “Price” Hooded Sweatshirts: Students may wear only unmarked and clean hooded sweatshirts. The hooded sweatshirt must not be worn to conceal any of the following items: a non-uniform shirt; non-tucked uniform shirt; not wearing a belt; illegal Electronic Devices; uncombed hair. Official “Price Athletic” sweatshirts may be worn over a uniform shirt. Sweatshirts may not be worn under a uniform shirt. Hoods may not be worn in the classroom or any school building.
5. **NEW! Zip-up hooded sweatshirts with the emblem** may to be worn by 9<sup>th</sup> – 12<sup>th</sup> grade students only. Torn sweatshirts or sweatshirts with holes may not be worn at any time.
6. Price varsity jackets and sweaters may be worn proudly by students who have earned varsity standing. Any embroidered nicknames must be appropriate and without any perception of negative connotation.
7. Current season Price Athletic gear may only be worn on game day and after Chapel if game is on a Thursday.
8. **Skirt or shorts length should not exceed 3 inches above the knee and must not be tight-fitting; skirts are not to be rolled at the waist. Violations of the skirt or shorts length. will receive the following** consequences:  
  
**1<sup>st</sup> Offense:** length corrected, and Policy Violation mailed home  
**2<sup>nd</sup> Offense:** length corrected, and student serves After-school Detention; loses the next Free Dress privilege.  
**3<sup>rd</sup> Offense:** length corrected; Saturday Detention; loses the next Free Dress Privilege.  
**4<sup>th</sup> Offense:** Parent called to pick up student or bring change of clothing; parent conference with Department Head upon return; loses Free Dress Privileges for remainder of the term.  
**5<sup>th</sup> Offense:** parent Conference with Principal; probation contract; student not allowed to wear shorts or skirts for the remainder of the quarter except for Chapel Dress.
9. **Black or navy-blue spandex shorts may be worn under the skirt but must not be visible below the hem.** **Sweats are not** allowed under the uniform skirt and only navy blue or black, plane, opaque leggings (no writing or sheer material) leggings are allowed under the uniform skirt.
10. During quarter 4, seniors may wear a college sweatshirt, **after being accepted into that college; all seniors must receive counselor’s or principal’s approval prior to wearing it.**
11. During “sports seasons,” varsity athletes may wear “Athletic Price Gear” (sweat suits, game jersey, etc.) on game days only. **Athletic Price Gear may not be worn by athletes whose season has not started or has already been completed. In season refers to the official CIF start day for a sport and the season is complete upon the last game of the sport (playoffs included).** Game gear may not be worn to Chapel; regular school uniform must be worn on non-game days.



12. Students may not wear any type of blanket wrap on school grounds.

**13. Administration reserves the right to request students to make garment changes when deemed necessary. If changes are not possible, student may be sent home**

**\*Tie (Non-Chapel Days):** Green, royal/navy blue, white, khaki or any combination of these colors **must** be worn with the *oxford shirt* and navy blue, v-neck *sweater vest*, Monday – Wednesday & Friday only; Chapel specific tie is the only tie to be worn on Thursday, which is Chapel day. However, **the high school chapel specific tie and chapel blazer can be worn on non-chapel days as well.**

### **Physical Education**

**It's mandatory for students in grades 6-12 to dress in the designated uniform for Physical Education Class each day.** Students must then change back into their Price School Uniform after the Physical Education class unless the Physical Education class is the last class of the day. Physical Education Uniforms are not to be worn in the school buildings except when serving Detention or for Tutoring. The Physical Education Uniform **MUST** be purchased from the Business Office. Full uniform dress is the Physical Education shirt and shorts; if either one or both are missing, the student is out of compliance and will not be able to remain in the class for that day. The student will receive a [0] for the class and will be sent to the library for P.E. Detention. During inclement weather, and at the discretion of the teacher, students may wear NAVY BLUE sweatpants and sweatshirt over their Physical Education shirt and shorts.

### **Physical Education Uniform Must Be Worn by THE 2<sup>nd</sup> MONDAY OF SEPTEMBER**

**Noncompliance with the established Physical Education uniform standards will result in the following action(s) for grades 6-12**

**1<sup>st</sup> Offense:** Verbal warning and an email to parent/guardian; student receives a zero in Gradelink for not dressing and is sent to the Library for P.E. Detention.

**2<sup>nd</sup> Offense:** P.E. Detention and loss of the next Free Dress Privilege; zero in Gradelink; Parent Conference with teacher.

**3<sup>rd</sup> Offense:** P.E. Detention & Afterschool Detention; student loses ALL Free Dress privileges for the current quarter; zero in Gradelink; Parent conference with Department Head/

**4<sup>th</sup> Offense:** Saturday Detention; loses Free Dress privileges for the current quarter; parent conference with Department Head upon return; zero in Gradelink.

**5<sup>th</sup> Offense:** 2 days School Suspension; parent conference with Principal upon return- possible expulsion.

## HIGH SCHOOL BOYS

### Tops

- ❑ White, long or short sleeved *polo shirt* with school emblem
- ❑ Royal Blue, *polo shirt* with school emblem
- ❑ Kelly Green *polo shirt* with school emblem
- ❑ White, button down (*Oxford*) short/long sleeve *shirt with tie* (tie must be school colors).
- ❑ Navy Blue, V-neck *sweater vest with or without sleeves* worn with oxford shirt and tie (tie must be school colors);

**Bottoms** (*must fit at waist with no sagging and extend to ankles*)

- ❑ Navy blue twill, long *pants*
- ❑ Navy blue twill, *shorts*
- ❑ Khaki long *pants*
- ❑ Khaki *shorts*
- ❑ Cargo pants/shorts or jean type pants/shorts are prohibited
- ❑ Plain, black or brown colored *belt* worn with pants or shorts

### Outerwear

- ❑ Navy blue, v-neck, button down *cardigan sweater* with school emblem
- ❑ Navy blue, crewneck pullover *sweatshirt* with school emblem
- ❑ Royal blue, pullover Price Insignia hooded *sweatshirt*
- ❑ Navy blue, *jacket* with school emblem
- ❑ Navy blue zip up hoodie with school emblem

### Socks

- ❑ 9<sup>th</sup> – 12<sup>th</sup> grade students may wear any color socks.
- ❑ All socks must be visible and must be worn; (*may not have pictures /drawings of anything illegal such as a marijuana plant*)

### Shoes

- ❑ Any color *shoes* (closed toe and closed heel). However, leather tennis shoes are recommended for comfort and safety.

