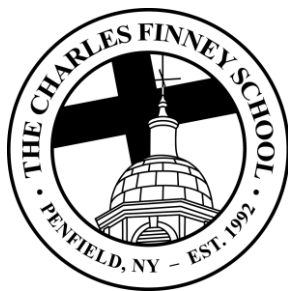


The Charles Finney School



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Parent/Student Handbook

“Do Something Greater”

Character, Compassion, Creativity, Community

*2017-2018 School Year
Revised August 2017*

Dear Students and Parents,

Over the past twenty years The Charles Finney School has experienced the Lord's blessings in so many ways. Even during tough economic times His provision has met every need. The Finney community is encouraged by these signs and believes we have a fantastic future in store.

What parent does not desire to provide the very best opportunity for success when it comes to their child? We believe the critical component to providing that opportunity is a great Christ-centered education. An education that is designed around qualities that is Biblically based and academically challenging. We believe this combination promotes an environment that provides opportunity for your children to "*Do Something Greater*" with their lives.

Doing something greater has four components that are integrated throughout a Finney education. A standard of excellence is integrated within each of these components.

Character -Character education based on "Biblical" principals. Even our public schools today realize the importance of character development programs. These programs have good intentions but do not provide a meaningful basis for true change because they do not address the spiritual reasons for such change.

Compassion- Showing compassion by reaching out to those in need by offering both spiritual and tangible support in service, both locally and internationally. Our entire student body participates in some way, shape, or form each school year in compassion projects both locally and internationally. From nursing home visitation by the younger grades, to overseas missions trips, we teach our students that there is a world in need of our service.

Creativity- Creativity to us means developing and expressing our God given talents and abilities in a ways that benefit our fellow man and brings glory to our creator. Finney provides many different avenues for children to express their creativity. From designing robots and software in our high school and Lego Robotics teams, musicals, band, art shows, and a wide range of athletics, each child has opportunity to excel and develop their talents.

Community- Sharing, uniting, supporting, and linking arms with one another is an important component of our vision. A strong community is critical to the success of any ministry. We have many community opportunities through the course of the year that allow us to build our unity. Finney's diverse community is a positive example of what can be accomplished when we look past ones race or social-economic standing.

These qualities woven within the fabric of a strong academic program have produced millions of dollars in scholarships being offered to our graduates. We can state with confidence that your investment in a Finney education is worth the sacrifice as you endeavor to provide the tools for your children to "*Do Something Greater*" with their lives.

"Trust in the Lord with all your heart; and lean not on your own understanding; in all your ways acknowledge Him, and He will direct your paths." *Proverbs 3:4&5*

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STATEMENTS

Mission Statement

The Charles Finney School educates students in a private non-denominational Christian K-12 college preparatory school.

The school is committed to:

- Educating students in an environment that challenges them to develop a Christian worldview aligned with the school's Statement of Faith.
- Preparing students to pursue excellence in study, vocation, and life for a future that includes higher education, career, community leadership, and service that is pleasing to God.
- Encouraging the discovery of each student's unique gifts and talents, as well as discovery of the gifts of the Holy Spirit.
- Welcoming and facilitating the coordinated efforts of teachers, students, parents, and pastors, so that each student may grow in character, compassion, and wisdom.

Vision Statement

The leader in independent Christian K-12 education, distinguished by excellence in program quality and student success.

Statement of Faith

1. We believe the Bible to be the inspired and only infallible, authoritative Word of God. It is the only sufficient rule for faith and conduct. (*II Timothy 3:16*)
2. We believe in one God as eternally existent in Father, Son, and Holy Spirit. (*Matt. 3:16-16; I Cor. 15:14*)
3. We believe in the deity and humanity of Jesus Christ. He is both fully divine and fully human. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death, the shedding of His blood for the remission of sin, in His bodily resurrection, in His ascension to the right hand of the Father, and His present priestly ministry. (*John 1:1, 14*)
4. We believe that the Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to those who come in true repentance and faith. He convicts and draws those sinners to Christ, imparts new life to them, and continually indwells them from the moment of spiritual birth and seals them until the day of redemption. (*John 16:7-14*)
5. We believe that humans, without a personal relationship with God, are sinners, lost, undone, without hope. (*Romans 3:19-23*). We believe that salvation is available to all through the saving power of the Blood of Jesus and His freely given righteousness. (*Romans 5:9*)
6. We believe that the terms of salvation are repentance from sin towards God, remission of sins through the shed Blood of Christ, and a personal faith in the Lord Jesus Christ, which is the regeneration of the person by the Holy Spirit. This salvation is entirely by the grace of the Lord, through faith, and not of works. (*Romans 6:23*)
7. We believe in sanctification and holiness of heart and the victorious life as God's design for the Church, which is the Bride of Christ. (*I Thessalonians 5:23*)
8. We believe in the baptism of the Holy Spirit as on the day of Pentecost and in the continuing ministry to the Holy Spirit today, as evidenced in spiritual gifts and ministries and in His fruit in the life of the believer. (*Acts 2:4; I Corinthians 12:4-11*)
9. We believe in Christ's imminent personal return in power and great glory, and in His present and ever lasting dominion. (*Matthew 24:30*)
10. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal punishment. (*Revelation 20:11-15*)

ADMISSIONS

Current families have priority for enrollment. Openings will be filled on a first-come/first-served basis. Open enrollment begins in January for the next school year.

