

# Parent/Student Handbook

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2026-2027



Faith Heritage School

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Dear FHS Parents and Students,

Welcome to the 2026–2027 school year! We are grateful for the opportunity to partner with your family as we pursue our mission of **keeping God's Truth at the center of learning, nurturing a desire to Love Christ, and cultivating a mindset for Service**. Whether this is your first year at Faith Heritage School or you have been part of our community for many years, we are excited to begin another season of learning and growth.

For more than five decades, God has faithfully sustained Faith Heritage School. Throughout our history, our purpose has remained unchanged: to provide an excellent Christ-centered education that equips students academically, spiritually, socially, and emotionally for lives of faithful service. We desire to see every student develop a biblical worldview, pursue academic excellence, grow in Christlike character, and discover how God has uniquely gifted them to influence the world for His glory.

We recognize that parents are children's first and most important teachers. A thriving partnership between home and school is one of the greatest blessings we can offer our students. As we pray together, communicate openly, and encourage one another, we create an environment where children are known, loved, challenged, and equipped to flourish. Thank you for entrusting us with the privilege of investing in your child's life.

This Parent/Student Handbook serves as a guide to the expectations, policies, and procedures that help our school operate safely, effectively, and consistently. We encourage every family to review it carefully. Familiarity with these guidelines enables us to provide an orderly learning environment where students can thrive and where our shared commitment to Christ, one another, and our school community is reflected in all we do.

**Completion of the enrollment or reenrollment process signifies that you have reviewed and accepted the policies and expectations outlined in this handbook.** If you have questions or need clarification at any time, please do not hesitate to contact our office. We are here to serve and support your family.

Thank you for your continued partnership and prayers. We look forward to all that God has planned for the 2026–2027 school year and are excited to see how He will continue to work in the lives of our students and school community. May this be a year of growth in **Truth. Love. Service.**

Praying for a fantastic year!

Dr. Deborah Samuelson  
Head of School

*Keeping God's **Truth** at the center of learning, nurturing a desire to **Love** Christ, and cultivating a mindset for **Service**.*



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## Introduction to Parents

A fundamental responsibility of Christian parents is to "train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6, NIV). Faith Heritage School partners with parents in this goal. Successful Christian living depends on three key influences: the home, the church, and the school. These institutions must work together to fulfill this shared responsibility. At FHS, we hire teachers who exemplify three essential qualities:

1. A vibrant relationship with the Lord
2. Expertise in teaching and effective communication of their subject matter
3. The ability to connect with and disciple young people

Students and parents are expected to respect FHS teachers as Christian role models and instructors. A positive learning environment requires mutual respect and cooperation. FHS remains committed to presenting Jesus Christ and providing a high-quality education as parents raise their children to love and follow the Lord.

## School Leadership Roster

### FHS Board Members

Mr. Fred Santucci Jr., Board Chair  
Mr. Adam Dusseault, Vice Chair  
Mrs. Paula Reid, Secretary  
Ms. Andrea Kimball, Treasurer  
Mr. David Lysack  
Mr. Paul Honess  
Mrs. Gwen Sorber

### Administration & Department Heads

Dr. Deborah Samuelson, Head of School  
Mrs. Rebekah MacDougall, Student Support/PreK-5 Principal  
Mr. Jason Awad, Athletic Director/6-12 Principal  
Mrs. Jennie Lape, Director of Guidance  
Dr. Scott Corbin, Bible Chaplain  
Mr. Scott Auwarter, Science, Math & Technology Dept. Head  
Mrs. Elisha Awad, Humanities Dept. Head  
Mrs. Katie Albrecht, Music & Art Dept. Head

### FHS Faculty

|                           |                        |
|---------------------------|------------------------|
| Mrs. Katie Albrecht       | Ms. Michelle Fraser    |
| Dr. Kwabena Amankwah      | Mr. David Frateschi    |
| Mr. Scott Auwarter        | Mr. Brandon Gilfus     |
| Mrs. Elisha Awad          | Mrs. Annalee Gonzalez  |
| Mrs. Leeza Belcher        | Mrs. Kim Hall          |
| Mrs. Brenda Bettinger     | Mrs. Tina Kluesner     |
| Mrs. Hillary Bevens       | Mrs. Jennie Lape       |
| Mrs. Tara Booher          | Mrs. Kate Lee          |
| Mrs. Lindsey Burdick      | Mrs. Kamilla Shahzad   |
| Mrs. Sharleen Butterfield | Mrs. Magdalena Stetson |
| Mrs. Angeline Carlson     | Mrs. Maria Trexler     |
| Dr. Scott Corbin          | Mrs. Jessica Watkins   |
| Mrs. Heidi DePuy          | Mr. Gabriel Whittaker  |
| Mrs. Alyx Evans           |                        |

### FHS Support Staff

|                         |                           |
|-------------------------|---------------------------|
| Mrs. Abigail Campbell   | Mrs. Laura Oberlander     |
| Mrs. Kelcie Frymoyer    | Mrs. Laura Radziewski     |
| Mrs. Trasilla Grabowski | Mrs. Rebecca Reikes-Moody |
| Mr. Joel Jackson        | Mr. Mike Rufo             |
| Mr. Taylor Kingfisher   | Mrs. Danielle Strickland  |
| Mrs. Erin Lee           | Ms. Carrie Turo           |
| Mrs. Janet Loch         | Mrs. Kathleen Vargo       |
| Mr. Rick Moore          | Mrs. Kylie Werner         |
| Mrs. Beckey Munse       |                           |

### School Affiliations:

Association of Christian Schools International (ACSI)  
Middle States Association of Colleges and Schools

# Who We Are

## **Our Mission Statement**

*Keeping God's **Truth** at the center of learning, nurturing a desire to **Love** Christ, and cultivating a mindset for **Service**.*

## **Our History**

Since its founding in 1972, Faith Heritage School has been serving the Central New York Christian community. FHS is a multi-denominational school with a founding mission statement: *"Faith Heritage School exists to glorify God by providing a sound, biblically integrated program in order to assist parents and churches in equipping students for Christian living and service within today's changing world."*

During the first decade of the school's existence, the elementary school was housed in the basement of the Syracuse Alliance Church, while the high school was located at North Syracuse Baptist Church, The Gathering Place. A permanent home was found at the present school site on Midland Avenue. The school first rented, and then purchased the building for \$28,000, with students raising most of the funds themselves.

The 1980's marked a period of significant growth for the school, which achieved full accreditation through the Association of Christian Schools International (ACSI) and the Middle States Association (MSA). Through generous donations and stewardship, the school purchased an adjacent lot and built a three-station gymnasium and activity building, which was entirely paid for upon completion.

Faith Heritage School has continually experienced the Lord's blessings, guidance, and direction. God has provided many dedicated teachers over the years, who have modeled Christ to our students. The goal remains the same as the original vision of the school's founders who, before, 1972, laid plans to begin a ministry that would glorify God through the programs and the lives of the staff and students involved in the education taking place here.

Almost 1,400 students have graduated from our school, and our alumni serve throughout our community and the world as teachers, doctors, pastors, missionaries, lawyers, engineers, Sunday school teachers, and, of course, parents. We are thankful for our history and our heritage. The theme of Faith Heritage School remains, "To God be the glory, great things He has done!"

## **Philosophy of Christian Education**

Faith Heritage School is a multi-denominational Christian School with a conservative Biblical orientation. Our teachers pledge to uphold the deity of Christ and the inspiration of both the Old and New Testaments, avoiding minor issues that tend to divide the body of believers. A Christian education is more than just a good academic education with Bible studies and chapel services added to the schedule. In every subject -history, science, mathematics, English, and more- God's Word is revealed because we recognize that God's Word is truth (John 17:17).

Our goal is to integrate a Biblical worldview into instruction so that it becomes the instilled premise and foundation for all learning. This ensures that students see the awesome glory of God as they discover the love and wonder of their Creator. An outcome of this Christian education is to foster love for God and others (Luke 10:27) and to equip students to point others to Christ with wisdom, skill, and thoughtful insight.

**We believe that the objectives of a Christian educational program are these:**

1. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sin. John 1:1; I Timothy 1:15
2. To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ. John 3:7, 16
3. To teach that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer, and service. I Corinthians 3:6; Psalms 119:11; Acts 17:11; Acts 1:14; Ephesians 4:12

4. To teach that the Bible is the only Word of God. It is practical and important. II Timothy 3:16-17; II Peter 1:20-21; Revelation 22:18-19
5. To teach the application of Biblical ethics and standards of morality to every part of life. Titus 2:12; Romans 12:13-14
6. To teach the student to manifest fairness, courtesy, kindness, and other Christian graces. Romans 12:9-13
7. To teach the student to get along with non-Christians and with Christians who hold differing views. I Timothy 3:7; Galatians 6:10; Mark 9:40; Romans 12:18
8. To relate various subject matter areas with the truth of the Bible. I Corinthians 2:9-16; II Timothy 3:16
9. To teach that God is the Creator and Sustainer of the universe and of man. Genesis 1:1; Hebrews 1:3; Genesis 1:27
10. To teach the student to apply themselves to their work to fulfill his various responsibilities. I Timothy 4:15; Proverbs 6:6, 10:4; Ecclesiastes 9:10
11. To teach the student to work independently and cooperatively. Ecclesiastes 9:10; Colossians 3:23; Romans 12:18, 14:19
12. To teach the student to think for themselves and to stand up for their personal convictions in the face of pressure. Titus 2:12; Acts 4:19-20; Daniel 3:18, 6:10, 22
13. To develop the creative skills of the student. Genesis 1:27, 4:21-22
14. To develop an appreciation of the fine arts. Genesis 2:9
15. To develop effective communication skills in the student. Ecclesiastes 12:9-11; I Corinthians 14:33-40
16. To teach the knowledge and skills required for future study or for occupational competence. Proverbs 22:6; Matthew 25:14-30
17. To develop desire and discretion in wholesome physical and mental recreation. I Timothy 4:8; Romans 12:2
18. To teach our American heritage and the current problems facing our country and the world. Romans 13:1
19. To show the student their present civic responsibility and to prepare them for adult responsibility as a citizen of heaven and a citizen of our nation. Romans 13:1; I Timothy 2:1-2

## ***Statement of Faith***

The following truths are held in common agreement by the members of Faith Heritage School:

1. We believe the Holy Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16; 2 Peter 1:21)
2. We believe that there is one God, eternally existing in three persons; Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30, 37-38)
3. We believe in the deity of our Lord Jesus Christ (John 10:33-36), in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15, 7:26, 9:12), in His miracles (John 2:11), in His vicarious death and atonement through His shed blood (I Corinthians 15:3; Ephesians 1:7; Colossians 1:14; Hebrews 2:9), in His bodily resurrection (John 11:25; I Corinthians 15:4), in His ascension to the right hand of the Father (Luke 24:51; Acts 1:9; Hebrews 1:3), and in His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe that the Lord Jesus Christ died for our sins as a representative and substitutionary sacrifice, according to the Scripture; and that all who truly repent of their sins and believe in Him are justified by the vicarious merit of His shed blood. (Romans 3:10, 23; John 3:16-19, 5:24; Ephesians 2:8-10; Titus 3:5-6)
5. We believe in the resurrection of both the saved and the lost: the saved into everlasting joy in Heaven with Christ; the lost into everlasting conscious torment in Hell with Satan. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live in fruitful obedience to God's laws. (Ephesians 3:16, 4:30; I Corinthians 3:16, 6:19)
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female

in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

### ***Final Authority for Matters of Belief and Conduct***

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Faith Heritage School's faith, doctrine, practice, policy, and discipline, our Board of Trustees holds final interpretive authority on meaning and application.