#### Chapel Day (Thursday) Required Attire

- ❑ No shorts, polo shirts, sweaters/jackets or crewneck/hooded sweatshirts are to be worn to chapel.
- ❑ Navy blue or khaki *long pants* are to be worn to Chapel.
- ❑ White, button down (*oxford*) long or short sleeved shirt
- ❑ Chapel specific *tie* (9-12)
- ❑ Navy blue, *chapel blazer* (9-12) with school emblem; must be purchased by the 1<sup>st</sup> chapel of October 2017.
- ❑ On cold/rainy days, the Navy-blue *outerwear coat* with school emblem can be worn OVER (in addition to) the chapel blazer on chapel days.
- ❑ **Last Thursday of Sept.– Chapel attire MANDATORY; Jacket optional until – 2nd Thursday of October.**
- ❑ Hoodies and hats cannot be worn inside classrooms and buildings.

## HIGH SCHOOL GIRLS

### Tops

- ❑ White, long or short sleeved *polo shirt* with school emblem
- ❑ Royal Blue, *polo shirt* with school emblem
- ❑ Kelly green *polo shirt* with school emblem
- ❑ White, button down (*Oxford*) short/long sleeve *shirt with tie* (tie must be school colors only)
- ❑ Navy blue, V-neck *sweater vest with or without sleeves* worn with oxford shirt and tie (tie must be school colors only)

### Bottoms (*all must fit at waist*)

- ❑ Navy blue twill, long *pants*
- ❑ Navy blue twill, *shorts*
- ❑ Khaki, long *pants*
- ❑ Khaki *shorts*
- ❑ Navy blue or gray, *four kick- pleat skirt* (not multi-pleated)
- ❑ Khaki, pleated *skirt*
- ❑ Cargo pants/shorts are not acceptable. No jeggings, jean-type, tight fitting, stretch, or skinny jean pants are to be worn. Additionally, shorts and or pants are not to be cut, rolled, flipped, or super tight fitting. With administration approval only, special exceptions will be granted to certain students, due to height considerations.
- ❑ Plain, black or brown *belt* must be worn with pants or shorts

### Outerwear

- ❑ Navy blue, v-neck, button down *cardigan sweater* with school emblem
- ❑ Navy blue, crewneck pullover *sweatshirt* with school emblem
- ❑ Royal blue Price Insignia pullover hooded *sweatshirt*
- ❑ Navy blue, *jacket* with school emblem
- ❑ Navy blue zip up hoodie with school emblem

### Socks/Tights

- ❑ 9<sup>th</sup> – 12<sup>th</sup> grade students may wear any color socks.
- ❑ All socks must be visible and must be worn. Females may wear tights (black and navy blue) that cover the whole foot.
- ❑ *Thigh-high* or long socks that are pulled OVER the knee are prohibited (*socks may not have pictures/drawing of anything illegal such as a marijuana plant*)

### Shoes

- ❑ Any color *shoes* (closed toe and closed heel). However, leather tennis shoes are recommended for comfort and safety.

#### Chapel Day (Thursday) Required Attire

- ❑ No pants, shorts, polo shirts, sweaters/jackets or crewneck/hooded sweatshirts are to be worn to chapel.
- ❑ Only the navy blue, or Khaki *four “kick” pleat skirt* is worn for chapel.
- ❑ White, button down (*oxford*) long or short sleeved shirt
- ❑ Chapel specific *tie* (9-12)
- ❑ Navy blue, *chapel blazer* (9-12) with school emblem; must be purchased by the 1<sup>st</sup> chapel of October 2017.
- ❑ On cold/rainy days, the Navy-blue *outerwear coat* with school emblem can be worn OVER (in addition to) the chapel blazer on chapel days.
- ❑ **Last Thursday of Sept.– Chapel attire MANDATORY; Jacket optional until – 2nd Thursday of October.**

## **FREE DRESS GUIDELINES (GRADES K-12)**

**Free Dress Days**, which usually fall on the last Friday of each month, are granted to those students who follow the daily uniform guidelines. Some students may be exempt from the monthly Free Dress Privilege if they are on BEHAVIORAL PROBATION or if they do not follow the dress code policies. **Free Dress day is a privilege and at times may be revoked by administration.**

There will be times throughout the year that students are permitted to wear themed clothing for specific school activities. Parents and students will be notified of the dress guidelines. **Failure to comply with the guidelines will be treated as uniform violations.**

**The school administration gives the final interpretation of Free Dress. Anyone not following the Free Dress code may be sent home and also may lose the privilege for current quarter or semester or the remainder of the school year.**

### **What to Wear**

- Shorts to knees or, no more than 3" above the knee to hem line all the way around
- Jeans (**without holes of any kind**)
- Closed toe & closed back shoes
- *Dress pants/skirts (3" above knee)*
- *Cotton pants/shirts*
- *Regular dresses – 3" above knee*
- *Regular skirts – 3" above knee*
- Regular blouses
- Appropriate undergarments
- Crocs with the strap behind the heel (6th – 12th grade only)

### **What NOT to Wear**

- No tube tops or sleeveless shirts, spaghetti straps, or tank tops
- No overall jumpers hanging loose
- **No flip flops or open toe shoes, no open heel shoes**
- No holes/tears in clothes
- No clothing that advertises inappropriate/negative wording or pictures
- **No hats or caps, bandanas, scarves, stocking caps, wave caps, or sweatbands**
- No bare midriff; low cut tops/dresses
- No biker shorts
- No Spandex (anything)
- No sagging or bagging (anything)
- No tight or see-through (anything)
- No outer apparel of negative connotation
- No miniskirts: shorts/skirts/dresses may be no more than 3" above the knee to the hem line, all the way around
- No pajamas
- No visible cleavage
- No oversized pants
- No nose, belly, tongue rings or other body piercings
- No gang attire
- No running tights, leggings, jeggings, stretch pants, or yoga pants
- No undergarments revealed at waist (boys & girls) or bust area for females

## **OFFICE POLICIES and PROCEDURES**

### **Student Records**

The school maintains a permanent cumulative file on all FKCP III Christian Schools students. Records of health, grades, standardized test scores, and reports on disciplinary action make up most of the content.

### **Release of Records**

FKCP III Christian Schools will release student grades, standardized test scores, and medical information upon the written request of another school. Information will be released when such request contains both the signature of an authorized school official and the signature of at least one (1) parent or legal guardian on a form to be supplied by the receiving school. Records and transcripts will not be released if a student's tuition and/or fees account is not "paid in full" at the end of the school year, or if an account is delinquent during the school year.

