

# FINGER LAKES CHRISTIAN SCHOOL

## Student & Parent Handbook



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### **Philosophy of Christian Education**

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

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

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

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

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

As such, the Christian school must be committed to believing that practical knowledge of the Word of God is the very essence of a productive Christian life; to training its students to be productive, responsible members of the church and society; and providing a learning environment in which this training may be obtained. Failure to provide practical knowledge of the Word is failure to present the basis for a successful Christian life. Therefore, this institution, in all its curriculum and activities, will base, relate, and enhance its students' understanding of the Bible in relation to all matters of knowledge, academic achievement, and practical living.

#### ***Our Institutional Purposes Are:***

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

### **Finger Lakes Christian School Facts**

- Established in 1990.
- Approximately 120 students in grades Pre-K through 12.
- NYS Education Department registered secondary school.
- Regents diplomas offered
- While FLCS is a school for Christian children, it's always possible that some students at FLCS are not born again. Therefore, the staff at FLCS - Pastors, administrators, teachers, and substitute teachers (all born-again Christians) - will lovingly, though actively, engage in attempts to convert to Christianity those students who are not born again.
- Volunteers are welcome and needed to keep this ministry operating effectively, and all volunteers must also be born again.
- Students in grades 6-12 attend Bible classes twice a week, and all students have devotions with their teachers almost daily and attend a chapel service weekly. At those times, and interwoven with the academic classes as well, the student will be taught the orthodox doctrines of the Christian faith, as expressed in our doctrinal statement.

### **Doctrinal Statement**

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

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

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

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

### **INTRODUCTION TO PARENTS**

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

## **ENROLLMENT**

### **Enrollment Criteria**

It will be determined during the enrollment interview and process whether the following criteria are met. If not, children will not be enrolled. If, after enrollment, it is determined that they are not met, a student will be removed from the school.

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

1. At least one parent or guardian living in the home with the student is a born-again Christian. The student must also be born again if he or she is entering FLCS at 6th grade or above.
2. The student and parents must agree with every point of the doctrinal statement.
3. The student and/or parent/guardian may not practice or believe in:
  - a. any so-called "Christian" religion that teaches that Jesus is not God; that there is no heaven and/or hell; that there is any mediator between man and God, the Father, except Jesus Christ; that salvation is based in part or in full on good works as opposed to faith alone; that there is, after death, any intermediary state, such as purgatory, before entering heaven or hell; that keeping the Sabbath is necessary for salvation.
  - b. any non-Christian religion, such as Wicca, Paganism, Islam, Buddhism (this is, obviously, not an exhaustive list)
  - c. sexual activity outside of marriage.
  - d. cohabitation with a member of the opposite sex in a relationship that substantially constitutes or mimics a marriage relationship, even if there is no sexual activity.
  - e. same-sex romantic relationships, sexual activity or marriage, or the appropriateness of the same.
  - f. drunkenness, the use of any illegal drugs, or the misuse of legal drugs.

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

### **Age Requirements**

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

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



## Enrollment Documents & Process

All students and families must complete a Student Application and Interview with the FLCS Administrator in order to be considered for enrollment. The following documents and steps must be completed as well.

<b>Homeschool Students</b>	<b>Private or Public School Students</b>
<p><i>You must provide:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic transcripts or LEAH Homeschool records               <ul style="list-style-type: none"> <li><input type="checkbox"/> Grades 1-7: at least one year prior</li> <li><input type="checkbox"/> Grades 8-12: all records from 7th grade on</li> </ul> </li> <li><input type="checkbox"/> List of curricula used for each subject</li> <li><input type="checkbox"/> Special Education documentation (if applicable)</li> </ul> <p><i>Student must complete at FLCS:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math placement testing</li> <li><input type="checkbox"/> English placement testing</li> </ul>	<p><i>You must provide:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic transcripts or report cards               <ul style="list-style-type: none"> <li><input type="checkbox"/> Grades 1-7: at least one year prior</li> <li><input type="checkbox"/> Grades 8-12: all records from 7th grade on</li> </ul> </li> <li><input type="checkbox"/> Any discipline reports</li> <li><input type="checkbox"/> Attendance records</li> <li><input type="checkbox"/> Special Education documentation (if applicable)</li> </ul> <p><i>Student must complete at FLCS:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math placement testing</li> <li><input type="checkbox"/> English placement testing</li> </ul>

## Special Education Enrollment

Students with special education needs, IEP, or 504 Plan are admitted on a case-by-case basis. For more information on this, please see the Special Education portion of this handbook.

## Parent Agreement

At the time of enrollment, parents will sign the following Parent Agreement. This will also be signed annually at re-enrollment. The Parent Agreement can be found in the Appendix.

## Parental Involvement

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

Homework is an integral part of our curriculum and we expect that parents, to the extent possible, are willing to help their children to complete homework as assigned.

We ask that you attend all parent functions.

1. Parent Orientation is held prior to the first day of school, usually the Tuesday before school begins. First-time parents meet with staff from 6:00 pm-6:30 pm. All parents then meet with the staff from 6:30 pm-7:00 pm. At this meeting, parents will be informed of important information about school procedures and changes to procedures that they should know in order for the year to run smoothly.
2. The fall Parent-Teacher Conference day is held on the Monday of Thanksgiving week. Invitations to schedule a conference go out several weeks before that date.
3. The spring Parent-Teacher Conference day is in March, with this being by request of parents or staff.