### ***FHS Board of Trustees***

Faith Heritage School is a 501 (c)(3) nonprofit organization recognized by the State of New York. The school operates under the governance of its Board of Trustees in accordance with its Bylaws. The Board is responsible for overseeing the mission, vision, and strategic direction of the school. Requests or concerns intended for the Board of Trustees should be directed to the Head of School, who will facilitate communication with the Board as appropriate.

### ***Core Values and Outcomes***

Long-Term Outcomes are intended to articulate who we desire students to **BECOME** - the values, mindsets, attitudes, habits, and/or competencies that FHS students need to thrive. While these are graduation-level outcomes, each phase of a students' PreK-12 journey serves as a building block to instill these values and equip them for lifelong success.

*Each Faith Heritage student is being prepared to...*

Love the Lord your God with all your **HEART**

Students are becoming **lovers of God** who experience a close relationship with Jesus Christ, seeking above all things to Glorify His name and look forward to His coming

Students are becoming **seekers of truth** who pursue a life that is firmly rooted in Christ, nurtured by prayer, and governed by God's word

Students are becoming **resilient disciples of Christ** who demonstrate a heart of grace, worship, praise, and service, and who seek to make disciples of others

Love the Lord your God with all your **SOUL**

Students are becoming **God's workmanship**, fully aware that they are loved by Him and created for a unique purpose to bring glory to God and to know His direction and will for their life

Students are becoming **equipped saints** who are discovering and maturing in their spiritual gifts and abilities

Students are becoming **whole** by being spiritually, physically, emotionally, socially, occupationally, and intellectually healthy, strong, and fit to fulfill our Creator's plan for their lives

Love the Lord your God with all your **STRENGTH**

Students are becoming **ambassadors of Christ** who are prepared and willing to reach their communities with the Gospel

Students are becoming **authentic servants** who desire to use their talents and energies to love and serve others

Love the Lord your God with all your **MIND**

Students are becoming **connoisseurs of language, literature and the arts, math, science, and**

technology, who affirm or refute their and others' perspectives and beliefs through a Biblical worldview

Students are becoming effective communicators in both written texts and multimedia platforms, and discerning evaluators of information they encounter from various sources

Students are becoming curious adventurers who see God's purpose in their lives in new ways through expanding their cultural understanding

Students are becoming agents of renewal who recognize failure as a steppingstone, learn from mistakes, adapt to change, and influence others to grow/transform

Students are becoming a reflection of their Creator by appreciating His beauty and responding through creative expression and innovation

Students are becoming discerners of truth by developing critical thinking skills to question, problem-solve, evaluate ideas, and make wise decisions

## **Admission Philosophy, Policies, and Procedures**

Faith Heritage School partners with families to develop a Biblical worldview in students through exceptional academics and social/emotional development. The school admits students who demonstrate appropriate academic ability, satisfactory academic achievement, emotional stability, positive social behavior, and good moral character. Admission is conducted without discrimination based on race, color, or national origin.

*Completion of the enrollment/reenrollment process signifies that families have reviewed and understood the policies and procedures outlined in this Parent/Student Handbook and agree to follow the guidelines listed therein.*

**Non-Payment of Tuition:** Accounts in arrears are subject to the FHS Board policy, which requires tuition payments be made according to the agreement schedule. Report cards, transcripts, diplomas, FACTS access, and other student records will be withheld until the account is paid to date. If an account remains unpaid at the end of a semester, the student(s) will not be permitted to attend classes until the balance is paid in full.

## **Non-Discrimination Policy**

Faith Heritage School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, financial aid program, athletics, or other co-curricular school administered programs.

# **Academics**

## **Course of Study**

### **Elementary K-5**

|                                        |                                                |                                     |
|----------------------------------------|------------------------------------------------|-------------------------------------|
| Art                                    | Mathematics                                    | Reading Comprehension & Literature  |
| Bible                                  | Music Theory                                   | Science                             |
| Choir                                  | Penmanship ( <i>cursive &amp; manuscript</i> ) | Social Studies, History & Geography |
| Health & Safety                        | Phonics                                        | Spelling                            |
| Language ( <i>oral &amp; written</i> ) | Physical Education                             | Technology                          |
| Library                                |                                                |                                     |

## Grades 6-8

Algebra 1  
Art Appreciation  
Band  
Bible  
Choir  
English

Health 8  
Math 6, Math 7, Math 8  
Music 6, Music Appreciation  
Physical Education  
Science  
Social Studies

Spanish 1A & 1B  
STEM 6, STEM 7  
Study Skills  
Technology  
Yearbook 8

## Grades 9-12

### Bible

Bible 9, 10, 11, 12

### English

English 9, 10, 11, 12  
\*English 103/104 (Composition  
& Literature I & II) (.5)

### Social Studies

Global Studies 9 & 10  
American History  
\*AP US History  
Economics (.5)  
Honors Economics (.5)  
Political Science (.5)  
Honors Political Science (.5)

### Computer

Computer Application (.5)  
Game Design (.5)  
Intro to Programming (.5)  
Mobile App Design (.5)  
Web Design (.5)  
Robotics (.5)  
\*AP Computer Science A (1)

### Science

Earth Science  
Biology  
Chemistry  
\*Physics 101  
\*ESF Global Environment (.5)  
\*AP Biology

### Health

Health 12 (.5)

### Yearbook (.5)

### Foreign Language

Spanish I, II, III, IV

### Music

Choir (.5)  
Band (.5)

### Physical Education

PE 9, 10, 11, 12

### Mathematics

Geometry  
Algebra 2 & Trigonometry  
Pre-Calculus  
\*MAT 295 Calculus 1  
Consumer Math

### Art

Basic Art (.5)  
Studio Art (.5)  
Advanced Art (1)  
Graphic Design (.5)  
Digital Photography (.5)

**.5 = a course giving .5 unit of credit. All other courses are full year with one credit unless indicated.**

**A minimum enrollment is required for elective courses.**

**\* College Credit Opportunity**

**Chapels and Assemblies:** Regularly scheduled for all grades, these events are designed to be both inspirational and educational, supporting the school's mission: Truth. Love. Service.

## Graduation Requirements

**Credits:** Student must earn a minimum of 24 credits. This includes four credits of Bible and 2 full credits for four years of Physical Education.

### Minimum Required Courses for High School Diploma:

|                |             |                    |           |
|----------------|-------------|--------------------|-----------|
| Bible          | 4 credits   | Physical Education | 2 credits |
| English        | 4 credits   | Fine Arts          | 1 credit  |
| Science        | 3 credits   | Foreign Language   | 1 credit  |
| Social Studies | 4 credits   | Health             | .5 credit |
| Math           | 3.5 credits |                    |           |

Students pursuing a College Preparatory or Advanced College Preparatory Diploma must complete three credits of a foreign language, along with additional subject coursework which may include honors, dual credit or AP.

**Transfer Students:** A high school student transferring to FHS is responsible for meeting the graduation standards only for the years they attend FHS. For example, a student transferring into the 12th grade who has not taken Bible would only need to complete one year of Bible, along with the requirements that apply to all seniors. Additionally, the student must have successfully met the requirements of their previous school and satisfy the standards for the State of New York.

### ***Report Cards***

The school year is divided into 4 nine-week periods. Report cards will be available via FACTS and emailed to families by Friday immediately following the end of each nine-week period.

### **Grading System (Grades 6-12)**

| 100 Point Scale | UGPA |
|-----------------|------|
| 95-100          | 4.0  |
| 90-94           | 3.75 |
| 85-89           | 3.5  |
| 80-84           | 3.0  |
| 75-79           | 2.5  |
| 70-74           | 2.0  |
| 65-69           | 1.5  |
| 1-64            | 1.0  |

### **Academic Honors and Standards (Gr. 6 – 12):**

High Honor Roll: All students who have received 90s in all subjects for a marking period.

Honor Roll: All students who have achieved an overall average of 88 or better.

### ***National Honor Society***

Students in grades 10-12 who have attended Faith Heritage School for at least one year and who have earned a cumulative average of 88 or above are eligible to apply for membership in the National Honor Society (NHS). Eligible students will be asked to complete an application. The Honor Society Faculty Council, with input from the faculty, will then evaluate and select candidates based on the NHS pillars of Scholarship, Character, Leadership, and Service.

The society's function during the year is to create enthusiasm for scholarship, promote leadership, develop character, and render service to the school and community through various activities and service projects. Current National Honor Society members are evaluated throughout the year and will be notified in writing if they fail to maintain the standards set by the Society, including grades and involvement levels. After one warning, members can be dismissed from the Society if they do not improve.

### ***Parent Conferences***

There are scheduled days for parent conferences in the fall and in the spring. A parent or a teacher can request a conference at any time.

### ***Academic Restriction***

Students must demonstrate an appropriate degree of success in the classroom to be given opportunities to participate in other aspects of school life. Any student failing two or more subjects will be placed on academic restriction for the next ten-week marking period. At five weeks, if the student has made appropriate progress as determined by administration, there is an opportunity for the student to be released from restriction.

While on restriction, students may not participate in extracurricular activities or school-sponsored after-school events, apart from field trips, retreats, and the prom. Additionally, students are not permitted to leave the study hall unless they have a pre-signed pass from a teacher. Students on restrictions are urged to seek extra help from

teachers, and parents are encouraged to help improve their child's study habits by taking appropriate action at home.

### ***Study Hall Procedures***

Study halls are designated periods during the school day for students to focus on studying and completing class assignments. They provide a structured and quiet environment for academic work, ensuring students can make productive use of their time. Study halls are not to be used as free periods for socializing or non-academic activities. Students are expected to remain in their seats, engage in study or homework, and maintain a quiet atmosphere conducive to learning.