### **School Phone**

Students may use the office telephone with permission of a staff member, when it is needed and available. Students may use the office phone to call their parents before school, during break/recess, at lunchtime, and after school. **Calls to students from parent/guardians during school hours are to be limited to emergency situations and must be made to the Main Office only and not to students' cell phones.** Students may not make calls or receive outside calls in the classroom; classroom phones are for official use only.

### **Lost and Found**

Clothing, books, and personal articles will be collected by the school staff each day and placed in a central depository. Students and their parents and guardians are asked to check and reclaim articles within one week. **FKCP assumes no responsibility for loss of personal articles. Valuables should be left at home.** Articles that are not reclaimed after a reasonable time shall be forfeited by the owner and donated to an appropriate charitable organization or discarded. Staff in the Main Office will only advise students and parents about the location of "found items". Properly identified items will be returned to the owner. Students may claim lost items before and after school. All books found will be returned to the designated teacher. **Lost textbooks must be replaced immediately and will incur the replacement cost.**

### **TEXTBOOKS AND SUPPLIES**

Hardbound books and non-consumable textbooks are the property of FKCP III Christian Schools and must receive proper care. Writing in textbooks, deliberate mutilation, defacing, or loss of any textbook will result in the parents/guardian being assessed the full replacement cost. Any required supplemental books and/or supplies must be purchased by the parent. **Hardbound books are to be covered within 3 days of being issued with paper book covers only. Fabric type book covers are not allowed.**

### **Student Drivers**

Parking and driving on campus is a privilege granted to licensed drivers. Students driving to school must complete a **Student Parking and Driver Information Form**. Student drivers are required to park in the student spaces east of the guard booth in front of the Youth Activity Center. Once on campus, students must gather all of their materials for the day and move to the designated waiting area. **The student parking area is closed during the school day, and that includes after school activities.** Any student needing to return to his or her car prior to the end of the school day (includes after school activities), must obtain written **permission from School Administration**. Permission will be granted only for emergencies. **Retrieving supplies, materials or assignments for class is not considered an emergency.** A student must have a valid California Driver's License and his or her name must appear on the insurance policy. A copy of student's driver's license and insurance policy must be on file in the Main Office. **Students are**

**not permitted to drive other students on or off campus at any time, regardless of age (please refer to the California DMV Handbook regarding minors).** Disciplinary action will result with the abuse of the on-campus driving privilege. Qualified student drivers may be allowed to drive their younger siblings to campus once the proper permission forms are filled out and filed in the Main Office.

**1<sup>st</sup> Offense – Written warning – Parent Contacted**

**2<sup>nd</sup> Offense – Driving Privilege Revoked – Behavioral Probation**

### **Transportation To and From School**

Parents must drop students off before school and pick students up after school in front of the Main School Building. For supervised YAC activities, parents may use the YAC as the drop off and pick-up area. **Parents are to arrange immediate pick-up of students [within 15 minutes] after a supervised school event.**

### **Athletes and Extra Curricular Activities Pick-up**

Parents picking up students after an “away game” or other off campus event should arrive at school before the scheduled return time. Students not picked up within 15 minutes of the actual arrival time will incur a loitering fee of \$50.00 for each occurrence unless arrangements have been made with the staff or person in charge (coach or teacher).

### **Student Lockers and Cubbies**

Each secondary student is assigned a locker for storing books and personal belongings. However, **articles of value should be left at home. FKCP School does not assume responsibility for any lost/stolen items.** Lockers are the property of the school and use thereof is a privilege granted to the student by the school. The locker area must always be clean, and the lockers kept in usable condition. Violations will include loss of the privilege. Stickers or decals are not permitted in or on the lockers. **No open food or drink is allowed in lockers or in locker area at any time.** Students are held responsible for all damages and defacing of their assigned lockers. Students will be subject to a fine of up to \$100 and will be subject to disciplinary action for damage to lockers.

Lockers are assigned at the beginning of the school year and **Combination Locks, not key locks, are mandatory.** **Each student must bring his or her own Combination Lock.** Students are not allowed to put their belongings in another student's locker or share his or her locker with other students. A student should not disclose his/her combination to another student. **Students must lock his or her own locker after each visit. The school is not responsible for theft or damage to items in lockers.** Students may go to lockers before and after school and during passing periods only. Inspection of lockers will take place on a regular basis. A Policy Violation may be assigned if a student's locker does not have a lock or if a student is using a locker that has not been assigned to him/her.

### **Cell Phones, Smart Watches, and other Electronic Devices**

In this age of telecommunication, we recognize the need for families to communicate quickly with each other in case of a city-wide emergency. **Parents, please remember to call the Main Office for emergencies when needing to speak to or to pick up your child during class, break, or passing periods.** **Parents, please do not text or call your child during classes, breaks or passing periods.** Headphones are allowed before and after school only. Students who use these devices must store them in an enclosed area during the school day. The student's cell phone must not be visible on the student's person at any time during the school day. Phones brought to class must be placed in the Phone Box/Slot and not remain with the student. Any display or ringing of the cellular phone during class or passing periods is in violation of the policy. Violation of the policy will cause the device to be confiscated. Confiscated devices must be retrieved by the parent/guardian and may incur a fee of \$35.00 or \$50.00 for retrieval depending on the

number of violations. During class, it is mandatory that all cell phones are turned in daily until the end of each class period. **It's an automatic suspension if a student refuses to hand over his/her phone to a staff member during class or when caught in violation of the policy Please note that all other electronic devices are prohibited on campus including smart watches.**

**FKCP III Christian Schools is not responsible for the loss, damage, or theft of cell phones or other electronic devices.**

**The following disciplinary actions are consequences of the Electronic Device Policy Violation. The following applies to device confiscation:** (all fines must be paid within 5 business days or educational services will be interrupted)

1. **1<sup>st</sup> Offense:** Phone turned into the Main Office; parent or guardian must pick up phone from the Main Office and sign the Policy Violation Notice. No fee for 1<sup>st</sup> violation.
2. **2<sup>nd</sup> Offense:** Phone turned into Main Office; Student serves **After-school Detention**; parent must pick up phone from the Main Office and a \$35.00 fine must be paid within 5 business days.
3. **3<sup>rd</sup> Offense:** Phone turned into Main Office; Student serves **Saturday Detention**; parent must pick up phone from the Main Office and a \$35.00 fine must be paid within 5 business days; parent advised that next offense will have \$50.00 fine.
4. **4<sup>th</sup> Offense:** Phone turned into Main Office; \$50.00 fine must be paid within 5 business days; Parent Conference with Department Head - Student put on Behavioral Probation
5. **5<sup>th</sup> Offense:** Phone turned into Main Office; **In-House Suspension**; \$50.00 fine must be paid within 5 business days;
6. **6<sup>th</sup> Offense:** \$50.00 fine; **1-day suspension – Final Contract – Referral to Principal**

### **Confiscation of Student Property**

Teachers reserve the right to confiscate notes, assignments for other classes, magazines and other papers from any student, if such items are interfering with the learning process in the classroom. Items being confiscated may result in disciplinary action for class disruption.