## **School-Home Communication**

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

An automatic email will be sent each time a student in grades 4-12 receives a grade below 70 in any class.

Email: Teachers and staff may be emailed with concerns using their FLCS email addresses.

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

Weekly Memo: A weekly memo is sent out each Friday. This memo includes a great deal of important information and you are required to read it when it arrives. The memo will be sent to the email address(es) on file. If you do not receive the memo, please contact the office immediately.

## **FINANCIAL MATTERS**

### **Registration Fees**

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

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

### **Tuition**

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

## **Tuition Discounts**

Tuition discounts are applied under the following conditions:

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

## **Tuition Payments**

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

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

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

1. If a payment is 10 days overdue, the office manager will make contact with the family.
2. If a payment goes 30 days overdue, the office manager will reach out again.
3. If an account becomes 60 days overdue, the administration will make contact and, in conjunction with board approval, the student(s) may be asked to not return until the account is in good standing.
4. If an outstanding balance is due when a student unenrolls from the school, FLCS will hold all records and transcripts until the account is paid in full.
5. Exceptions to this policy may be made at the discretion of the administration and CCSF Board if prior arrangements have been made. However, it is the responsibility of the parents to contact the school to discuss those arrangements.
6. If a balance remains as of June 20, the student's "spot" will not be held for them for the next school year. FLCS reserves the right to not allow a student to re-enroll if they have an outstanding balance at the start of a new school billing cycle (August).
7. Academic records, including exit grades and transcripts, will be held by FLCS until all financial obligations have been met.

## **Refunds**

Registration fees are not refundable.

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

- Leaving on or before the 15th of the month, a refund of 1/2 month's tuition will be paid.
- Leaving after the 15th of the month, no refund will be made.
- If tuition has been paid in advance, the full amount beyond the current month will be refunded.

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

## **SPECIAL EDUCATION**

Students with an IEP or 504 Plan are admitted on a case-by-case basis so as to consider what is best for both the student's education and the FLCS staff. A copy of the student's IEP or 504 will be required during the application process.

In the elementary grades, we will not consider a student who has a history of violent behaviors or requires a 1-1 aide due to being a flight risk. In the middle and high school grades, a student with a history of violence will not be considered, and students requiring a 1-1 aide will be admitted at the discretion of FLCS administration, the CCSF Board, and the Seneca Falls Central School District (SFCSD)

Special Education services are provided through the SFCSD according to the legal requirements of the student's plan.

A student's IEP or 504 Plan may exempt them from certain portions of the student handbook or academic expectations. This will be considered on a case-by-case basis with input from the special education staff, administration, and/or the CCSF board.

Students who are already attending FLCS and are believed to require special education services will be moved through the Response to Intervention (RTI) process by the FLCS staff with the assistance of the SFCSD. This may require testing by SFCSD employees so that a proper diagnosis and plan can be made. We and the SFCSD Special Education Department will make every effort to contact parents prior to testing at the FLCS building. Students diagnosed with a learning disability beyond what FLCS can support effectively may be encouraged to find other schooling.

## **ACADEMIC STANDARDS**

### **Academic Honors**

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

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

Honor Roll: 85-92.4

*Honor Roll awards are given each June for cumulative averages that meet the above requirements.*

### **Finger Lakes Christian School Honor Society**

Students in Grades 10-12 with an overall average of 93 and above and who exhibit exemplary Christian character and leadership are invited to apply to the FLCS Honor Society. Invitations to apply are issued in the fall of each school year with a due date of May 1.

Students previously admitted to the Honor Society will have to maintain the minimum average of 93 as well as submit volunteer hours to the Honor Society coordinator in order to continue membership.

### **Valedictorian and Salutatorian**

A graduating senior qualifies to be named valedictorian or salutatorian if they have attended FLCS for at least 2 years of high school, have a cumulative average of 93 or higher, and earn a minimum of 2 Honors-level credits. Honors classes that *may* be offered at FLCS for 1 credit include Pre-Calculus, Physics, Old Testament Survey, and Spanish 4. Students may also opt to take college credit courses approved by the FLCS Administration to earn 1 of the 2 required honors-level credits. Honors courses receive an added 5% weight in academic average calculations. For more information regarding dual-enrollment college courses, please see the Dual Enrollment section of this document.

### **Grading System**

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

Kindergarten through 3<sup>rd</sup> grade:

4 = above grade level

3 = at grade level

2 = below grade level

1 = requires intervention

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

### **Report Cards**

The school year is divided into four marking periods. A report card is emailed home after grades have been calculated at the conclusion of each quarter.

## **Graduation Requirements**

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

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

Bible - 2 credits (FLCS requirement)	Foreign Language -1 credit
History - 4 credits	Art or Music -1 credit
English - 4 credits	Physical Education - 2 credits
Science - 3 credits	Health -1/2 credit
Math - 3 credits	

The remainder of the required credits are earned through electives.