1. **Restrooms:** Students must sign out to use the restroom. Only one student is allowed to go at a time and should return within five minutes. Students who consistently return late from the restroom may be restricted from using it during study hall.
2. **Music Practice Rooms:** Students wishing to use these rooms during study hall must obtain a pre-signed pass from a high school music/band teacher and present it to the study hall teacher. Students must return to the study hall before the end of the period and adhere to the guidelines for using the music practice rooms.
3. **Technology Use:** Students wishing to access technology must obtain permission from the teacher and may sign a device out for educational use during study hall. Students must follow the guidelines outlined in the Responsible Use Policy.
4. **Gymnasiums:** Gymnasiums are off-limits to students assigned to study halls.
5. **Juniors:** Juniors wishing to use the Santucci Student Commons may sign out of the study hall. Any student on restrictions or students who do not follow school policy may not take advantage of this privilege.
6. **Seniors:** Seniors will be assigned to the Commons for study halls.

### ***Assessments and Records***

**Regular Exams:** Teachers may administer tests in their classes at their discretion during the school year.

#### **Semester Exams:**

1. Except in special cases approved by the administration, exams will be scheduled for two hours. The room must remain quiet for the entire duration, even if all students have finished.
2. Students may not leave the exam room during this time except in case of an emergency.
3. Students must arrive well prepared with all necessary materials, including paper, at least two sharpened pencils, a pen, any required tools, and any additional items specified by the teacher. If permitted by the teacher, students may bring materials to study for another subject after completing the exam.
4. No student may be excused from an exam early without special permission from the administration.
5. Students who do not have a scheduled exam in each session are not required to be on campus during that time.
6. Any scheduling conflicts should be promptly addressed with both the Guidance Office and the teacher to arrange for rescheduling.

#### **Achievement Tests:**

- Standardized achievement tests will be administered to students in grades 3-9 each year. Results are available on request.
- The ACT Aspire test is given to grade 10 students.
- The PSAT (Pre-SAT) and SAT test are given to grade 11 students.

#### **Transcripts**

The office maintains up-to-date transcripts for all students. Parents may request transcripts, and official transcripts will be sent to schools upon request. Please note that transcripts will be held by FHS if there are outstanding tuition bills.

### ***Homework Policy***

FHS recognizes the value and importance of homework as an essential component of instruction and learning. Homework consists of tasks assigned to be completed by students within a designated time frame, without direct teacher supervision. The purpose of homework varies according to grade level, aiming to develop necessary study

skills and foster a positive attitude toward learning. Homework assists students in learning content and procedures while encouraging practical application and creativity. Teachers will develop homework policies for their classes, explaining their individual general homework practices.

### **Responsibilities of Teacher**

1. Ensure homework has a clear purpose and meaning for the student and periodically review the purpose of homework with students.
2. Provide help in developing study skills and organizational techniques.
3. Allocate enough time to explain assignments in class and encourage questions.
4. Review, correct, or evaluate homework and return it to students in a timely manner.
5. Determine and communicate consequences for not completing homework.

### **Responsibilities of Parents**

1. Convey to the student that doing homework well is important.
2. Provide a place and time conducive for doing homework, including necessary supplies, a quiet environment, adequate space and light, and supervision as needed.
3. Contact the teacher when concerns arise regarding an assignment.
4. Ensure the student brings homework and books to school daily.
5. Establish consequences at home for not completing assignments.

### **Responsibilities of the Student**

1. Maintain a positive attitude toward homework.
2. Accurately record assignments in a notebook.
3. Complete the assignments.
4. Ask questions when more understanding is needed.
5. Hand assignments in on time.

### **Time Guidelines**

The time required to complete assignments may vary by student. The following time frames serve as general guidelines:

- **Primary Grades (K-3):** Up to 30 minutes of homework several times a week, including Bible memory verses, spelling words, math facts, and reading.
- **Intermediate Grades (4-5):** Up to 60 minutes of homework several times a week, consisting of both daily and long-term assignments.
- **Middle School and High School (6-12):** Students should expect daily assignments in each subject, along with additional long-term projects that require extra time. AP, college, and honors courses will demand a greater time commitment due to higher academic expectations.

### **Schedule Changes**

Students must see the Guidance Counselor to request schedule changes. Schedule changes must be made within 4 weeks of the beginning of the course. To minimize disruptions in learning, changes should be requested as soon as possible.

## **Attendance**

### ***Comprehensive Attendance Policy***

#### **Morning Arrival**

In compliance with New York State Education Law, the Board of Education requires students to attend school regularly on a full-time basis. Regular attendance is crucial for academic success. Once a student arrives at school, they are legally under the jurisdiction of the school and may not leave school property without permission from the main office and written permission from a parent or guardian.

### **Statement of Local Objective**

Our objective is to account for the whereabouts of all students enrolled in Faith Heritage School throughout each school day and to ensure sufficient student attendance at all scheduled periods of instruction or supervised study.

### **Register of Attendance**

The attendance register is a written or electronic record maintained to document each student's attendance, absence, tardiness, or early departure from school. In conjunction with other student data systems, the following information is on file for each student: name, date of birth, names of parents or guardians, address of residence, date of enrollment, daily attendance record, and date of withdrawal from enrollment.

The instructional day begins at 8:12 am. In grades K-12, each student's presence or absence will be recorded during homeroom. Additionally, in grades 6-12, attendance will be recorded in each class throughout the school day.

If a student arrives late or departs early from scheduled instruction, the tardiness or early departure will be recorded as either excused or unexcused. All entries in the attendance register will be made by the office staff designated by the Head of School. The daily attendance records will be reviewed by the Office Manager to initiate appropriate actions to address unexcused absences, tardiness, and early departure.

### **Coding System**

A coding system is in place to differentiate between absences and tardiness, categorizing them as either legal or illegal. Reasons for absences or tardiness are also recorded with specific codes and comments. Legal excused absences include sickness, family emergencies, court appearances, or college visits.

If a student is absent, parents must notify the school office on the day of absence by calling (315-469-7777) or emailing ([office@faithheritageschool.org](mailto:office@faithheritageschool.org)).

A written excuse is required for every absence and must be submitted on the day the student returns to school or included in the email notification.

### **Course Credit Policy/Make Up Work**

Students in grades 6-12 who miss class during an absence must make up work to the satisfaction of the instructor. Full credit will be given for make-up work related to excused absences. It is the student's responsibility to discuss make-up work with the instructor for both excused and unexcused absences. If the student does not address make-up work within two days of returning to class, the instructor may assume the student does not intend to complete it, and the student will receive a zero for the missed assignments.

In addition to meeting course requirements, a student must attend at least 85% of the actual meetings of a particular class to receive credit. Students may not miss more than 27 classes for a 1-credit course and 13 classes for a ½ credit course, regardless of whether the absences are excused or unexcused. **Please note that a student missing class on a block day will be marked absent for 2 class periods of instruction.** Absences due to FHS field trips or music lessons do not count towards these.

Parents will receive written notification when a student reaches half of the allowable absences. If a student exceeds the maximum number of permitted absences, school administration will review the circumstances and determine whether academic credit will be awarded or whether the student will be required to complete additional seat time or other requirements to earn credit.

### **Elementary Attendance**

Absences exceeding 30 days in a school year are considered excessive and may lead to grade level retention. If your child has missed half of the 30 days, a letter will be sent home to inform you and seek a resolution for the pattern of absences. This ensures parents are aware of attendance concerns before the end of the school year.

### **Extended Absence**

Planned absences, such as those for trips or activities unrelated to sickness or family emergencies, should be avoided if they conflict with the school calendar. Due to the disruption to learning, teachers will not be responsible for

preparing work in advance for such absences. During extended unauthorized absences, students are encouraged to use the student learning system and email to obtain daily assignments and submit work.

For elementary students, missed assignments and materials will be provided by the teacher upon your return, with a due date for submission. For students in grades 6-12, it is their responsibility to request missed assignments and materials from their teachers. The teacher will set the due date for the missed work, which must be returned on time. Work submitted after the due date will not be accepted. Timely completion of work is crucial, as missed work often builds on previous lessons. It is best for students to catch up quickly to avoid further gaps in learning.

## ***Tardiness Policy***

Ensuring your child arrives at school on time each day is crucial for their academic success and overall development. Prompt arrival to homeroom by 8:12am helps students start their day with a positive mindset and ensures they do not miss out on valuable announcement/instructional time.

Prompt arrival time is important for:

1. **Maximized Homeroom/Learning Time:** Students who arrive on time benefit from the full announcement and/or instructional period, which sets a strong foundation for learning and participation in class activities.
2. **Smooth Transition:** A timely arrival allows students to settle in and prepare for the day's lessons, reducing stress and ensuring a smooth transition into their learning environment.
3. **Consistency and Routine:** Regular, on-time arrival fosters a consistent routine, which is essential for building discipline and good study habits.
4. **Minimized Disruptions:** Arriving late can disrupt not only your child's learning but also the flow of the entire class. By being punctual, you help maintain a focused and orderly classroom environment.

We understand that occasional delays may be unavoidable. However, we encourage you to plan accordingly to ensure your child arrives on time each day. If you foresee any recurring issues with punctuality, please reach out to the school office for support and solutions.

### **Disciplinary Sanctions for Tardiness & Restrictions**

Students that arrive after 8:30am with an unexcused tardy will not be permitted to participate in extracurricular activities on that day.

Students who accumulate **5 unexcused tardies** will lose student privileges for ***one week***. Furthermore, for **every additional 5 unexcused tardies**, students will incur an additional ***two-week*** loss of privileges.

A pattern of excessive tardies will be considered an indication of a lack of responsibility and may result in an administrative review and additional disciplinary action.

**Juniors & Seniors:** Juniors and seniors that have violated attendance policy will be reassigned to a classroom study hall and lose the privilege of Santucci Commons usage during the school day for the remainder of the marking period.

**Students in Grades 6-10:** Students in grades 6-10 will report to the assigned study hall each Wednesday during the activity period and forfeit the privilege of student choice during that time.

### **Description of Notice to Parents**

Parents will be notified by telephone, email or personal contact in the following situations:

1. A student's absence is not accompanied by a written excuse.
2. The number, frequency, or pattern of a student's tardiness or absences raises concerns.
3. A student in grades 6-12 has missed half of the allowed absences.

### **Designation of Reviewer**

The administration or guidance director will review the attendance records and initiate appropriate actions to address unexcused absences.