### **Elementary Recess and Secondary Break**

Elementary and secondary students receive a morning recess. During this time, students are permitted to play outdoors with adult supervision. Students are also permitted to eat a snack in the designated areas. Unacceptable snack items include sunflower seeds, sodas, candy, and gum. Elementary students are not allowed to purchase sodas from vending machines.

### **Lunch:**

Students may bring a lunch from home or may purchase hot lunch from the school lunch program. **Parents may not bring food to FKCP III Schools to sell to other students.** A parent may not give a student, other than his/her own, food without written permission from the student's parent submitted to the office. Food is to be eaten in the cafeteria or designated outside area. Students are not allowed to eat in any other school building or classroom (excluding approved class parties). Students may not leave the designated eating area and cross Price Drive with food without teacher's permission. **Students are permitted in the cafeteria at break, and lunch time. After school, the cafeteria is used by an After-School Program, therefore students are not allowed in the cafeteria unless they are registered with the program. Food items such as candy, soda, or seeds of any kind will be confiscated by the staff and not returned to the student.** Our school shares the Cafeteria and facility grounds with non-school employees, parishioners and guests. The area should reflect our students' consideration and respect for self and others. To that end, **students must dispose of all garbage prior to leaving the Cafeteria.** In addition, we welcome and encourage parents and guardians to eat lunch at school with their children. We ask that parents obtain a visitor's pass from the Main Office before going to the cafeteria.

### **Hot Lunch (K-5): SEE CHANGES DUE TO COVID PROTOCOL**

Parents may purchase a lunch through the Elementary Hot Lunch Program provided. Contact the school's business office.

### **Lunch from Home for students**

All lunches from home should be marked with the student's first and last name and grade level. Parents are encouraged to provide well-balanced lunches for their children. We discourage for lunch sodas, candy, seeds of any kind. Chewing gum is not allowed on campus. Items in glass containers, "pop top" (elementary students), or items that require any type of knife use, are not acceptable and should not be included in student lunches or snacks. Please provide food items that do not require heating/microwave. Parents may not give or prepare and sell lunches to other students.

### **Outside Lunch Purchases or Deliveries**

**Students are not permitted to place phone orders via internet or cell phone for lunch deliveries to the school. Parent/guardians must notify the Main Office and receive approval at least one week in advance if planning to purchase food for a special occasion for a particular class or group of students. This includes birthdays. Failure to comply will result in students not being permitted to participate in the special occasion.**

### **Hall Pass**

Any student who is out of class must have approval of the teacher/administrator and an official written Hall Pass. The pass must be signed by the teacher/administrator and list the following: date, destination, and time of departure from classroom. Students may not leave class at any time to go to their locker, speak with another student, go to another classroom or go to the Main Office without a Hall Pass.

### **Field Trips**

Field trips are conducted in relation to learning activities. Field trips are used to enhance the educational and social development of the student. Field trips are on regular school days and all students are expected to attend and complete the required assignment unless their conduct has resulted in a loss of privileges. FKCP III Christian Schools expects students to act in a courteous and responsible manner at all times. Backpacks, gym bags, duffel bags, extremely large purses, are unacceptable items to bring on field trips. Cell phones (for emergency reasons only) are acceptable items. Cell phones used as musical devices are not permissible on field trips including during transportation to and from a destination. On some special occasions, a field trip will be conducted after school or on a weekend. Students are expected to be transported back to school in the same method in which they left. Students may not leave the field trip without the group. Parents are invited to attend most trips as chaperones.

### **Class Trips and Retreats**

Participating in class trips and retreats are privileges. Participation in these events is not automatic. Students must have minimal behavioral issues during the school year. Teachers and administration reserve the right not to allow students to attend a field trip, class trip or retreat based on student behavior (classroom and/or social interaction). Parents will be given advance notice for these circumstances. A student grade check will take place to determine eligibility. It is strongly recommended that parents purchase trip refund insurance to cover their investment in the event of ineligibility or family emergency. **Students with outstanding financial obligations to the school are not eligible to attend trips or retreats.**

### **Special Programs and Assemblies**

From time to time, guest speakers, relevant films, or academic programs of significant spiritual and/or cultural value will be presented to the students and parents will be invited to attend. Parents will receive notification in a timely manner for such activities.

### **Library, Computer Lab and Printing**

The Library and Computer Lab are learning centers. Students are expected to maintain care of the facilities and use quiet voices. The Computer Lab and Library are open during school hours for student use with teacher supervision. The Computer Lab is also open after school from 3:05 – 3:30 for student use with supervision if it's not being utilized for a scheduled staff meeting. Students should come to school with their homework completed and not expect staff members to print work for them. Students are responsible for making all personal copies prior to arriving at school. In some situations, students may bring flash devices and print work after school in the Computer Lab if supervision is available. Students are held liable for misuse, damage, or loss of articles in these facilities. Acceptable standards of conduct are always enforced. **STUDENTS ARE NOT ALLOWED TO USE ANY STAFF COMPUTER INCLUDING THE COMPUTER IN THE MAIN OFFICE.**

### **HEALTH AND SAFETY**

**An emergency card must be on file before a student can attend school.** Health is an important contributing factor to academic attainment. When ill, students are much more comfortable at home. Parents of students who become ill during the school day will be notified. If your child becomes ill or injured and you cannot be reached, one of the persons authorized on student's emergency card will be contacted. In addition, we reserve the option to notify your family physician. Should it become necessary to pick up your child, and neither parent can be contacted, a responsible parent designee authorized by the parent(s) (in writing) may pick up his/her student as facilities will not allow for students to remain in the Main Office when ill. For this reason, **it is necessary that each student has an up-to-date emergency card, completely filled out and signed by the parents, on file in the Main Office.** If a student has a minor injury, parents will be notified, and Security will document and issue First Aid. If the situation warrants it, paramedics will be called. If deemed necessary, the student will be taken to the hospital. It is the responsibility of the parent or guardian to determine the health need of his or her child. To help maintain the good health of all our students and employees, students who exhibit symptoms of illness, such as fever, vomiting, pain, etc. will be sent home. The school does not provide a clinic or diagnostic service for students.