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

## **Course Selection**

Each spring students in grades 8-11 will have a meeting with designated staff members to discuss what courses they need to take in the coming year and what electives they wish to enroll in, based on their goals. Parents will receive a copy of the plan and sign it before it is considered final. Questions relating to this process should be directed to the guidance counselor.

## **Drop-Add Policy**

Students in grades 9-12 may request to drop or add a course during the first 5 weeks of school with no penalty. This option does not apply to required courses. To pursue dropping or adding a course before the fifth Friday of the school year, contact the guidance counselor for paperwork. The change must be approved by parents, the teacher of the course, and the administration. The Drop and Add Forms can be found in the Appendix.

## **Transfer Students**

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

## **Homework Policy**

Homework is required to be done and turned in on time. Teachers make every effort to post homework on QuickSchools, but assignments are also given in class orally, listed on classroom

boards, and in some cases posted to Google Classroom. Responsibility for knowing what homework has been assigned and when it is due rests with the student.

**Late Homework Policy:** For students in grades 4-12, if an assignment is turned in one day late the grade is reduced by 10 points, two days late, the grade is reduced to 50% of the earned score. Assignments turned in more than 2 days late will receive a zero, but students may be required to complete the assignment for no credit.

Projects or larger assignments that are assigned to be turned in on a date in the future will be due on that date with no exceptions due to absence. If a student is absent on the date that a project is due, it must be turned in on that date or the student will receive a zero on the assignment. Parents and siblings are welcome to bring the project to FLCS for the purpose of turning it in on the due date. In an emergency, the parent or student must reach out to the teacher who assigned the project to make arrangements to prove the work is complete on the due date. Oral presentations are held to the same standards and alternative arrangements may need to be made.

Repeated failure to complete homework assignments may result in detention.

## **Cheating**

Cheating can generally be divided into the following categories.

- Obtaining answers to homework, test, or quiz questions in a dishonest way. If another student is involved in providing those answers, both students are equally guilty of cheating.
- Copying another student's work, whether for homework assignments, labs, projects, or any other task. Again, both students are equally guilty of cheating.
- Plagiarism is presenting someone else's work as your own. All students receive lessons in English about what plagiarism is and how to avoid it.
- Artificial Intelligence (AI): The use of AI to produce any work will be considered cheating.

There are other ways to cheat that are not listed above, so we define cheating as any activity that dishonestly gives a student an academic advantage. Students should use the teacher-provided curriculum and resources to complete assigned work. The administration reserves the right to apply penalties that may take the form of, but are not limited to, no credit on the assignment, detention, suspension, or expulsion. Multiple infractions will result in harsher penalties.

## **Study Halls**

Study halls are for studying and working on class assignments. One goal is to provide students with an opportunity to complete homework during the day, decreasing the amount of work that must be done at home. Study halls are expected to be silent so that all students can focus. Students are not allowed to wander the halls during free time. Computers and Chromebooks should be used

exclusively for academic purposes during study halls. Group project work may be done with pre-approval of the study hall teacher.

### **Chapel Services & Bible Class**

Students participate in staff-led devotions during homeroom each school day. On Wednesday we hold a Chapel service in the afternoon for students in grades K-5. During this time 6th-12th grade students attend Bible class.

Students in grades 6-12 also attend Bible class two other times during the week.

### **Dual Enrollment and External Instruction**

Dual Enrollment is defined as a student taking a course through a college (in-person or online) in which they will receive both college credit and high school credit. The course will appear on both transcripts. Dual Enrollment is considered on a case-by-case basis and the specific courses must be approved by the FLCS Administration. It is an option for students wishing to take an Honors level course for consideration to be Valedictorian or Salutatorian. Each 3 college credit approved course is equivalent to 0.5 high school credit. Students may earn 1 high school credit (2 college classes) through Dual Enrollment.

External Instruction is when a student takes a non-college level course to fulfill a specific high school requirement in line with their goals.

1. If the student enrolls in a BOCES program, their BOCES credits, 0.5 Physical Education credit, and 0.5 FLCS Bible credit will be from external instruction.
2. If the student wishes to earn their Regents Diploma with Advanced Designation using a 5-credit sequence in the arts, 1 arts credit may be earned using external instruction.

To pursue any of these options, please contact the guidance counselor.

### **Standardized Testing**

FLCS uses the Terra Nova NEXT Paper-Based tests to evaluate the progress of students in grades 3-8. These tests are given in the spring of each year in Reading, Language, Math, and Science (grades 5 and 8 only). We ask that parents do everything possible to ensure that their students are in school on the testing dates, which will be announced at the beginning of the school year. Parents can request their student's score report after they are received by the school.

## **DAILY SCHOOL PROCEDURES**

### **Morning Arrival**

The school is open for student arrival beginning at 7:15 am. Students must report to the gym for supervision until the school day begins at 7:45 am. During AM Gym time, students may sit on the



bleachers, tables, or the floor, but may not run or play, because of safety concerns between the age groups.