# Extracurricular Activities

## Clubs

Drama/Musical  
National Honor Society  
Science Olympiad  
STEM/Art Club  
Math/Technology Team  
Running/Soccer Club  
Ski Club

## Athletics

Basketball (*boys*)  
Cross Country (*girls and boys*)  
Soccer (*girls and boys*)  
Track (*girls and boys*)  
Volleyball (*girls*)  
Gymnastics (*girls combined w/ESM*)  
Football (*boys combined team w/OCS*)  
Baseball (*boys combined team w/ LaFayette*)

## Athletics Policy

At Faith Heritage School, we believe that athletics play a vital role in the overall development of our students, complementing their academic and spiritual growth. Our athletics program is designed to promote physical fitness, teamwork, discipline, and Christian character.

### Objectives:

1. **Christian Character Development:** Our athletics program emphasizes the development of Christ-like character. Students are encouraged to exhibit sportsmanship, integrity, humility, and respect both on and off the field. "Whatever you do, do it all for the glory of God" (1 Corinthians 10:31, NIV).
2. **Physical Fitness and Well-Being:** We promote the importance of physical health and well-being through regular physical activity and training. Our program aims to instill lifelong habits of healthy living.
3. **Teamwork and Cooperation:** Participation in team sports teaches students the value of working together towards a common goal. It fosters a sense of community and helps students develop interpersonal skills.
4. **Discipline and Perseverance:** Athletics provides opportunities for students to learn the importance of discipline, hard work, and perseverance. These qualities are essential for success both in sports and in life.
5. **Academic Balance:** While we value athletic excellence, we also prioritize academics. Students are encouraged to maintain a healthy balance between their athletic commitments and their academic responsibilities.

### Implementation:

- **Eligibility:** Students must maintain academic eligibility to participate in athletics. Academic performance and conduct will be regularly reviewed to ensure that student-athletes meet the required standards.
- **Conduct:** Student-athletes are expected to represent Faith Heritage School positively. Any behavior that contradicts our Christian values, both during and outside of athletic activities, may result in disciplinary action, including suspension or removal from the team.
- **Parental Involvement:** We encourage parents to support their children's athletic participation by attending games, volunteering, and promoting a positive and encouraging environment.
- **Coaching Philosophy:** Coaches are expected to model Christian behavior and teach the values of sportsmanship, teamwork, and discipline. They should create a supportive and challenging environment that helps each student-athlete grow.
- **Safety:** The safety and well-being of our students is paramount. All athletic activities will follow established safety protocols, and students will be trained in proper techniques to prevent injuries.

## ***Student Government Association (SGA)***

SGA provides students in grades 7–12 with opportunities to develop leadership, responsibility, and servant-hearted influence within the school community. Student representatives work alongside faculty advisors to plan school events, promote school spirit, encourage student involvement, and serve the needs of their classmates. Through SGA, students learn to lead with integrity, demonstrate Christ-like character, and positively impact the culture of Faith Heritage School.

## ***Sunday Activities Policy***

Faith Heritage School upholds the belief that Sunday should be reserved for worship, rest, church, and family. As such, school activities will generally not be scheduled on Sundays, with the following exceptions:

1. **Spiritual Activities:** Sundays may be used for activities that are explicitly spiritual in nature and for which Sunday is the most viable option, such as spiritual retreats or mission trips. Activities that are primarily academic, social, athletic, recreational, musical – even if they include a spiritual component - do not fall under this exception.
2. **Individual Participation:** In some cases, individual students may choose to participate in external events held on a Sunday. While these students may be representing FHS, their participation is a personal decision made in consultation with their parents.
3. **Group Activities:** Because team or group participation implies school sponsorship and endorsement, FHS organizations will not take part in Sunday activities, except for ministry-related events mentioned above. This policy respects the convictions of those who believe Sunday participation is inappropriate.

If a Section III tournament is scheduled on Sunday, FHS will advocate for rescheduling the game to another day.

**Note:** In special circumstances, such as playoff opportunities for athletic teams, exceptions may be considered. The Head of School will make final decisions in such cases.

## ***Lifestyle Expectations***

### ***General Conduct Expectations (K–12)***

1. **Conflict Resolution:** Students, parents, and staff are expected to follow the *Matthew 18 Principle* in resolving conflicts. Issues should be addressed directly, respectfully, and with a spirit of reconciliation. Bullying—whether verbal, physical, or relational—will not be tolerated.
2. **Respect for Others:** All members of the school community should show respect for others' rights, personal space, and property. Students may not enter another student's desk, locker, or belongings without permission.
3. **Respect for Authority:** Students are to always show respect for the authority of all teachers and school personnel. (*Hebrews 13:17*)
4. **Care for School Property:** Students should treat school facilities, materials, and equipment with care. Damage caused by negligence or misconduct will result in responsibility for repair or replacement.
5. **Appropriate Language:** Profanity, vulgar, or coarse expressions are not acceptable. Students are encouraged to use words that uplift and reflect grace. (*Ephesians 4:29*)
6. **Safe and Orderly Conduct:** Students are expected to walk in hallways, refrain from excessive noise, and behave appropriately, especially when classes are in session. Hallway behavior should be orderly, especially during transitions.

7. **Classroom Etiquette:** Students should listen attentively when others are speaking, raise their hand to participate, and follow the teacher's direction regarding appropriate behavior for the learning activity.
8. **Playground and Outdoor Conduct (Elementary):** Students must use playground equipment safely and follow the instructions of staff on duty. Standing on swings, climbing trees or structures, and aggressive play are not permitted. When re-entering the building, students should line up and wait quietly for their teacher.
9. **Responsible Use of Facilities:** Restrooms, the library, music practice rooms, and other shared spaces are to be used with care and respect. Misuse may result in loss of privileges.
10. **Food and Drink:** Food is not to be consumed in classrooms without teacher permission.
11. **Electronic Devices:** The use of cell phones, smart watches, and other electronic devices are prohibited during the entirety of the instructional day. School-issued devices may be permitted by faculty for educational purposes. Unauthorized use will result in confiscation and will involve administrative follow-up with parents.
12. **Technology Use:** Use of school-issued electronic equipment (iPads, laptops, etc.) must follow the school's *Responsible Use Policy* and be for educational purposes only.
13. **Leaving Class or Campus (Middle/High School):** Students may not leave class without teacher permission or leave school property without administrative approval and a valid excuse.
14. **Prohibited Items:** Weapons, facsimiles, sharp objects, or anything designed to cause harm or capable of causing injury are strictly forbidden. This includes toy weapons or objects designed to resemble these items. Possession may result in immediate dismissal from school.
15. **Prohibited Substances (Middle/High School):** The possession, use, influence, or distribution of illegal drugs, tobacco/nicotine, alcohol, or related paraphernalia is strictly prohibited on school grounds, during transport, or at any school events. Violations will result in suspension or expulsion.

### **Guidelines for Couples**

1. Physical displays of affection are not permitted during the school day.
2. During FHS-sponsored activities held outside the regular school day, holding hands is acceptable. All other forms of physical affection, including kissing, are not permitted.
3. Any violations of these guidelines will be reported to the parents or guardians of the students involved.

### **Sexual Morality Policy**

The Bible teaches that sex is a wonderful gift from God designed for the marriage relationship between a man and a woman. We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that God created humankind, male and female, and that all conduct with the intent to adopt a gender different from one's biological sex is fundamentally at odds with God's creative intent and is immoral and therefore sin (Gen. 1:26-28, 5:1-2; Deut. 22:5).

For the good of both the individual student and the student body at large, Faith Heritage School must implement corrective discipline when there is a clear violation of God's moral code as revealed in His Word. In doing this, Faith Heritage recognizes the primary, God-given authority and responsibility of parents, and purposes to work closely and cooperatively with them in the disciplinary, nurturing, and restorative process.

If a student is found to be (1) sexually active, (2) pregnant, (3) the father of a child out of wedlock, or (4) promoting a lifestyle that is in direct contrast of the biblical beliefs of the school, the administration will meet with the student and his or her parents to understand, counsel, and to determine the student's future status at FHS. We believe that

the Bible teaches that God offers forgiveness, redemption, and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (1 John 1:9). FHS believes that every person must be afforded compassion, love, grace, kindness, respect, and dignity (Matthew 7:12; Philippians 2:1-4).

If a student desires to continue at FHS, the following factors will be included in the decision and the restoration process: the student's relationship to and testimony for Jesus Christ, the time-frame during which actions took place, evidence of correct thinking and repentance, the possible negative impact of actions on the student body, support and involvement of the student's family and church, willingness to pursue counseling, and a willingness to abstain from further sexual immorality.

Possible consequences could include dismissal from school (with possible readmission in the future), probationary status, restriction from positions of leadership and/or extracurricular activities, and mandated counseling. In any case, FHS will seek to work closely with home and church in the restoration process.

## **Communication**

Today, "put down" humor and unkind, mocking, and often cruel comments are prevalent and often considered entertainment. The media frequently portrays this as acceptable and appropriate. However, we believe this is in direct conflict with Biblical teaching on how we should treat others who are made in God's image, (Eph. 4:32, 1Cor. 13:4) and what our communication should be (Eph. 4:29, Prov. 18:21). Verbal abuse is a form of bullying and will not be tolerated at Faith Heritage.

Considering this, it is our desire to promote communication that pleases the Lord and provides encouragement to those around us. To accomplish this goal, we aim to:

1. Model Godly communication.
2. Provide instruction on acceptable communication.
3. Correct and discipline students who use inappropriate communication.
4. Involve parents when inappropriate behavior is demonstrated.

## **Matthew 18 Principle (Biblical Resolution)**

Each parent and student should apply the principles of Matthew 18:15-17 in resolving conflicts with teachers or other students.

*<sup>15</sup>"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup>But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' <sup>17</sup>If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat him as you would a pagan or a tax collector." (NIV)*

Most concerns can be resolved when students respectfully and privately communicate with the person involved. Students are encouraged to speak honestly, listen carefully, and recognize that others may have a different perspective. Teachers are committed to responding with grace, sincerity, and a desire to resolve misunderstandings. Clear, respectful communication often leads to reconciliation, forgiveness, and restored relationships.

If a concern cannot be resolved through direct conversation, the student should request that the matter be brought to Administration, who will work with those involved to seek a fair and Christ-centered resolution.

These same biblical principles apply to parents. If a parent has a concern involving a teacher or another parent, we ask that the first step be a respectful, private conversation with the individual involved, following the pattern of reconciliation found in Scripture (Matthew 18:15).

## **Bullying, Cyberbullying, Harassment, Intimidation, & Bias Behavior**

We believe that Christ commanded us to love each other as He has loved us (John 15:12). As a result of knowing Christ's love, we should never participate in bullying behavior. Bullying, harassment, and discrimination in any form are unacceptable behaviors at FHS. These actions do not reflect God's love and grace, and we are committed to

protecting our students, faculty, and staff from any such harm. We believe that we are all made in the image of God, and therefore every person has intrinsic worth, value, and dignity, entitling each person to a safe and harassment-free environment.