### **Emergency Kit**

Students are required to turn in an emergency preparedness kit during the first week of school. The kit may be purchased from a retailer or made from scratch. For elementary students, the kit should be labeled with the child's full name, grade level, and date and turned in to their teacher. For secondary students, the kit should be labeled with the student's full name, grade level and date and turned in to their class sponsor.

Each kit should contain 2 bottles of water, dry food source (food bars), band-aids, emergency type blanket and wet naps. Each student must have an emergency kit by the end of the first week of school. Kits will be returned at the end of each school year and may be used the following year with expired items being replaced.

### **Additional Notes:**

- ❑ Whenever possible, all medical and dental appointments should be made outside of regular school hours. If this is not possible, parents or guardians should notify the Main Office and classroom teachers in advance. A note should then be presented at the office for verification and sign-out *before* a student may leave school. Generally, appointments during school hours will be considered excused absences.
- ❑ Students wearing braces, casts, or using crutches are allowed to attend school with permission of their physician.
- ❑ Students returning from hospitalization or surgery are allowed to attend school with written permission from their physician.
- ❑ Medicine prescribed by a physician requires written consent from the physician and must be kept in the Main Office (exceptions are inhalers and medication requiring refrigeration). A "Request of



Medication" form, which is available in the Main Office, must be completed and kept on file in the office.

- ❑ Non-prescribed medication: May be kept in the Main Office if it is labeled with instructions and parent permission.

### **Safety**

- ❑ Fire and earthquake drills are required to ensure emergency readiness. Students are to remain quiet during the drills, follow instructions, and may not go to their lockers.
- ❑ **Backpacks are not allowed into the classroom at any time. Backpacks and any other materials not being used must be stored in students' lockers for secondary students and inside the classroom for elementary students.**
- ❑ **Backpacks, duffel bags, gym bags or other such items should fit the size of the student's locker or cubby and should always be neatly stored; student belongings are not to be left on any hallway floor or stairwell at any time. These items may be randomly checked.**
- ❑ Student's "books" should either be on his or her person or neatly stored in his or her locker or cubby and not left in the hallways or stairwell.
- ❑ During class, all books, notebooks, workbooks and other materials should be in the desk, in the baskets under the desk chair, or stacked neatly on the floor directly beneath the chair. It is a safety hazard for books or other materials to clutter the aisles.
- ❑ Food or drink should only be consumed in the cafeteria and not in classrooms or school buildings.
- ❑ Student pranks or hazing that disrupts any aspect of the school program or causes any property damages or bodily harm will subject the student to serious disciplinary action. The student will also be responsible for any financial liability resulting from the prank.
- ❑ FKCP III Christian Schools enforce the "buddy system" for grades K-5. Students are required to travel in pairs (same gender) on campus when out of the classroom during school hours.

### **PARENTAL and SCHOOL RELATIONS**

#### **Parental Support**

FKCP III Christian Schools ask that all parent/guardians do their best to make Christian education effective in the lives of your children. Teach them to respect, love, and pray for their peers, teachers and administrators. Help them to be diligent workers. Teach them to get along with others. Encourage them to love and serve the Lord Jesus Christ. **PLEASE PRAY REGULARLY AND FERVENTLY FOR OUR CHRISTIAN SCHOOL!** The Word of God teaches that the prayers of a righteous person have powerful effect. Through prayer, you can influence every area of our educational program.

#### **Parent and School Relations**

The school is committed to effective communication. If a parent needs further information concerning school activities, please call the school office at (323) 565-4199. Notices of special events will be posted on the school's website and the Price APP, although information for some activities may be mailed, emailed, or sent home by students, during the school year. Parents are asked to read all notices sent home because important news concerning school closings, early dismissals, holidays, date and time changes, etc. may be involved.

#### **Parent-Teacher Organization (PTO)**

**Parents are mandated (or send a designee 21 years or older) to attend all PTO meetings** to receive updated information, give input and fellowship with other parents. Parents are responsible for all information disseminated at PTO meetings. Please contact our Parent Teacher Organization to make school suggestions, give fundraising ideas, volunteer, or inquire about grade level or school level issues.

If there is an agenda item or question that you believe should be discussed at a PTO meeting, please contact the PTO at least two (2) days prior to the scheduled meeting. The email address is [pricepto@yahoo.com](mailto:pricepto@yahoo.com).

### **Appointments with Teachers**

Parents/guardians are encouraged to meet with their child's teacher(s) throughout the school year with questions or concerns about their child's progress. Teachers are available before and after school by appointments. To facilitate conferences, parents are asked to call the school office to confirm the availability of the teacher they wish to see or email the teacher with a specific request. Parents who desire a telephone conference may leave a message with the office, and the teacher will be asked to return the call at a suitable time. Please do not interrupt class time for any length of time; instructional time is valuable. For specific appointment guidelines, please follow the procedure stated by the individual teacher.

### **Parent Conferences**

Regularly scheduled conferences are held throughout the school year. Parents are given the opportunity to request scheduled conferences at any time. **Parent conferences are mandatory for students with D's and F's.**

### **Appointment with Administration:**

Administration is available to meet with parents by appointment. Please call (323) 565-4199 to schedule an appointment. Each department is headed by a Department Head. The parent will first be scheduled to meet with a Department Head. If further resolution is necessary, the parent will be scheduled to meet with the principal. Please contact the main office with any emergency issues for directions.

### **Policy for Resolving Conflicts**

The administration has adopted a policy for resolving complaints, concerns, or problems according to Matthew 18:15-17: "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more that by the mouth of two or three witnesses, every word may be established. And if he refuses to hear them, tell it to the church. But if he refuses to hear even the church, let him be to you like a heathen and a tax collector."

1. All questions, concerns, complaints, or problems concerning a student and/or teacher should be directed to the **teacher first**, before anyone else is involved.
2. If the situation is not cleared during a meeting with the teacher, please call the Main Office to schedule an appointment with Administration.

### **Civility Policy**

The school is committed to promoting civility, open communication and a cooperative environment. We believe that a negative or hostile atmosphere can have a serious impact on children and teachers alike. Moreover, civil communication is important, not just for education, but for success and good relations in the world at large. We have a role in promoting that and expecting it from students and their families. Some of the basic principles we adhere to are mutual respect, and restraint in our choice of words and the way they are expressed. **To ensure this, the school considers it acceptable for teachers, parents and students to "disengage politely" when they are on the receiving end of rude or aggressive communication.**

The school is aware that domestic conflicts can have a direct impact on students and their classroom work. However, the school cannot be responsible for resolving those conflicts, and will not be held liable for damages of any type because of or in connection with such conflicts and disputes.