### **Student Movement**

Except for between periods, students

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

### **Lunch Procedures**

- The teacher or monitor on duty will be responsible for all conduct during the lunch periods.
- Elementary students are required to sit and eat for the first 15 minutes of the lunch period.
- Students at each table are responsible for cleaning up their food and trash on and around the table.
- Students must remain in the lunchroom until they are dismissed.
- Students may go outside if the weather is appropriate and there are lunch monitors available for supervision both inside and outside.
- If the hot lunch program is available, students can purchase a prepared lunch on Wednesday for \$3.00. A menu is sent home. Orders and all payments must be sent in through the office. Pizza is sold on Fridays for \$2.50 per slice, with orders and payments due in homeroom on Thursday each week. On all other days, students must bring their own lunches. Hot water, microwaves, and a refrigerator are available for student use.

### **Personal Electronic Devices**

In the event that a cell phone or other device is brought to school, it must be turned in when the student enters the building for storage during the school day. This includes smart wearables that can send and receive communication. Chromebooks or laptops for school use are the exceptions to this, as they are needed throughout the day for schoolwork. The cell phone cannot be used during the day, unless with the specific permission of the homeroom teacher, in the presence of a teacher, and or to contact a parent.

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

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

## **Emergency School Closings & Delays**

In the event of severe weather, FLCS may be closed, but because we have students coming in from many school districts with potentially different emergency schedules, we never delay the start of a school day. In other words, FLCS is either closed completely or the doors are open at 7:15 am. If a large proportion of the student body is arriving late due to delays in their various districts, FLCS may delay the start of classes, but our doors will still be open to receive students at 7:15 am.

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

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

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

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

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

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

## **Visitors**

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

## **ATTENDANCE**

### **Attendance Policy**

An elementary student (Kindergarten-Grade 5) is considered absent if they miss three hours or more of a school day. This means they must arrive at school by 11 am in order to be counted as present.

Elementary students is at risk of not being promoted to the next grade due to absence if they miss more than 25 days in the school year.

Students in grades 6-12 will have attendance taken per class. A per-class absence is considered missing more than 15 minutes of the period. If a student misses more than the following number of class periods, they will have to work with a teacher outside of regular hours to reclaim the missed time and receive credit for the class.

- 1 credit course (not a Regents Science): 20 absences
- Regents Science course: 25 absences
- 0.5 credit course: 10 absences

A student who misses 3 consecutive days due to illness or other medical reasons must present a doctor's note in order to return to school.

Students who are out due to illness or incapacity for 10 consecutive school days may have the option of receiving home tutoring through their local school district. Parents must contact their local district in this situation. Those days spent being tutored at home do not count as absences.

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

Examples of **unexcused absences** are: family vacations, shopping, haircuts, babysitting, needed at home, too tired/out late, having an away game, or any other absence deemed so by the FLCS administration. Unexcused absences may affect a student's ability to participate in after-school activities or play on sports teams.

## **Planned Absences**

We strongly recommend that families take vacations during those times when school is not in session. Missing school for any reason leads to a tendency to fall behind and making up work is difficult. It is also burdensome for the staff to prepare lessons and materials for students who are not in attendance. Therefore, families who plan to take a vacation of more than 2 (missed school) days will need to fill out a Family Trip Request Form and turn it in to the office 2 weeks prior to the Family Trip. This form can be found in the FLCS office and in the Appendix of this handbook. After receiving approval from the administration, the student will be responsible for having each of their teachers fill out their expectations for work and due dates surrounding the missed time.

## **Early Dismissal**

If a student needs to leave school early for any reason, parents/guardians must notify the office by phone or email by 8 am. Pick-ups during the school day are made at the main entrance to the school. Call the office or come into the building when you arrive, and we will call your student down.

## **Tardiness**

A student is considered tardy if they are not in their assigned homeroom by 7:55 am. Students arriving late to school must check in with the office before proceeding to class. Their time of arrival will be noted. A note giving reason for tardiness will be required from the parent if a student arrives after homeroom.

Tardiness for reasons other than a doctor's appointment will count toward the tardiness policy. A student in grades 6-12 will receive a detention after every 5th tardy, it will be assigned when they are tardy for a 6th time. If tardiness continues, this process will repeat. Please do everything possible to ensure that your student arrives at school at 7:45 am so that they can be on time for homeroom.

## **MEDICAL**

### **Reporting Absences**

Please call or email the office by 8 am if your child will be absent. We are required to report the reason for every absence, so we need to receive this information from parents in a timely manner.

### **Illness**

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

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

- A temperature of 100 or above
- Vomiting

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

Absences longer than 3 days due to medical reasons require a doctor's note to return.

### **Illness at School**

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

### **Immunizations**

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

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

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

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

## **Physicals**

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

## **Mandated Medical Tests**

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

**Hearing:** Students entering or re-entering Pre-K, Kindergarten, and grades 2, 4, 7, and 10 will be given a hearing test at FLCS by the local public school nurse.

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

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

## **Lead Screening Test**

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

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

## **Medications**

Medical permission forms must be on file in order for FLCS staff to give a student any medication. This release is included in the enrollment form and re-enrollment forms that are sent to the parent's email address on file.

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

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

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

### **Accidents**

All serious injuries or accidents should be reported to the school office immediately. Students will be given first aid for any minor accidents. Parents will be notified when a child is seriously injured and be advised to seek medical treatment by their private physician. If a parent or relative cannot be reached in a reasonable amount of time, in the event of a serious injury, an ambulance will be called, and the child will be transported to the nearest medical facility for treatment.