Bullying behavior will not be tolerated and will result in disciplinary action. If you or someone you know is a target of one of these behaviors, it should be reported to a parent, teacher, or administrator immediately. Such behaviors may include:

1. Saying unkind or hurtful things or making fun of someone.
2. Completely ignoring or excluding someone.
3. Hitting, kicking, shoving, physically or emotionally intimidating, or locking someone in a room.
4. Telling lies or spreading false rumors about a person or sending mean notes and trying to make others dislike that person.
5. Using technology or social networking to cause emotional harm.
6. Persistently acting in a manner that distresses or annoys another person.

## ***Student Conduct***

To help students understand that certain behaviors bring reproach upon the name of Christ, we aim to list some of these actions. We believe the Word of God condemns in principle:

|                 |           |             |           |                 |
|-----------------|-----------|-------------|-----------|-----------------|
| Disrespect      | Fighting  | Complaining | Bullying  | Offensive Slang |
| Sowing Discord  | Vulgarity | Gambling    | Gossiping | Profanity       |
| Envious Rivalry | Hatred    | Cheating    | Lying     | Unkindness      |

Students are expected to demonstrate self-discipline and avoid behaviors that disrupt the learning environment. Maintaining an atmosphere that is orderly, respectful, and conducive to learning is a shared responsibility. We value the partnership of parents in reinforcing these expectations and supporting the school's commitment to Christ-centered character and conduct.

## ***Sexual Harassment Policy***

Based on God's Word (Ephesians 5:3-4), any form of sexual harassment is absolutely prohibited at Faith Heritage School. Any incident of suspected harassment should be reported immediately to a school administrator. All reports will be taken seriously and investigated promptly, thoroughly, and as confidentially as possible. After reviewing the facts, the administration will determine whether there is sufficient evidence to conclude that harassment has occurred. When appropriate, the school will comply with all applicable reporting requirements to the appropriate authorities. Any student found to have engaged in harassment will be subject to disciplinary action, up to and including suspension or expulsion.

Sexual harassment includes, but is not limited to:

1. Unwanted sexual advances.
2. Offering employment or academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs and jokes.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; physical conduct or contact of a sexual manner.

## ***Technology Expectations***

Technology should be used responsibly, ethically, legally, and in a manner that honors God and the mission of Faith Heritage School. Students represent both themselves and the school in all digital communications and are expected

to demonstrate Christlike character whether using school or personal technology. All students in Grades 3–12 are required to read and adhere to the Faith Heritage School Responsible Use Policy (p. 37-38)

This expectation applies to all forms of digital communication, including email, messaging, Microsoft Teams, FACTS, social media, blogs, websites, and similar online platforms. Conduct that disrupts the educational environment or harms members of the school community may result in disciplinary action, regardless of whether it occurs on or off campus. Students may not photograph, video record, or audio record students or staff without their knowledge and permission.

Students are prohibited from:

- Using profane, obscene, vulgar, or threatening language.
- Engaging in cyberbullying, harassment, or intimidation.
- Sharing sexually explicit or inappropriate images or content.
- Posting false, defamatory, or disrespectful information about others or the school.
- Continuing to contact another individual after being asked to stop.

Students should immediately report inappropriate online behavior or communications to a parent, teacher, or administrator.

### **Policy Overview:**

To promote focused learning and meaningful personal interaction, students may not access or use cell phones or other personal electronic devices during the school day (8:12 a.m.–3:00 p.m.). This expectation applies during instructional and non-instructional times, including passing periods, lunch, and study halls.

### **Procedures:**

- Upon arrival to homeroom, students must **store their cell phones in the designated cell phone locker** located in their homeroom.
- Students arriving late must **secure their phones in the Main Office cell phone locker**, to be retrieved at dismissal.
- At the end of the day, students may return to their homeroom to collect their phones. **All phones must be retrieved by 3:10 p.m.**

### **Violations:**

Any unauthorized use of a personal electronic devices during restricted hours will result in **confiscation**.

- First offenses generally result in the device being returned at the end of the school day and documentation in FACTS.
- Repeated violations may result in additional disciplinary consequences and administrative discussions with parents.

### **Exceptions:**

Students requiring access to a cell phone for **documented medical reasons** must receive prior administrative approval supported by documentation from a licensed healthcare provider.

### **Parent Communication:**

Parents should contact the Main Office if they need to communicate with a student during the school day. The office will relay emergency messages and coordinate communication as needed. Transportation changes should be communicated to the office before 2:00 p.m. The school nurse will contact parents regarding student illness, and the school will communicate directly with families in the event of a campus-wide emergency.

Personal electronic devices brought onto campus remain subject to school policies. When there is reasonable suspicion of a policy violation or threat to school safety, administration may confiscate and inspect a device to the extent permitted by law and school policy. Such incidents may result in additional school discipline and, when appropriate, referral to law enforcement.

## ***Academic Integrity***

FHS students are expected to uphold academic integrity, which means being honest in all aspects of coursework,

including homework, classwork, tests, quizzes, papers, and projects. Scripture reminds us in Proverbs 10:9, “*Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out*”. Violations of academic integrity include, but are not limited to: cheating, plagiarizing, deception, use of technology to provide unauthorized assistance (AI), and giving or receiving work to be misrepresented as someone else’s.

Plagiarism is defined as submitting work done (in whole or part) completed by others as if it were one’s own. This applies to graded assignments, research, presentations, science labs, tests, quizzes, exams, and essays. Any work that incorporates information from secondary or primary sources through direct quotation, summary, and/or paraphrase must properly acknowledge the original source(s). Failure to do so constitutes a form of cheating.

Students may not use AI tools (such as ChatGPT, Grammarly, or other AI-based writing or problem-solving platforms) to generate, modify, or complete assignments **unless explicitly permitted by the teacher**. Any unauthorized use of AI to produce written work, solve problems, or complete assignments is considered academic dishonesty.

#### **Consequences for Violations:**

- **First Offense (any class):** The student will receive a grade of zero for the assignment or assessment. Parents and school administration will be notified.
- **Second Offense (any class):** A conference will be scheduled with the student, parent(s), and school administration. Additional disciplinary consequences may include a failing grade for the course, removal from the class, or expulsion from school..

## **Student Discipline**

### ***Biblical Principles of Discipline***

An essential part of equipping students for Christian living involves disciplining those who are disobedient. The purpose of discipline is not merely to achieve outward conformity to rules but to lead students into spiritual maturity and self-discipline, demonstrated by behavior that pleases the Lord. The following biblical principles form the foundation for the practice of discipline at Faith Heritage School.

#### **1. Purpose of Discipline According to Scripture:**

- a. It upholds standards of righteousness and allows for reconciliation between the offending student and the rest of the school family.
- b. Punishment should be appropriate to the offense. (Deuteronomy 19:16-21; Romans 13:2-5).
- c. It trains students in righteousness, wisdom and self-control. (Proverbs 22:15; Proverbs 29:15; Hebrews 12:11).
- d. It deters others from committing the same offense. (Deuteronomy 19:19-20; Ecclesiastes 8:11; Acts 5:11).

#### **2. Correction and Discipline as Acts of Love:**

- a. To fail to correct a disobedient student is to mistreat that student. (Proverbs 3:11-12; Proverbs 13:24; Proverbs 29:15; Hebrews 12:5-11; Revelation 3:19; Proverbs 19:18; Proverbs 23:13-14; 1 Samuel 3:13).

#### **3. Authority and Responsibility:**

- a. Teachers and students are not peers. Teachers serve *in loco parentis*, meaning they stand in the place of parents.
- b. God calls upon students to submit to authority and to accept correction, and those in authority to exercise their responsibility with love and impartiality. (Proverbs 12:1; Proverbs 15:32; Ephesians 6:1-9, Colossians 3:20-21; Hebrews 13:17; 1 Peter 2:13-23; Exodus 21:15,17).

### ***Detention***

Students who violate classroom and/or school rules may be assigned detention. Each detention will be recorded in FACTS, which automatically notifies the parent/guardian by email. The guidance office will provide students with instructions regarding when and where the detention will be served. Detention records are accessible to parents, administration, and the faculty member who issues the infraction.

Detention is served during the designated Activity Period. Students who accumulate three detentions will be assigned an after-school detention. Repeated disciplinary infractions may result in suspension or other disciplinary action, subject to administrative review. Faith Heritage reserves the right to increase disciplinary consequences based on the frequency, severity, or pattern of a student's behavior.

### ***Behavioral Restriction***

Behavioral restriction is a disciplinary measure that provides a student with the opportunity to correct persistent or serious behavioral concerns. The decision to place a student on behavioral restriction is made by the administration and is intended to be a final step before withdrawal or expulsion if meaningful improvement is not demonstrated.

Reasons for being placed on behavioral restriction include ongoing deliberate disobedience, a persistent rebellious or uncooperative attitude, continued negative influence on peers, disrespect toward authority, a serious breach of conduct – whether in or out of school - that damages the testimony of Jesus Christ, repeated violations of school policies, failure of parents to support the school's disciplinary procedures, and other serious concerns related to attitude or behavior.

The length and condition of the behavioral restriction will be defined by administration based on the nature of the offense. At the conclusion of the restriction period, an evaluation will be conducted. The administration will determine whether to lift the restriction, extend the restriction period, or require withdrawal or initiate expulsion proceedings.

### ***In-School Suspension***

When a student's behavior becomes significantly disruptive or negatively influences the classroom environment, they may be placed on in-school suspension at the discretion of the administration. During the suspension, the student will report to a designated room instead of attending regular class. The student is expected to remain productive, complete assigned work, and stay current with all lessons and assignments. In-school suspension may vary in length based on the nature of the offense and administrative decision.

### ***Suspension***

Persistent and willful refusal to complete schoolwork, insubordination, disorderly, disruptive, or illegal behavior, repeated violations of school rules, skipping classes, cheating or academic dishonesty, and other serious offenses are causes for suspension from school. The duration of a suspension is determined by the school administration and reflects the seriousness of the offense. Parents or guardians will be notified, and they will assume full custody of the student during the suspension period. A suspended student is not permitted on school property or at any school sponsored events, whether on or off school property. All missed work and assessments must be made up.