FKCP III Christian Schools also realizes that the administrative decisions, communications, school policies and procedures, etc. may not be suitable to some families. Parent's strong disagreements may cause them to become verbally abrasive, demonstrating a lack of respect through demeaning comments or conversations about teachers, administrators, and other staff members and/or use emails, text, or social media outlets for expression.

**In the event that the school determines that a domestic conflict or demeaning comments by students and/or parents has a negative impact on the school, teachers or students or that a parent and/or student has violated these civility requirements, the school reserves the right to require that the student be removed from the school or parent(s)/guardian(s) not allowed inside the school buildings or classrooms.**

It is important that we actively listen to others in order to understand, reduce confusion, and seek mutually beneficial solutions. We will confront demeaning comments and behavior and insist on civility. We are firmly committed to creating an atmosphere of trust and respect. If a parent has a problem with a student, that parent must make an appointment with administration to address the issue. No parent is allowed to confront a student directly or speak to a student in a demeaning or negative manner.

#### **Parent and Student Conduct Clause**

*The goal of FKCP III Christian Schools is to devote the optimum amount of time to developing students for successful outcomes. That goal is achieved in part based on a partnership between school personnel and a student's parent or guardian. Therefore, parents or guardians whose behavior, attitude, or tone with our staff is contrary to a spirit of cooperation, teamwork, and follow through will be deemed to have breached their agreement and may subject their child to be expelled from FKCP III Christian Schools.*

#### **PARENTAL INVOLVEMENT**

We are excited that you have chosen FKCP III Christian Schools to partner with you in educating your child. We believe your child's successful school experience is based upon the unity of all people involved: the child, family, school staff, school programs, and experiences, both in and out of school. We, as a staff, are committed and dedicated to assisting in your child's success. We recognize you as your child's first teacher and value your input about his/her educational goals and needs. The information below was adapted and taken from "*Going to School: How to Help your Child Succeed*," by Sharon L. Ramey, Ph.D. and Craig T. Ramey, Ph.D.

#### **Essentials Proven to Help your Child Every Day**

- ❑ **Encourage** curiosity and investigating new things and ideas. Encourage them to work hard and know that their effort and energy spent to complete a task matters.
- ❑ **Mentor** in basic skills, showing what, when, and the ins and outs of how things and people work.
- ❑ **Celebrate** developmental advances and successes, learning new skills little and big, and becoming a unique individual.
- ❑ **Model & Promote** learning at school and at home by taking a genuine interest in every aspect of your child's life.
- ❑ **Rehearse & Review** skills previously learned.
- ❑ **Protect** from neglect, inappropriate disapproval, teasing, and punishments.
- ❑ **Establish Family Routines** that support doing well in school. Establish daily routines for preparing for school, homework, communicating with teacher(s), eating, and bedtime.
- ❑ **Set, Guide, and Maintain Limits** of behavior to keep your child safe and to teach what is acceptable and how to be a cooperative, responsive, and caring person.

- ❑ **Develop Quality and Quantity Time** both of which are equally important. Spend time together on a consistent basis. Planned and regular "Family Dates" are a good way to maintain quality and quantity.
- ❑ **Explore** your city and state. A variety of experiences are essential to encouraging and increasing learning.
- ❑ **Communicate** daily with your child. Ask the five W's (who, what, why, where, and when) about his/her day and his/her friends. Communicate with your child's teacher(s) on a regular basis. Attend parent meetings, parent-teacher conferences, and school events.

### **Helpful Educational Internet Resource**

- ❑ **California Department of Education - Academic Standards** [www.cde.ca.gov](http://www.cde.ca.gov)

This website gives the curriculum standards of the state of California. Our curriculum is based upon the state requirements for each grade level.

### **PARENT PARTICIPATION REQUIREMENTS**

The Parent Teacher Organization (PTO) plays a vital role in the school community. The PTO acts as a resource by providing an ongoing program benefiting students, faculty, and parents. The organization supports the school through a variety of fund-raising activities. The Board consists of members who manage the PTO. All parents are automatically members of the organization and are mandated to attend scheduled meetings during the school year. Parents **are required to attend all PTO** meetings, and to participate in activities that service Frederick K. C. Price III Christian Schools.

### **EXTRA-CURRICULAR ACTIVITIES**

A vital part of our school life is its extracurricular activity program. FKCP III Christian Schools is concerned with the intellectual, spiritual, social, and physical development of our students.

#### **Eligibility for Activities**

Extracurricular activities such as athletics, student council, performing arts groups, dances, clubs and trips are excellent supplements to the core curriculum. **The following apply to extracurricular activities:**

- Students are not permitted to participate in any extracurricular program on the day that they have been absent for more than half of the school day.
- Participation in some activities, by nature, places the participant in the position of representing the school. Therefore, candidates for ASB, Homecoming Court, and School Representatives **must** have satisfactory conduct and academic standing.
- The **CIF eligibility** for transfer students, incoming ninth graders and current students will be determined using the CIF criteria of a 2.0 GPA or higher on their last report card. Therefore, a student will be placed on academic probation until grades reflect a 2.0 GPA or higher on the next report card.
- **Academic eligibility and conduct** is determined by the school administration.
- For **multiple or major violations** of school policies related to academics, attendance, dress code, or behavior, these students become ineligible for participation. The suspension period is determined by administration with input from the advisor/coach.
- Students on academic probation or suspension status are not permitted to miss class instruction time to travel with the group/team.
- Students who are suspended may not participate in extra-curricular activities on the day of suspension

## **SCHOOL DANCE POLICY**

1. Students (9-12) may each invite one guest with the completion of the guest pass form. The FKCP III Christian Schools student is responsible for his/her guest and is expected to share our Christian school's standards of conduct with the guest prior to arrival.
2. Students are admitted to the dance with the purchase of a ticket and a completed permission slip. The permission slip is an aid to ensuring the student's safety during an evening event with extended hours.
3. Students may not arrive more than 90 minutes after the start of the dance.
4. Students may not leave more than one (1) hour before the end of the dance without verified verbal approval from the parent. Students may socialize and assist with clean up, no more than 30 minutes after the close of the dance. After 30 minutes, all students should have vacated the premises.
5. Students are to dance and dress in manners that demonstrate good taste benefiting a child of God. **No suggestive dancing or revealing clothing. Please use the "Free Dress" guidelines.**
6. The policy of "No Public Display of Affection" applies at dances.
7. Chaperones determine the appropriateness of the attendees' conduct and attire.
8. The parent and staff chaperones are expected to monitor the safety, and security of the students and guests.
9. Students must notify parents of closing time of activities and are expected to leave the dance site within one-half hour of the posted time.
10. Students not picked up within 15 minutes of the posted time will incur a \$50.00 loitering fee.