### **Concussion Policy**

Students must report all head and neck injuries to staff immediately so that we can test for concussion. Certain staff members and all coaches have received training to do so. If a concussion is suspected, the student must see a doctor to receive a plan to rehab safely from that injury. This plan can include both physical and educational limitations, with a return to full activity timeline.

## **TRANSPORTATION**

### **Bussing**

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

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

Students who ride district buses are subject to district discipline for behaviors while on the bus. FLCS may or may not be alerted to these actions. If you have concerns about behavior, you must contact the district.

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

If a student who is normally on a bus is not riding that day, the parents must inform the FLCS office by 12:00 pm. (The same applies to students switching from being picked up to riding a bus.)

If a student is riding home on a bus that is not their normal means of transportation, they need permission from that bus garage and the FLCS office. Those plans must be made at least a day ahead of time. Not all districts allow out-of-district students to be transported.

### **Parent Pick-up**

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

Afternoon pickup occurs at the main entrance, after bus pickup is complete, beginning at approximately 2:00 pm. Please wait in the pickup line until you see the sign placed outside the door before pulling up, we will call your child(ren) down. You do not need to leave your vehicle. If you wish to walk up to the main entrance at any time after 1:55 pm and ask for your child to be called, you may do so.

### **Changes to Transportation Home**

The office **MUST** be notified of any change to transportation by 12:00 pm. Changes include, but are not limited to switching from the bus to pick up, pick up to the bus, going home with another student, a change to who will be picking up, etc. Please be respectful of this request as a change on your part may impact which busses need to come to our school and we work to maintain a positive relationship with our districts.

### **Student Drivers**

Students who wish to drive to and from school will be given this privilege at the discretion of the administration and with the permission of their parents. Parents and students may obtain a student-driver permission slip from the office or the Appendix of this document. Drivers must obey all rules and procedures determined by the school as well as the state and local authorities. Failure to do so may result in the loss of the privilege. FLCS students are not allowed to transport students outside their family unit unless we have signed permission from both parents.

## **STUDENT CONDUCT AND DISCIPLINE POLICY**

### **Student Conduct and Behavior**

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

and to promote an atmosphere conducive to learning, students' conduct should reflect Biblical teaching and principles, both in school and in their private lives.

All students in 6th grade or above and their parents are required annually to sign the Student Agreement. A copy of the Student Agreement can be found in the Appendix.

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

## **Violence & Bullying**

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

## **Miscellaneous Conduct Guidelines**

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

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

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

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

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

Gum chewing, and having food and drinks (other than water) are not permitted in the sanctuary.

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

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

## **Guidelines for Couples**

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

## **Detention**



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

## **Student Dress Code**

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

FLCS Dress Code applies to all school-sanctioned activities and events. Such events include banquets, sporting events, field trips, or any other event held on or off school property.

*A concise summary of the policy is as follows: All clothing, hairstyles, cosmetics, and jewelry must be neat, discreet, and modest, and should not draw undue attention to one's self. The administration may address attire that represents any music, movies, books, etc. that would not meet the standards of FLCS.*

Violations of the dress code will be dealt with in the following way, by a teacher of the same gender as the student. For the 2025-2026 school year, the teachers will be Felicia Leary and Garrett Searing.

1. First offense: The student will be made aware of the problem and be required to change clothing, either provided by someone at home or by the school. Parents will be notified by email.
2. Second offense: The student will again be required to change and the parents will be notified with a phone call to make sure everyone understands the policy.
3. Third offense: The student will be required to change, the parents notified by phone, and a detention will be assigned the next school day. Contact with parents at this point will be made by the administration.

General guidelines for both boys and girls:

- All necklines must be modest. Sleeveless is allowed if the straps are at least 1 1/2" wide, the sleeve opening is tight under the arm and is not a racerback cut top.
- For girls: Skirts and dresses must be at least down to the top of the kneecap when the student is standing straight. Wearing a pair of shorts underneath a shorter skirt does not make it acceptable, the shorts must come to the top of the kneecap.
- *Shorts must fall at or below the top of the kneecap. Please see updated policy below.*
- No skin is to be shown between tops and bottoms at any time.
- Undergarments should not be visible.
- Tight-fitting pants should be paired with a long top.
- All clothing should be free of holes, rips, and tears, including that which is done purposefully.
- Allowed piercings are limited to ear piercings and subtle nose piercings. No piercing should draw undue attention to the student.
- No visible tattoos, temporary or permanent body art, including pen and henna.
- All cosmetics should be used with discretion and in moderation.
- No wild or bizarre hairstyles.
- Hair color should be limited to not more than 2 naturally occurring colors.

- Male students cannot wear nail polish.

#### Policy Update from the CCSF Board 8/6/2025 -- Short / Dress / Skirt Policy Update

As part of our commitment to modesty and maintaining a respectful learning environment, all students are expected to wear attire that is of an appropriate length. Specifically, **when a student kneels on the floor, the bottom edge of the shorts, dress, or skirt must touch the back of the lower leg (calf)**. This standard applies to all students and is intended to provide a clear and objective measure of modesty in keeping with our school's values. Students who arrive at school in shorts that do not meet this guideline will be asked to change or may be subject to other dress code consequences as outlined in the handbook.

### Suspensions and Expulsions

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

Expelled students may re-apply at the beginning of the next school year, but re-admittance is not assumed.