### ***Expulsion***

Expulsion is the most serious disciplinary action taken by Faith Heritage School and may be considered for severe or repeated violations of school policy. Reasons for expulsion include (but are not limited to) offenses that would otherwise result in suspension, but are repeated or escalated, use or possession of alcohol, drugs, tobacco, or vaping devices, immoral behavior or conduct in conflict with biblical values, criminal or illegal activity, and any behavior that severely undermines the missions and testimony of the school. After meeting with the student and parents, the administration may determine that expulsion is necessary. Expelled students may not be present on school property or attend any school-sponsored events, on or off campus. Re-admission after expulsion may be considered if there is clear, demonstrated evidence of genuine personal and behavioral change. Requests for exceptions regarding property access or attendance at events must be made directly to the administration.

### ***Inspection and Search***

Faith Heritage School reserves the right to inspect and search student property and school-owned resources to ensure safety and uphold school policies. Lockers, school-issued devices, email accounts, and any other school property assigned to students remain under school ownership and may be inspected at any time without prior notice. Student belongings, including backpacks, personal electronic devices, lockers, and vehicles, may be searched by

administration if there is reasonable cause to believe the student is in violation of the law or school policies.

Prohibited items -including but not limited to firearms, weapons, alcohol, tobacco, drugs, inappropriate content or imagery, or sexually implicit or explicit materials- will be confiscated and may be turned over to law enforcement authorities.

## **Dress Code**

### ***Biblical Principles of Dress***

At FHS, our desire is to honor Jesus Christ and uphold His testimony in all things. While recognizing that true Christianity is a matter of the heart and not the outward appearance, our appearance is still important considering God's Word, which provides numerous principles for our instruction. Peter identifies the real issue by stating that our attractiveness should not be based on what we wear but on the inner self - the unfading beauty of a gentle and quiet spirit.

1. God designed clothes to cover the body (Genesis 3:21).
2. The Christian is not to be fashioned or 'conformed' outwardly or inwardly according to the world (Romans 12:2, I Peter 1:14).
3. We are to abstain from all forms of evil, including in appearance which should not reflect occultism, satanism, or negative cultural influences (I Thess. 5:22).
4. Decency and modesty are to be followed in dress (1 Timothy 2:9, 10).
5. The inward adorning of the heart is to be emphasized rather than outward appearance (1 Peter 3:3,4).
6. Christians are not to love the standards set by the world in any area of life, avoiding drawing undue attention to themselves (1 John 2: 15-17).

### ***Dress Code—Land's End***

Faith Heritage School's Dress & Appearance Code is an extension of the school's philosophy and is intended to promote a sense of excellence, school pride, and unity. FHS expects students to practice discernment in choices of appearance and dress, characterized by cleanliness, neatness, modesty, and appropriateness. We depend on parents to work with the school in maintaining the appearance standards of the dress code by checking students before they leave for school, ensuring they are groomed properly. Enrollment in FHS signifies a pledge by both parents and students to abide by these dress code standards. Please read this section with your children to make sure they understand and agree to follow this code.

The following is the K-12 dress code. Clothing must be from the Land's End school uniform line offered on the Faith Heritage page of the Land's End website (unless otherwise indicated below). Our "Preferred School" number is 900157447. Ordering details can be found on our school website: [www.faithheritageschool.org](http://www.faithheritageschool.org) and the FHS Life App.

On occasion, situations may arise where something not specifically listed in the dress code will need to be addressed. In such cases, individual decisions will be made by the administration. Students who are not in compliance with dress code guidelines will be required to change before returning to class.

### ***Dress Code-Boys***

**Pants:** Navy or khaki uniform pants from the FHS Land's End site, or a comparable uniform style. Pants must fit properly, be neatly hemmed, and may not be excessively loose or tight.

**Shorts:** Navy or khaki uniform shorts may be worn during the first and fourth marking periods. Shorts must be no shorter than 3 inches above the knee.

**Shirts:** White, yellow, or blue collared dress shirts, or white, navy, or yellow polo shirts with the FHS logo from the Land's End site.

**Sweaters/Fleece/Blazer:** Approved navy Lands' End FHS-logo sweaters, fleece, or blazers may be worn over a uniform collared or polo shirt.

**Undershirts:** Plain white short- or long-sleeve t-shirts may be worn beneath uniform shirts (no Land's End requirement).

### ***Dress Code - Girls***

**Pants:** Navy or khaki uniform pants from the FHS Land's End site, or a comparable uniform style. Pants must fit properly, be neatly hemmed, and may not be excessively loose or tight.

**Shorts:** Navy or khaki uniform shorts may be worn during the first and fourth marking periods. Shorts must be no shorter than 3 inches above the knee.

**Skirts/Skorts/Jumpers (K-5 ONLY):** Land's End approved navy, khaki, or plaid styles worn with a uniform collared shirt.

**Shirts:** White, yellow, or blue collared dress shirts, or white, navy, or yellow polo shirts with the FHS logo from the Land's End site. Shirts must fit modestly and not be form-fitting.

**Sweaters/Fleece/Blazer:** Approved navy Lands' End FHS-logo sweaters, fleece, or blazers may be worn over a uniform collared or polo shirt.

**Tights/Leggings (K-5 ONLY):** Solid navy or white tights/leggings may be worn under approved skirts or jumpers (no Land's End requirement).

**Undershirts -** Plain white short- or long-sleeve t-shirts may be worn beneath uniform shirts (no Land's End requirement).

### ***Footwear***

Footwear should complement the uniform and maintain a neat appearance. Acceptable shoes or sneakers must adhere to the following guidelines:

- No shoes with lights or wheels
- Footwear without a strap, including Crocs, flip-flops, or athletic sandals, are not permitted.
- Girls' heels should not exceed two inches in height.

### ***Additional Dress Code Guidelines:***

1. **Fit and Appearance:** All clothing must fit properly, be neatly hemmed, and may not be excessively loose or tight.
2. **Scarves and Hats:** Scarves and hats are not to be worn during school hours.
3. **Girls' Hair and Jewelry:** Hair and jewelry should be modest. Extreme colors or hairstyles are not allowed. Ear piercings should be limited (i.e. no spacers). Nose piercings may include only one small stud. Other body piercings are not permitted.
4. **Boys' Hair:** Hair must be neat and not obstructing the eyes. Extreme hairstyles, including excessively spiked hair, shaved designs, or extreme hair colors are not allowed (as deemed by administration).
5. **Boys Facial Hair:** Faces should be clean-shaven, with sideburns neatly trimmed not extending below the earlobes. Seniors may wear neatly groomed facial hair.
6. **Boys' Piercings:** Earrings and other body piercings are not permitted. Spacers are also not allowed.

7. **Tattoos:** Tattoos or facsimiles must be covered during school and any school-sponsored activity.

*\*Clothing items not included in the Faith Heritage Dress Code are not to be worn during school hours.*

### **Physical Education Dress Code**

All students in grades 6-12 are required to change into athletic attire for PE class. Students in grades K-5 are not required to change clothes but are expected to wear athletic sneakers with non-marking soles for their scheduled PE classes.

Students in grades 6-12 will be assigned a locker in the Activity Center, and locks will be distributed during the first week of school. Students are expected to keep their belongings in their assigned lockers and lock them for security.

#### **Grades 6-12 PE Clothing Guidelines:**

**Shorts:** Athletic shorts should be loose-fitting and fall at or below the length of the student's fingertips.

**Shirts:** T-shirts should represent Faith Heritage School or Saints in some way, such as FHS Musicals, Science Olympiad, Spring it On, FHS Team Shirts, Tournament T-shirts, etc. Tank tops are NOT allowed. FHS sports team uniforms are not permitted for PE class.

**Sweatpants/Sweatshirts:** During colder months, students are encouraged to wear warmer athletic clothing. Loose-fitting sweatpants and plain sweatshirts are allowed. Students should have an approved athletic t-shirt underneath, as uniform shirts are not allowed under sweatshirts.

*\*Please note that yoga pants, tight fitting shorts, and leggings are not allowed.*

### **Saints Gear Fridays**

On Fridays, students are permitted to wear Faith Heritage School or Saints apparel, including t-shirts, sweatshirts, and athletic wear featuring the FHS or Saints logo. Acceptable items for Saints Gear Fridays include denim jeans (must be free of rips and tears), loose fitting athletic pants or sweatpants, uniform pants, and uniform shorts (permitted only during the 1<sup>st</sup> and 4<sup>th</sup> marking period). Saints gear is available for purchase:

[http://www.brewertonspecialtees.com/webstore/index.php?cat\\_path=19](http://www.brewertonspecialtees.com/webstore/index.php?cat_path=19).

### **Concert Attire**

- **K-5 Choir:** Dressy attire. Skirts and dresses must be modest and meet dress code standards. Wear dress shoes. **No jeans or sneakers.**
- **MS/HS Choir**
  - **Ladies:** Black ankle-length skirt with a black top or a black ankle-length dress; black dress shoes (low heels or flats). **No sneakers.**
  - **Gentlemen:** Black button-up shirt, black dress trousers (**no** sweatpants or black jeans), black socks, and black dress shoes. **No sneakers.**
- **MS/HS Band**
  - **Ladies:** Black dress pants (**no** sweatpants or black jeans), black top, and black dress shoes (low heels or flats). **No sneakers.**
  - **Gentlemen:** Black button-up shirt, black dress trousers (**no** sweatpants or black jeans), black socks, and black dress shoes. **No sneakers.**

### **Dress Down Guidelines**

These guidelines apply to all school-sanctioned events that allow for dress down or dress up days. Student athletes may be exempt from certain requirements during athletic practices or events, at the discretion of the coaching staff. If a student chooses not to participate in a themed day (e.g., SU Day, School Spirit Day), they must wear the standard FHS uniform. All clothing must reflect the mission and values of Faith Heritage School and promote a culture of modesty and respect.

**Standard tops/blouses/shirts:**

- Must be made of non-sheer fabric with no holes
- Should fully cover undergarments; no see-through or revealing materials
- Must not be tight-fitting (no Lycra/spandex tops)
- Sleeveless tops are not allowed.
- Midriffs must remain covered even when arms are raised or when leaning forward
- Necklines must be modest and not expose cleavage
- FHS-issued shirts (e.g., Spring It On!) must not be altered, ripped, or torn
- Clothing with slogans, images, or advertisements that contradict the mission of FHS is prohibited

**Dresses/Skirts:**

- Strapless dresses are not permitted
- Hemlines must reach the top of the knee or longer

**Pants and shorts:**

- No oversized, baggy, or excessively long pants/jeans that drag on the floor
- No pants or shorts with holes and tears
- Tight-fitting pants such as leggings, jeggings, and yoga pants, or similar styles are not permitted
- Jeans must have a looser fit (e.g., straight leg or boot cut)
- No slogans or writing on the back of pants or shorts
- Shorts should be no shorter than mid-thigh

## **Additional Guidelines**

### ***Computer/Technology Lab and Makerspace***

The Computer/Technology Labs are equipped with desktop computers and educational software designed to support instruction across the curriculum. They are used for coding, digital design, word processing, research, and curriculum-based projects. The Makerspace is a creative, hands-on learning environment that encourages innovation, problem-solving, and collaboration. It includes access to 3D printers, robotics kits, circuits, crafting supplies, and engineering materials. Students use the Makerspace for STEM-based learning, independent exploration, and teacher-assigned projects that foster curiosity and creativity. Students using these spaces are expected to work safely and responsibly with all tools and materials, respect others' projects, time, and space, clean up after themselves and return materials to their proper places, and follow all posted guidelines and staff instructions.