**Final interpretation of appropriate dance is at the discretion of the chaperones. Students will be given one warning. On the next offense, the student will be removed from the dance area, asked to call his/her parents and leave the dance. There is no refund if a student is asked to leave due to a violation**

## **MANDATORY PARENT HOURS AND PTO MEETINGS**

Each family is required to provide 40 hours of mandatory service during the school year. This credit will only apply to hours worked July 1<sup>st</sup> through April 13<sup>th</sup>. For each hour less than the 40 hours of mandatory service, a \$5.00/hr. fee will be added to the account to support the need for additional support staff. **Parent Hour Cards** may be picked up in the Business Office. Parent Hour Cards must be submitted by April 1, 2022 to receive credit. It is expected that parents will support the school and stay informed by attending PTO meetings. Attendance at PTO meetings will accumulate one hour of credit for each attended meeting, September 2022 through April 2023.

## FKCP III CHRISTIAN SCHOOLS PARENT VOLUNTEER HOURS LIST

<u>TASK</u>	<u>NUMBER OF HOURS</u>
PTO Meetings	1 hour per meeting
Xerox Paper	5 hours per case (10 reams) (3 case max. per family)
Plain White Mailing Envelopes	5 hours per 2 boxes of 500 each (1000 total)
Address Mailing Labels	3 hours per pack of 3000 labels
Clasp Envelopes (9 x 12 or 10 x 13)	3 hours per 2 boxes of 100 each (200 total)
Low Odor Dry Erase Markers	3 hours per 3 boxes of 12 each (36 total)
Grading Papers	1 hour per hour
Cafeteria Duty (Supervision)	1 hour per hour (sign up in office)
Yard Duty (Supervision)	1 hour per hour (sign up in office)
Field Trip (Supervision/Chaperone)	1 hour per hour (sign up in office)
Sports- Tickets Sales	1 hour per event hour
Sports- Snack Bar	1 hour per event hour
Sports- Supervise Crowd	1 hour per event hour
Sports- Ticket Collection	1 hour per event hour
Sports- Set Up	1 hour per event hour
Sports- Breakdown	1 hour per event hour
Picture Day	1 hour per event hour
Open House	1 hour per hour (Sunday event)
Art Supplies	1 hour per designated item(s)
Recyclables	3 hours per \$10 (must provide receipt)
Science Supplies	1 hour per designated item(s)
Donate Books for Library	1 hour per 5 books (good condition)
Playground Supplies	1 hour per designated item(s)
Classroom Supplies	1 hour per designated item(s)
Earthquake Supply Kits	2 hours per 5 kits
Main Office Help	1 hour per hour (sign up in office)
Classroom Help	1 hour per hour (sign up in office)
Performing Arts Events Help	1 hour per hour (sign up in office)
Outreach Event Help	1 hour per hour (sign up in office)
Marketing/PR Help	1 hour per hour (sign up in office)
Alumni Association Help	1 hour per hour (sign up in office)
Fundraising Events	1 hour per hour (sign up in office)

**Please have your card available during time of volunteer services  
and get appropriate stamp/initials for hours rendered.**

**All PVH cards must be submitted to the Business Office by the deadline of Friday, April 5, 2024.**

**Please note: for every hour not completed by the deadline, a \$5.00 per hour charge will be applied to the parent's account**

## **APPENDIX**

Telecommunication/Internet Policy

Internet User Agreement and Parent Permission

After-School Clearance Policy and Procedure

Promotion and Graduation Requirements

FKCP III Christian Schools/College Requirements

Parental Obligation Agreement

## **TELECOMMUNICATION/INTERNET POLICY**

Students' use of the Internet and any other electronic information retrieval services is a privilege. Internet access is for the expressed purpose of academic and ministerial use. Students at the elementary level (K-5) may use the Internet and any other electronic information retrieving systems only when supervised by a teacher or teacher's aide, and with the written permission of a parent or guardian through a duly executed "Internet User Agreement." Students in grades 6-12 may use the Internet and other electronic information retrieving systems provided they adhere to the following regulations:

- ❑ Abide by the Acceptable Use Policy
- ❑ Understand that they may not go on any Social Media Site or any other Chat Network via any computer belonging to FKCP III Christian Schools or the ministry of Crenshaw Christian Center.
- ❑ Parent and student sign the "Internet Use Agreement" located in the Appendix of the Handbook and submit it to the Main Office during the first week of school. Once obtained, both signatures will be valid for the current school year.
- ❑ Direct any parent's or student's inquiries regarding any decision relative to the Acceptable Use Policy to the designated Internet Administrator.

## **INTERNET USER AGREEMENT AND PARENT PERMISSION**

After reading the Internet policies and procedures, please complete this form to indicate you agree with the terms and conditions outlined. The signatures of both the student and the parent/guardian are mandatory before access may be granted to the Internet and any other electronic information retrieval systems and services. This document, which incorporates the policies and procedures, reflects the entire agreement and understanding of all parties. As a user of the computer systems and electronic retrieval services network, you (parent and student) have read and hereby agree to comply with the policies and procedures.

As the parent/guardian of an FKCP III Christian Schools student, I grant permission for my child(ren) to access the computer network services, such as the Internet. I have read and agree with the Telecommunications/Internet Policy. I understand that I may be held responsible for violations done by my child(ren). I understand that some materials on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child(ren) and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media. I understand that when my child accesses Websites and Web Links for homework, that websites change information often. The school will not be responsible for intentional exposure of students to objectionable materials.

## **AFTER-SCHOOL CLEARANCE POLICY AND PROCEDURE**

It is understood that parents will pick up their children **within 15 minutes** following the end of each school day unless they are involved in a supervised extra-curricular activity. This policy is for the welfare and safety of the students, as well as, the ministry of Crenshaw Christian Center (CCC). Students who remain on campus after school has been dismissed are expected to be in a **supervised, school-sanctioned activity**. Loitering is not permitted on CCC property and will be challenged by the CCC Security Department and or the FKCP III Christian Schools Administration. **A \$50.00.00 loitering fee will be assessed per day when the after-school clearance policy and procedure have been violated.**

Students who **are not** picked up by parents **within the allotted 15 minutes** following any type of dismissal are considered loiterers and will be sent to the Business Office. The parent will be called, and the \$50.00 fine must be paid within 5 business, or educational services will be suspended.