It is school policy that an explanation will be given to the staff and student body the reasons for a student's suspension or expulsion. Generally speaking, that will occur when the suspended or expelled student(s) are in the 6th grade or above, and the age-appropriate explanation will be to the 6th-12th graders. Children in lower grades may have to be addressed as well, depending on the circumstances. The reasons for this include: students having clear and accurate information, protecting both the offenders and other members of the student body, staff having the ability to stop conversations that are unnecessary or inaccurate, and ensuring that all students and parents are informed, which is necessary due to the size of our student body.

### HOMESCHOOL STUDENTS ATTENDING FLCS

FLCS is glad to open its doors to home-schooling families to provide instruction in any of our classes on a per-class basis, as space is allowed.

## **Enrollment Criteria**

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

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

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

Homeschooled students are not able to take NYS Regents exams at FLCS, but they may enroll in an FLCS Regents course. Regents testing must occur in the district where the student resides.

## **Per-Diem Tuition**

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

Tuition payments may be made monthly.

## **Testing**

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

## **Transportation**

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

## **EXTRACURRICULAR ACTIVITIES**

FLCS offers a variety of extracurricular activities for students to participate in. These may vary from year to year, but often include:

- Yearbook
- Student council
- Worship team
- Bible studies during lunch
- Chess Club

- Debate Club

Participation in extracurricular activities is guided by the same standards as athletics. Students will be required to maintain minimum averages in their classes and follow attendance expectations in order to continue to participate.

## **ATHLETICS**

### **Interscholastic Athletic Offerings**

FLCS provides opportunities for boys and girls in grades 6-12 to participate in soccer, basketball, and volleyball. Competition is provided through the Empire State Christian Association League.

### **Parent & Student Athletic Clearance Forms**

Parents and students are required to sign the Athletic Clearance Form each season that a student participates in an FLCS sport. This form releases FLCS and CCSF from liability for injury due to gameplay or transportation and also outlines expectations for behavior during the season. A copy of this form will be provided at the beginning of each season and can be found in the Appendix.

### **Athletic Transportation**

FLCS works with CCSF, coaches, and parent volunteers to arrange transportation for student-athletes in grades 7-12 to away contests. Sixth-grade athletes must have a parent available to transport them to away games. Parents are responsible to arrange all transportation to and from practices.

### **Fees & Volunteer Requirements**

The cost associated with all sports programs is very high due to league fees, officials' fees, equipment, and transportation. To help offset these costs, there will be a fee to participate. A payment to the school for sports does not guarantee that the student will get playing time. If the student gets hurt, quits, or is removed for disciplinary reasons, fees will not be refunded. Failure to pay the fee or neglect of volunteer duties can result in the student's inability to participate.

A fee will be assessed for participation in all FLCS sports. The participation fees are as follows:

FLCS Full Time Students: \$25 per student per sport

Homeschool Students: \$100 per student per sport

In addition, there will be a minimum volunteer requirement for each family of a student involved in the FLCS sports program. Each family must volunteer for either clean-up or concessions for one home game for each sport played. The Athletic Director or coaches will send out a volunteer list before the start of home games. The deadline to sign up will be 1 week before the first home game. If a family is unable or prefers not to volunteer, they will be required to make an opt-out payment for each sport in lieu of volunteering.

Opt-Out Volunteer Fee: \$50 per student per sport

### 25-26 Payment and Form Due Dates

- Soccer Season: 8/26/25
- Basketball Season: 11/7/25
- Volleyball Season: 03/02/26

### Uniforms

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

### Homeschool Participation

Homeschool students are invited to participate on sports teams with FLCS when space is available. Any homeschooled student who wishes to participate in the sports program must enroll in at least one class at FLCS and remain academically eligible in that class. Homeschool students must sign the student agreement and submit paperwork for each sport to confirm their good standing academically. The Athletic Director will make final decisions regarding homeschool involvement in the FLCS sports program.

## ATHLETIC & EXTRACURRICULAR ACTIVITY POLICIES

### Attendance Policy

This policy will be enforced by the advisors and coaches with the support of the FLCS administration and CCSF Board.

- Students may not practice or participate in a game or activity if he/she is absent from school on the day of a game or activity without a legal excuse.
- If a student arrives after 9 am without a legal excuse the student may not participate in a practice or athletic contest on that day.
- Students may not practice, play, or participate when games or activities are scheduled on non-school days (such as Saturdays or holidays) if he/she was absent or late (as described above) the previous school day without a legal excuse.
- The day following an athletic contest or event all students are expected to arrive at school at on time unless he/she has a legal excuse. If a student arrives after homeroom, they may participate in practice on that day, but they will not be allowed to participate in a game or activity.
- It is the responsibility of students to seek the permission of the athletic director or advisor regarding being absent the day of a game/event for extenuating circumstances.
- A legal excuse is considered to be a scheduled medical appointment.
- Athletes and participants are expected to be present at all practice sessions. Failure to attend practice sessions will result in a range of consequences to be decided upon by the coach or advisor.