Access to the Computer/Technology Lab and Makerspace is intended to support student learning, research, innovation, and exploration of technology. A pre-signed pass is required for admittance during study halls. All students must read, sign, and adhere to the FHS Responsible Use Policy, which outlines expectations for ethical, respectful, and productive use of technology and school devices.

### ***Elementary Library***

The elementary library exists to support teaching and learning, promote critical thinking, nurture a love for reading, and provide access to both informational and recreational materials across a wide range of reading levels and genres. The library collection is accessible through the online OPALS system, where students can search and reserve materials.

#### ***K-5 Elementary Students***

1. Elementary students attend weekly scheduled library classes for instruction in library skills, reading development, and to borrow books and materials.
2. Students are responsible for the care and timely return of all borrowed items.
3. Lost or damaged materials must be paid for by the student's family.

## **Literature Review Policy**

At Faith Heritage School, we are committed to providing an education rooted in a Christian worldview to nurture both intellectual and spiritual growth. Our goal is to equip students to be thoughtful and faithful followers of Christ by fostering discernment and wisdom through literature (Proverbs 2:6).

Our literature curriculum reflects this commitment by incorporating texts that align with our faith-based values and principles. Literature should encourage students to think critically about their faith and the world through a Christian lens (2 Timothy 3:16). We strive to present a diverse range of cultural and historical contexts to help students develop a well-rounded understanding of different perspectives while upholding biblical truth (Colossians 2:8).

Through literary analysis, students will engage with texts critically, discern underlying themes and messages, and articulate thoughtful responses. This process contributes to character development and spiritual maturity, enabling students to evaluate literature in light of biblical principles (Philippians 4:8).

All selected texts will be reviewed to ensure they support our mission of fostering Christ-centered learning and character formation while promoting academic excellence.

## **Lunch Procedures**

1. All students are expected to eat in the cafeteria unless excused by a teacher or administrator.
2. Teachers on duty are responsible for maintaining appropriate conduct and ensuring the cafeteria remains clean and orderly.
3. Students should quiet voices, demonstrate good manners, and refrain from horseplay, shouting, or disruptive behavior.
4. Each student is responsible for cleaning up food, trash, and personal belongings from the table and surrounding area before dismissal.
5. Students must remain in the cafeteria until dismissed by a supervising teacher.
6. High school students are expected to report to the cafeteria promptly at the beginning of their assigned lunch period.
7. High school students who leave the cafeteria for restrooms, tutoring, meetings, or other approved activities must sign out.

## **Lockers**

1. Each student in grades K-12 will be assigned a locker for the school year. Students in grades 6–12 are required to keep their lockers locked. The school is not responsible for lost, damaged, or stolen personal belongings.
2. Students may decorate the inside of their lockers with school-appropriate items. Decorations, pictures, or stickers are not permitted on the outside of lockers. To prevent damage, tape or other adhesives should not be used on the inside or outside of lockers.
3. Students are expected to keep lockers clean and organized and to remove food and other perishable items regularly.
4. Lockers remain the property of Faith Heritage School and are provided for student use. The school reserves the right to inspect lockers and their contents at any time, with or without prior notice.

## **Health and Safety Issues**

**Medications** Any medications brought to school must be taken to the school nurse immediately. ALL medications must be in containers labeled with the student's name, name of medication, dosage, and time to be administered. Both non-prescription and prescription medicines must be accompanied by a doctor's order signed by the physician. Only the school nurse can administer medication. Students are not permitted to self-medicate at school without a "Permission to Self-Medicate" form on file.

**Illness** Children who become ill during the school day will be sent to the school nurse for evaluation. Parents will be notified if their child is ill, and if necessary, parents will be called to transport their child home. Students will

remain under the supervision of the school nurse until parents arrive. The school nurse is not expected to diagnosis any illness or injury. Children who are ill or injured at home should not be sent to school for evaluation.

**Accidents** First aid will be administered, and students will be evaluated by the school nurse. Parents will be notified if a child is seriously injured and advised to seek medical treatment from their private physician. Any incident involving a student injury must be reported, and an accident report must be completed by the supervising teacher, advisor, or coach.

**Accident Insurance** Faith Heritage School carries student accident insurance on all enrolled students through Church Mutual Insurance Company. Students are protected against covered accidents while attending school and during any school sponsored activities (i.e., sports, field trips, retreats, class trips, etc.). The insurance provided by Faith Heritage is excess coverage, meaning claims must first be submitted to your own health insurance carrier before submitting to Church Mutual. If your child sustains an injury or is involved in an accident during a school event, please notify the school nurse. The nurse will take your accident/injury information and provide you with the necessary accident report. Ensure you keep copies of all itemized bills and explanation of benefits or denials from your health insurance carrier.

### ***Emergency Operations Plan***

The Emergency Operations Plan outlines goals, guidelines, and procedures for responding to critical events and emergencies. Its primary purpose is to ensure the safety and well-being of students, staff, and visitors; protect school property; and maintain school operations during an emergency. The plan provides a framework for conducting drills and training exercises to prepare students and staff to respond effectively to natural disasters, technological incidents, or school-specific threats. It outlines appropriate actions to take during and after a crisis. The Emergency Operations Team—composed of designated faculty and staff—supports the Head of School and/or Principal(s) in both planning and responding to emergencies.

## **General and Miscellaneous Information**

### ***Abuse Reporting***

In accordance with state law, Faith Heritage School staff members are mandated reporters and play a vital role in child protection. Staff are legally required to report any reasonable suspicion of physical abuse, sexual abuse, or child neglect. The law does not require the school to notify a parent or guardian prior to making a report.

The school administration is responsible for determining whether reasonable suspicion exists and will make reporting decisions in the best interest of the child. In certain situations, administration may choose to inform the family that a report has been filed. For questions regarding state requirements or Faith Heritage School's reporting procedures, please contact the administration.

### ***Class Schedules***

Students will receive an updated copy of their schedule on the first day of school. Middle School/High School students may access their schedules in August on FACTS prior to the start of the school year.

### ***Lost and Found Items***

Lost and Found items can be turned in or looked for at the Lost and Found bin outside the main office. Items remaining after the bin is full, or during a week-long school break, will be given to a local charity.

### ***Campus Hours***

The school office is open from 7:30 a.m. to 4 p.m. during school days and 9:00 a.m. to 3:00 p.m. Monday through Thursday when school is not in session, except on legal holidays.

## ***Change of Address***

When families move during the school year, it is critical that they notify the school office to maintain necessary and appropriate contact. If you move, please call the main office at (315) 469-7777 to update your information. You may also email the change to [fhs@faithheritageschool.org](mailto:fhs@faithheritageschool.org).

## ***Pesticide Notification***

Families and neighbors have the right to be notified if Faith Heritage School uses any pesticides on its premises. Although Faith Heritage School does not typically use pesticides, should the occasion arise, a notification will be sent via email to families on the FHS email list.

## ***Photography/Video Consent***

Faith Heritage School frequently documents school events and activities through photography. These photos may be used on our website, social media platforms, and other school publications. By participating in school events, it is assumed that students and their parents/guardians consent to being photographed and having these photos/videos used for these purposes. If you do not wish for your child to be photographed or for their photos/videos to be used, please contact the Main Office to submit your rescission.

## ***Transportation - Busing***

New York State law requires Central School Districts to provide public transportation to parochial and private schools within a 15-mile radius. Parents must request transportation from the local school district before April 1st of each year to qualify. Registration for Syracuse City busing is completed through FHS.

**Bus Etiquette:** Riding the bus is a privilege, and students are expected to display the same behavior as in the classroom. Students should remember they represent FHS and Christ through their actions. Behavior issues may result in temporary suspension of bus privileges.

**Bus Permission:** Students wishing to ride the bus home with another student must first obtain permission directly from the district's transportation department. Faith Heritage School does not grant this permission.

# **Faith Heritage School Safety Policy**

## ***Morning Arrival***

- **Earliest Drop-Off:** Students may be dropped off as early as 7:45 a.m. when there is sufficient faculty and staff present to supervise.
- **Elementary Students:** Supervised in the designated hallway(s) from 7:45 a.m. to 8:12 a.m.
- **Middle/High School Students:** Report to the Cafeteria or Commons upon arrival.
- **Attendance:** All students must be in their homeroom by the 8:12 a.m. bell.

## ***Bus Drop-Off***

- **Location:** Students transported by school bus are to be dropped off at the south door of the building.
- **Security:** This door remains locked and is monitored by office staff via a security camera.

## ***Student Drivers***

- **Registration:** Student drivers must complete a Student Driver Registration form, signed by a parent/guardian, and attend a student driving meeting held by the Guidance Department. The Guidance Director must initial the registration form before a driving pass is issued.
- **Documentation:** A copy of the student's driver's license must accompany the registration form.
- **Parking:** Students must park in the student parking lot on the side of the school. This door remains locked and is monitored by office staff via a security camera.
- **Transporting Others:** Written permission is required for a student driver to transport another student who is not a family member.

## ***Parent Drop-Off***

- **Location:** Students transported by a parent/guardian are to be dropped off at the designated area (Activity Center) and should report to their appropriate hallway/floor.
- **Jurisdiction:** Once a student arrives at school, they are legally under the jurisdiction of the school and are not to leave from the time of arrival until 3:00 p.m. unless written permission is presented from their parent/guardian.

## ***Securing the Building***

- **Locked Access:** All access points to the building are always locked.
- **Activity Center Doors:** These doors are unlocked from 7:45 a.m. to 8:12 a.m. to allow student access during drop-off. FHS staff supervise these doors until they are locked at 8:12 a.m.