Parent's or guardian's signature indicates that he or she releases Frederick K. C. Price III Christian Schools, its administrators, staff, and Crenshaw Christian Center from any liability or responsibility for any injuries that may occur to student while he/she is loitering.

### **HARASSMENT POLICY FOR FKCP III CHRISTIAN SCHOOLS**

Frederick K. C. Price III Schools is committed to providing an educational and work environment free of harassment. Harassment involves unwanted, intimidating, or offensive acts. It is our policy to investigate all reports of harassment. Harassment will not be tolerated. Harassment includes, but is not limited to:

1. Verbal Threats
2. Physical conduct that denigrates or shows hostility or aversion towards an individual because of his/her ethnicity, color, age, sex, national origin, ancestry, marital status, physical or mental disability;
3. Physical conduct such as assault, unwanted touching, blocking normal movement;
4. Offers, threats, or demands to submit to requests
5. Retaliation for reporting or threatening to report harassment

### **Reporting Harassment**

7. Any student who feels he or she has been harassed should provide a complaint to the school administrator as soon as possible after the incident.
8. Complaints should include details of the incident, name of the individual involved and names of all witnesses.
9. The school administrator will undertake a full investigation into the allegations, and parent(s) will be notified of the outcome.
10. If it is determined that harassment has occurred, the Administrator will take effective action according to the circumstances involved. The person (s) determined to be responsible for the harassment will be subject to appropriate disciplinary action, up to and including expulsion.
11. Frederick K.C. Price III Christian Schools will not retaliate against students for filing a good faith complaint and will not knowingly permit retaliation by students.

**Disciplinary actions will be taken against any student who makes a false claim against an individual.**

**FKCP III Christian Schools Graduation /College Requirements**  
**(a minimum of 345 high school credits are required - this may vary depending on start date at Price)**

AREA	SUBJECT	FKCP III H.S.	California State University (CSU)	University of California (UC)
A.	SOCIAL STUDIES	3 YEARS (30 credits): Including one year of World History, cultures, and historical geography and one year of U.S. History or one-half year of U.S. History and one-half year of civics or American Government. Government/Economics	2 YEARS: Including one year of World History, cultures, and historical geography and one-half year of U.S. History or one-half year of civics or American Government.	2 YEARS: Including one year of World History, cultures, and historical geography and one-half year of U.S. History or one-half year of civics or American Government. <b>(honors/AP recommended) AP Exam [May] required for class; extra point earned only if exam is taken in May; Fee for exam;</b>
B.	ENGLISH	4 YEARS (40 credits)	4 YEARS	4 YEARS <i>(honors/AP recommended) AP Exam [May] Required for class; extra point earned only if exam is taken in May; Fee</i>
C.	MATH	4 YEARS (40 credits): Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra along with two- and three-dimensional geometry.	3 YEARS: Three years of college preparatory mathematics that includes the topics covered in elementary and advanced algebra along with two- and three-dimensional geometry.	3 YEARS: <u>(4 years recommended)</u> <i>Three years of college preparatory mathematics that include the topics covered in elementary and advanced algebra along with two and three dimensional geometry.</i> <b>(honors/AP recommended) AP Exam Required for class; extra point earned only if exam is taken in May; fee for exam;</b>
D.	SCIENCE	3 YEARS (30 credits): Two of the years of laboratory science providing fundamental knowledge in at least two of the following disciplines: biology, chemistry, and physics.	2 YEARS LAB SCIENCE: Two years of laboratory science providing fundamental knowledge in at least two of the following disciplines: biology, chemistry, and physics.	2 YEARS LAB SCIENCE: (3 years recommended) Two years of laboratory science providing fundamental knowledge in at least two of the following disciplines: biology, chemistry, and physics. <b>(honors/AP recommended) AP Exam Required for class</b>
E.	FOREIGN LANGUAGE	3 YEARS (30 credits): (same language)	2 YEARS: (same language) American Sign Language is applicable	2 YEARS: (3 years recommended) (same language) American Sign Language is applicable
F.	VISUAL / PERFORMING ARTS	2 YEAR (20 credits)	1 YEAR: dance, drama or theatre, music or visual art	
G.	COLLEGE PREP ELECTIVES	2 YEARS (20 credits) One year (two semesters), chosen from additional "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for the use as "g" electives.	1 YEAR: One year (two semesters), chosen from additional "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for the use as "g" electives.	
	PHYSICAL EDUCATION	1 YEARS (10 credits)	H.S. Graduation Requirement Only	
	HEALTH	2 QUARTERS (10 credits)	H.S. Graduation Requirement Only	
	COMPUTER SCIENCE	1 YEAR (10 credits)	H.S. Graduation Requirement Only	
	ELECTIVES	75 Credits	H.S. Graduation Requirement Only	
	BIBLE	4 YEARS (20 credits)	H.S. Graduation Requirement Only	
	SENIOR WRITING COURSE & BIBLE	2 QUARTERS (10 credits)	H.S. Graduation Requirement Only	
	Community Service Hours	100 hours by the end of the 3rd quarter of the senior year	H.S. Graduation Requirement Only Community Service Hours are supplements to transcripts	H.S. Graduation Requirement Only Community Service Hours are supplements to transcripts
	TESTS	PSAT, Stanford 10 Testing	SAT I or ACT, AP, ELM, EPT	SAT I and SAT II (Essay) and ACT

**Total Credits: 345**



2023 - 2024

**POLICIES AND PROCEDURES  
PARENT AND STUDENT SIGNATURE AGREEMENT**

Our signatures (parent & student) below indicate that we have read, understand, and agree to all the information contained in the Student –Parent-Teacher Handbook. Our signatures further indicate that we will adhere to all policies and requirements contained therein.

Acknowledgment and Agreement of All School Policies, Procedures, and Information

*Note: Student fills out one signature line and parent fills out one signature line. Students in grades K-5<sup>th</sup>, a parent may fill out the line for their student.*

Name of Student (print)	Student Signature	Date/Grade
Name of Parent (print)	Parent Signature	Date/Grade
Name of Parent (print)	Parent Signature	Date/Grade

***The complete signature page is due by September 22, 2024. Please be advised that students may not start school without submitting this signed page.***

Thank You!  
FKCP III Christian Schools  
Have a Wonderful  
School Year!