## Academic Eligibility Policy

This policy applies to all students in grades 6-12 who participate in any extra-curricular activities, including athletics, student council, worship band, yearbook, and any other activities that may be formed at FLCS. The specific policy stated below is for athletics, but the general procedures will apply to all extra-curricular activities

***For the purposes of the academic eligibility policy, students' grades must remain 70 or above, not 65 or above.***

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

### Signing up to participate:

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

### Level 1 -- Probation:

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

- If they have an average lower than 70 in the course, they will move to Level 2.
- If they have an average lower than 70 in a different course (but above 70 in the first course), they remain at Level 1.

#### Level 2 -- Ineligibility:

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

#### Level 3 -- Separation:

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

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

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

- Student
- Parents
- Teachers
- Principal/Athletic Director
- Coach or Supervisor of Activity
- CCSF Board

## APPENDIX

All of the following documents are available through the FLCS office or from the staff member responsible for the activity. These are here for reference only.

### Parent Agreement

I have read the FLCS Student & Parent Handbook and agree to support and enforce the guidelines outlined in it.

In addition, I recognize that my personal alignment with the standards of FLCS and Calvary Chapel of Seneca Falls is of utmost importance. To that end, I agree to:

- Comply with all rules and regulations of the school
- Assume financial responsibility for enrollment, tuition, and fees for my children
- Hold myself to a standard of behavior that aligns with the teachings of the Bible in areas such as, but not limited to:
  - Church attendance
  - Sexual purity
  - Use of legal and illegal drugs and alcohol
- Speak professionally and accurately about all staff and students.

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

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

### Student Agreement

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

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

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



**Drop Course Form**

**Finger Lakes Christian School  
Drop Course Form**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student Grade Level \_\_\_\_\_

Course Request to Drop \_\_\_\_\_

Reason for requesting to drop course: (check all that apply)

- ☐ Course not aligned with my future plans
- ☐ Unable to balance workload for this course with my other classes
- ☐ Course is too rigorous
- ☐ I want to replace this course with another course that meets at the same time
- ☐ Other: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Administration Approval or Denial**

- ☐ Approved
- ☐ Denied

Reason for denial

Signature of Administrator \_\_\_\_\_

## Add Course Form

### Finger Lakes Christian School Add Course Form

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student Grade Level \_\_\_\_\_

Course Request to Add \_\_\_\_\_

Reason for requesting to add course: (check all that apply)

- ☐ Course is more aligned with my future plans
- ☐ Workload for this course is more manageable with my other classes
- ☐ This course is more rigorous and will offer a challenge I desire
- ☐ Better fits in my schedule
- ☐ Other: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

#### Teacher Approval or Denial

- ☐ Approved
- ☐ Denied
- Reason for denial \_\_\_\_\_

Signature of Teacher \_\_\_\_\_

#### Administration Approval or Denial

- ☐ Approved
- ☐ Denied
- Reason for denial \_\_\_\_\_

Signature of Administrator \_\_\_\_\_

## Family Trip Form

### Finger Lakes Christian School Family Trip Request Form

We strongly recommend that families take vacations during those times when school is not in session. Missing school for any reason leads to a tendency to fall behind, and making up work is difficult. It is also burdensome for the staff to prepare lessons and materials for students who are not in attendance.

Therefore, families who plan to take a vacation of more than 2 (missed school) days will need to fill out this Family Trip Request Form and turn it in to the office 2 weeks prior to the Family Trip.

After receiving approval from the administration, the student will be responsible for having each of their teachers fill out their expectations for work and due dates surrounding the missed time.

Student Name(s) \_\_\_\_\_ Today's Date \_\_\_\_\_

Student Grade(s) \_\_\_\_\_

Reason for loss of school days \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates child will not be in school \_\_\_\_\_ to \_\_\_\_\_

Date child will return to school \_\_\_\_\_

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Administrator signature \_\_\_\_\_

*After receiving the signature of the administrator, the student(s) should take the following form to each of their teachers, no less than 1 week prior to missing school.*

**Family Trip Missed Work Planner**

*The teacher may indicate due dates here and attach a separate sheet when necessary to provide information about the missing assignments.*

Class	Work to Be Completed	Comments/Due Date	Teacher Initials

## Student Driver Form

### Student Driver Permission Form

Valid for the 2025-2026 school year only

To maintain the privilege of driving to or from school, the following guidelines must be adhered to. Students must:

- park in the designated parking areas (same area as the school staff use).
- not leave the school premises during the school day unless specific permission is given due to special circumstances and the school office receives a written request from a parent.
- not transport another student to school, or from the school to any other location, e.g. out to lunch, home after school, etc., unless the school office has written permission from both sets of parents.
- not speed or drive unsafely.
- remember that there are young children present, who may at times be in the parking areas.

Failure to abide by these rules may result in this privilege being revoked.