## ***Visitor Check-In Policy***

- **Check-In Required:** For security and safety reasons, all parents, visitors, and guests must check in at the main office upon entering the building during regular school hours.
- **Passes:** Office staff will sign in parents/visitors at the entrance in the foyer. Visitors and guests must present a photo ID to gain entrance. A pass, designated “Visitor” or “Volunteer,” must be worn to indicate proper check-in.
- **Sign-Out:** Parents/visitors must return the pass and sign out, including the time of departure, with office staff.
- **Student Visitors:** Permission must be obtained from school administrators for student visitors or any other visitors without prior arrangement or knowledge.
- **Faculty/Staff Vigilance:** Faculty and staff will ensure that anyone inside the school has a pass, particularly if they do not recognize the person. If no pass is seen, faculty/staff will question the visitor.

## ***Student Pick-Up—Early Dismissal***

- **Sign-Out:** Parents/guardians picking up their child before the end of the school day must come to the office to sign their child out.
- **Permission Note:** A written permission note is required for early dismissal.
- **Elementary Students:** Will be called from their classroom to meet the parent/guardian in the front foyer.
- **High School Students:** Will be provided with a pass to dismiss them from their class.

## ***End of Day Dismissal***

- **Dismissal Time:** Students are excused at 3:00 p.m. and parents should pick up students ***no later than 3:15 p.m.*** unless their child is participating in athletics, clubs, or other organized after-school programs.
- **Identification:** Anyone picking up an elementary student who is not recognized will need to show identification and will be checked to ensure they are on the “pick up” list in FACTS.
- **Office Hours:** The office is open until 4:00 p.m. Monday-Thursday and until 3:30 p.m. on Fridays.
- **Extenuating Circumstances:** If a family has extenuating circumstances and is unable to pick up students at dismissal, please contact the main office to make arrangements.
- **Elementary Students-Child Pickup**
  - *Designated Pick-Up:* Anyone other than the parent/guardian who will pick up a child must be designated in the student management system.
  - *Verification:* If a non-designated person arrives to pick up a child, a phone call is made to the parent/guardian for confirmation. Identification is required.

## ***Emergency School Closings***

- **Notification:** In the event of inclement weather or mechanical breakdown, school may be closed or the start time delayed. Early dismissal may also be necessary and will be announced through the following media:
  - FHS Life App (free app downloadable from app stores)
  - Channel 9 News ([www.localsyr.com](http://www.localsyr.com))
  - Channel 3 and 5 ([cnycentral.com](http://cnycentral.com))

- Facebook
- **Morning Reports:** Reports will generally be between 6:00 AM and 7:00 AM. If no report is heard, it can be assumed that school will be in session. Please refrain from calling the school to keep telephone lines open for emergencies.

## Communication Guidelines

Use this chart to identify the appropriate school personnel for your inquiries. Adhering to these guidelines ensures a timely response. If unsure whom to contact, please reach out to the main office for assistance.

| Question/Concern        | Contact 1             | Contact 2                    | Contact 3      |
|-------------------------|-----------------------|------------------------------|----------------|
| Academics               | Teacher               | Principal<br>Guidance (6-12) | Head of School |
| Attendance Issues       | Office Manager        | Head of School               |                |
| Athletics               | Coach                 | Athletic Director            | Head of School |
| Behavior                | Teacher               | Principal                    | Head of School |
| Budget                  | Business Manager      | Head of School               |                |
| Building Use            | Supt of Bldg./Grounds | Head of School               |                |
| Cafeteria               | Café Supervisor       | Head of School               |                |
| Classroom Procedures    | Teacher               | Principal                    | Head of School |
| Co-Curricular           | Club Advisor          | Head of School               |                |
| Curriculum              | Teacher               | Principal                    | Head of School |
| Dress Code              | Classroom Teacher     | Principal                    | Head of School |
| Facilities              | Supt of Bldg./Grounds | Head of School               |                |
| Graduation Requirements | Guidance              | Head of School               |                |
| Health Issues           | School Nurse          | Head of School               |                |
| Homework Concerns       | Teacher               | Principal<br>Guidance (6-12) |                |
| Other policies          | Principal             | Head of School               |                |
| Scheduling              | Guidance (6-12)       | Head of School               |                |
| Special Education       | Teacher               | Principal<br>Guidance (6-12) | Head of School |
| Transportation          | Home District         | Office Manager               | Head of School |

### Contact Information

|                                  |                         |                                                                                              |
|----------------------------------|-------------------------|----------------------------------------------------------------------------------------------|
| Head of School                   | Dr. Deborah Samuelson   | <a href="mailto:dsamuelson@faithheritageschool.org">dsamuelson@faithheritageschool.org</a>   |
| Student Support/PreK-5 Principal | Mrs. Rebekah MacDougall | <a href="mailto:rmacdougall@faithheritageschool.org">rmacdougall@faithheritageschool.org</a> |
| Athletic Director/6-12 Principal | Mr. Jason Awad          | <a href="mailto:jawad@faithheritageschool.org">jawad@faithheritageschool.org</a>             |
| Supt of Bldg./Grounds            | Mr. Joel Jackson        | <a href="mailto:jjackson@faithheritageschool.org">jjackson@faithheritageschool.org</a>       |
| Director of Guidance             | Mrs. Jennie Lape        | <a href="mailto:jlape@faithheritageschool.org">jlape@faithheritageschool.org</a>             |
| Business Manager (Finance)       | Mrs. Laura Radziewski   | <a href="mailto:lradziewski@faithheritageschool.org">lradziewski@faithheritageschool.org</a> |
| Office Manager                   | Mrs. Laura Oberlander   | <a href="mailto:lhs@faithheritageschool.org">lhs@faithheritageschool.org</a>                 |
| School Nurse                     | Mrs. Abby Campbell      | <a href="mailto:nurse@faithheritageschool.org">nurse@faithheritageschool.org</a>             |
| Main Office/Attendance           | Office                  | <a href="mailto:office@faithheritageschool.org">office@faithheritageschool.org</a>           |

*\*Requests to the Board of Trustees can be directed to the Head of School who will then forward your concern.*

# FHS RESPONSIBLE USE POLICY

## Introduction

Faith Heritage School recognizes that access to technology in school provides students and teachers with opportunities to learn, engage, communicate, and develop skills necessary for becoming thoughtful and contributing members of a global society. The Faith Heritage School Responsible Use Policy governs student use of the school's technology (computer equipment and mobile devices), including access to services on the local network and material available through the Internet.

All students (grades 3-12) are expected to read and honor the FHS Responsible Use Policy, which outlines guidelines and behaviors for technology use. Faith Heritage School is committed to supporting the flow of information and ideas electronically, applying the principles found in Philippians 4:8 "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things." To maintain this scriptural principle, all information to and from computers on the school network is filtered for content.

## Privileges and Responsibilities

Technology should be used responsibly, ethically, and legally, honoring the mission of FHS and God. The use of school technology is a privilege, not a right. Inappropriate use will result in the termination of those privileges. When this policy does not provide clear direction, the school administration will determine what is or is not appropriate. Parents should understand that network and internet access are for educational purposes only and that Faith Heritage School has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold FHS responsible for non-educational usage or inappropriate use by a student. Parents should also realize that systems are only partially safe, and it is possible that your child could be exposed to material that you would consider inappropriate. It is important that parents reinforce with their children the need for care when using the Internet.

## Terms and Conditions

***Personal Safety:*** Users should never share personal contact information about themselves or others. This includes, but is not limited to, telephone numbers, addresses, social security numbers, birthdays, and pictures. Email accounts and passwords must not be shared. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard their personal information and that of others.

***Respecting Others:*** Users should be polite when using technology. Cyberbullying and harassment, persistently acting in a manner that distresses, intimidates, or annoys another person, is unacceptable. Engaging in personal attacks by performing sexual, prejudicial, discriminatory, or hurtful actions is strictly forbidden. This includes media distribution (pictures, video, audio, etc.) regardless of format. In addition, messages and/or media received should only be redistributed with the sender's permission. Users will not post information that, if acted upon, could cause damage or a danger of disruption. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

***Plagiarism and Copyright Information:*** Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Research conducted via the Internet should be appropriately cited and given credit to the original author. Students should refer to the student handbook for all policies regarding academic integrity.

Students will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work protected by copyright. If the work contains language specifying acceptable use, the user should follow those requirements. If unsure whether they can use a work, users should request permission from the copyright owner. Copying, changing, reading, or using another person's files without that person's prior written permission is unacceptable.

***Inappropriate Language/Materials:*** FHS technology must not be used to view, send, or display lewd and offensive media, such as pictures, videos, or audio. Material that advocates illegal acts, violence, or discrimination towards others may not be accessed, including sexual material. If such information is inadvertently accessed, it must be immediately disclosed to a staff member. Inappropriate language that is obscene, profane, sexual, rude, inflammatory, threatening, or disrespectful may not be used at any time.

***Illegal Activities:*** FHS and personal technology may not be used to engage in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, state, or federal laws. Students will not attempt to gain unauthorized access to the school system or any other computer system through the school network or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for "browsing" purposes.

Students will not deliberately attempt to disrupt the computer system's performance or destroy data by spreading computer viruses or other means. Copyright laws protect software, music, videos, and most other electronic media. Therefore, downloading, creating, storing, or distributing unauthorized copies of this media is prohibited.

***Privacy:*** FHS reserves the right to monitor the school network to ensure proper usage. Users should not assume any level of privacy related to actions using school technology.

***Security:*** Users are responsible for their accounts and should take reasonable precautions to prevent others from using them. Under no conditions should a user provide their password to another person. Students should immediately notify the system administrator if they have identified a possible security problem. Students should not download and install any software to school technology without permission. If you believe a computer or device might be infected with a virus, please alert a teacher or administrator. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

***Liability of Users:*** Users are responsible for any financial costs, liabilities, or damages incurred by the student due to improper use of school technology, including, but not limited to, equipment (including repairs), legal fees, and other costs.

***Parental Notification and Responsibility:*** Faith Heritage School will notify parents about the school network and the policies governing its use. Parents may request alternative activities for their children if they prefer not to have Internet access. It is strongly suggested that parents communicate with students about values and standards they should follow regarding Internet use and other media sources, such as cell phones, electronic devices, videos, movies, and music.

***Email:*** All school-issued student email accounts are the property of FHS. The primary purpose of the student email system is for students to communicate with school staff, outside resources related to school assignments, and peers to collaborate on school activities. Email accounts should be used carefully and in alignment with the FHS code of conduct. Users should not send personal information, attempt to open files or follow links from unknown origins, and should not forward chain letters, jokes, or non-school-related attachments. Users are expected to exercise appropriate, safe, mindful, and courteous communication. Email usage may be monitored and archived.

***Violations of this Policy:*** Improper use of technology may result in disciplinary actions and possibly revocation of access privileges. FHS will fully cooperate with local, state, and federal officials in investigating illegal activities conducted through school technology. FHS reserves the right to modify these guidelines as necessary.