#### Parent Agreement

I, \_\_\_\_\_, the parent or legal guardian of the student listed below, agree

to let him/her drive to and from school and extra-curricular school functions. I absolve Finger Lakes Christian School, Calvary Chapel of Seneca Falls, and their employees and volunteers from any responsibility in connection with this student's driving.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

#### Student Agreement

I, \_\_\_\_\_, understand that being allowed to drive to and from school is a

privilege, and will therefore drive responsibly. If at any time, in the opinion of the Principal of FLCS, I am abusing this privilege, I understand that permission to drive to and from school can be revoked. I also understand that I may not transport any other students under age 18 to or from school or any school extra-curricular functions, without the express written consent of that student's parent or legal guardian.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

## Athletic Clearance Form

### Athletic Activity Clearance Form: 2025-2026 School Year

Finger Lakes Christian School (FLCS) - Calvary Chapel Seneca Falls (CCSF)  
Empire State Christian Association League (ESCAL)

#### Student Information

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_

#### Parent/Guardian Contact Information

Parent/Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### Required Documents Checklist

- ☐ Physical Examination Form (dated within 12 months)
- ☐ Proof of Insurance
- ☐ Emergency Contact & Medical Info
- ☐ Academic Eligibility Verified
- ☐ Signed Code of Conduct
- ☐ Transportation Waiver (if applicable)

## Emergency Contact Information (Other than Parent/Guardian)

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Medical Information

Family Doctor Name: \_\_\_\_\_

Doctor's Phone Number: \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Allergies or Medical Conditions:

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Current Medications:

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## Transportation Acknowledgment & Release

I understand that transportation to and from practices, games, tournaments, or other team-related activities may not be provided by Finger Lakes Christian School (FLCS) or Calvary Chapel Seneca Falls (CCSF) and that it may be necessary for athletes to be transported by parents, guardians, or other non-staff individuals.

*I hereby acknowledge and agree to the following:*

I understand that FLCS and CCSF are not responsible for providing transportation to or from team activities unless otherwise stated.

I understand that transportation may be arranged privately, and I accept the risks associated with such

arrangements.

I hereby release and hold harmless CCSF and FLCS, its staff, coaches, board members, and volunteers from any and all liability for injuries, damages, or losses arising from transportation.

I confirm that I have the authority to give this release on behalf of the participant named above.

### **Parent/Guardian Consent & Release**

I, the undersigned, give permission for my child to participate in the above athletic activity. I acknowledge the risk of injury inherent in sports and agree to hold harmless FLCS, CCSF, ESCAL, and its employees and volunteers. I certify that the medical information provided is complete and accurate.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Student Acknowledgement**

I agree to abide by the FLCS Student-Parent handbook, maintain academic eligibility, and uphold good sportsmanship. Failure to do so will result in disciplinary action taken by the Athletic Director or other members of the FLCS or CCSF Administration.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **School Use Only**

Clearance Approved by (Athletic Director or Designee)    YES                      NO                      Date: \_\_\_\_\_

Notes: \_\_\_\_\_



## **FLCS CHAIN OF COMMAND**

### **2025-2026**

*Use the following guidance to know who to contact when you have a question or an issue with something that is happening at FLCS. Please begin at the beginning of each chain and only proceed to the next level if you do not have a satisfactory answer to your question.*

FLCS Staff can be reached using their FLCS email addresses or by calling the office.

The CCSF Board is led by Pastor Nick Schamberger and Pastor Ray Torrey and can be reached by calling the office.

#### **Athletics**

Coach → Athletic Director Jason Pineo → Principal Matt Stahlnecker → CCSF Board

#### **Attendance (Absence & Tardy Reporting)**

Office Manager Jill Goodman → Principal Matt Stahlnecker → CCSF Board

#### **Elementary (K-5): Class Assigned Work or Grades**

Classroom teacher → Elementary Lead Tanya Dauenhauer → Principal Matt Stahlnecker → CCSF Board

#### **Guidance Counselor (College, PSAT, SAT, Transcripts)**

Guidance Coordinator Amy Park → Principal Matt Stahlnecker

#### **Discipline**

Classroom teacher → Garrett Searing (if Matt Stahlnecker is not available) → Principal Matt Stahlnecker → CCSF Board

#### **Dress Code**

Males (Garrett Searing) → Principal Matt Stahlnecker → CCSF Board

Females (Felicia Leary) → Principal Matt Stahlnecker → CCSF Board

#### **Financial Questions and Tuition**

Office Manager Jill Goodman → Principal Matt Stahlnecker → CCSF Elder John Sandlas → CCSF Board

#### **Google or Quickschools Account Access**

Matt Stahlnecker or Amy Park

### **Regents Testing**

Classroom teacher (of the Regents course) → Testing Coordinator Amy Park → Principal Matt Stahlnecker → CCSF Board

### **Scheduling & Schedule Planning (including course drop/add)**

Scheduling Coordinator Tori Goodman → Guidance Coordinator Amy Park → Principal Matt Stahlnecker

### **Secondary (6-12): Class Assigned Work or Grades**

Classroom teacher → Secondary Lead Amy Park → Principal Matt Stahlnecker → CCSF Board

### **Special Education**

Classroom teacher → Special Education Coordinator Felicia Leary → Principal Matt Stahlnecker → CCSF Board → SFCSD Special Education Department

### **Student Council**

Advisor Tori Goodman → Principal Matt Stahlnecker

### **TerraNova Testing**

Classroom teacher → Testing Coordinator Amy Park → Principal Matt Stahlnecker → CCSF Board

### **Textbooks**

Curriculum Coordinator Amanda Teed → Principal Matt Stahlnecker → CCSF Board

### **Transportation (Bussing, Pickup)**

Office Manager Jill Goodman → Principal Matt Stahlnecker