New Applicants must follow the process below:

1. Parent or guardian must complete and sign the online application for Admission. This is available on the school website. www.finneyschool.org (click the Admissions tab)
2. Pay non-refundable application fees.
3. Copies of current report cards/transcripts and standardized test results from the past 2-3 years will be required. New students should have acceptable records of deportment in school the year prior to enrollment at Finney.
4. The parent or guardian must make sure that all required references and recommendations required by grade level are submitted to the Admissions Office for review.
5. A new applicant may be asked to take a placement exam and must meet minimum requirements on a math, language, writing, and reading test. Failure to do so will result in a denied application. Occasionally students are granted acceptance on academic or behavioral probation (see pages 15 & 17 for definitions). Students on probation are evaluated mid-quarterly and quarterly.
6. The Admissions Office may require interviews for students and families.

To complete enrollment, newly accepted students must:

1. Submit all paperwork in the enrollment packet as required by Admissions Office.
2. Submit a copy of the student's birth certificate, physicals, immunizations and necessary medical information required by New York State must be submitted to the school for the school nurse as part of their official records.
3. Complete and sign a tuition agreement.
4. Pay non-refundable registration fees.

Student re-enrolling for another school year at Finney must:

1. Complete a re-enrollment form each year of attendance at Finney
2. Complete and sign a tuition agreement.
3. Pay non-refundable registration fees.
4. Update medical information as required by New York State regarding physicals, immunizations and dental information.
5. Families must not owe a tuition balance from the previous school year.

FINANCIAL INFORMATION

Financial Policy

1. **REGISTRATION FEES:** A non-refundable annual registration fee is required to hold a place in a class. The amount of these fees will vary depending on the date of registration.
2. **TUITION RATES:** Tuition rates are available on the website. Information regarding multiple student discounts may also be found at the website.
3. **FINANCIAL RESPONSIBILITY:** Once you have completed a Tuition Agreement and enrolled your child at The Charles Finney School, you are financial obligated for tuition for the entire school year.
4. **FINANCIAL ASSISTANCE:** Financial Aid is processed through FACTS—a link to which may be found on the website under Admissions. The amount of assistance available to families who qualify may vary from year to year depending on budgetary needs.
5. **EARLY WITHDRAWAL POLICY:** Tuition owed for students withdrawing will be prorated to the end of the academic quarter of withdrawal. All decisions regarding payment owed at the time of withdrawal will be processed by the Business Office..
6. **PAYMENT PLANS**
 - A discount is given to families who pay for the entire school year by July 1st. Please contact the Business Office for details.
 - The School offers full payment, 2-payment and 10-payment plans. Service fees are added to monthly payment plans.
7. **TUITION PAYMENT POLICIES**
 - **DUE DATE:** Monthly tuition payments are due in the Business Office on the 1st of each month.
 - **ELECTRONIC FUND TRANSFER PAYMENTS:** Our preferred method of payment is electronic funds transfer. Families who use this service may have their payments withdrawn on the 10th or 25th day of the month. Authorization forms are available from the Business Office.
 - **CHECKS:** Checks are scanned for deposit the day they are received. The Business Office will not hold checks for deposit at a later date.
 - **CREDIT CARDS:** VISA, MasterCard and Discover are accepted for tuition. For security purposes and identity theft protection, the School does not keep credit card information on file.
 - **LATE FEES:** Accounts not posted with a full payment within the 10-day grace period will be charged a **\$25.00 late fee.**
 - **RETURNED CHECKS:** A fee of **\$40.00 will be charged for checks returned due to insufficient funds.** Accounts which have two insufficient fund charges may be required to make future payments in cash, money order or bank check.
 - **COMMUNICATION:** If you should have a change in financial situation that causes you to be unable to make your loan payment obligations, please contact the Business Office as soon as possible. Special consideration can be given only to those who make arrangements with the School.
8. **FAILURE TO PAY TUITION BALANCE**
 - A \$25 late fee will be assessed to any account with an unpaid tuition balance after the 10 day grace period.
 - Student report cards will be held on all delinquent accounts at the end of a grading period.
 - All records will be held until full payment is received for services rendered.
 - The School reserves the right to pursue the balance of tuition as they deem necessary (i.e. attorney, collection agencies, etc.).
 - No student will be allowed to begin the next school year with an outstanding balance from the previous school year.
9. **WITHDRAWAL**
 - Notify in writing.
 - Complete exit interview.

ADMINISTRATIVE INFORMATION

School Hours

7:30- 7:45 Teacher devotions/prayer time
7:50- 8:00 Students may enter the building
8:00-8:07 Homeroom/morning exercises

11:45 Kindergarten a.m. half-day dismissal
2:50 K-12 grade dismissal

Arrival at School

Students are due in their homeroom by 8:00 a.m. Students are to enter the school through the rear doors starting at 7:50 a.m. each school day. Students arriving after 8:00 a.m. may enter through the front doors and sign-in in the main office.

Leaving the School during the School Day

Students may not leave school grounds **without school AND parental permission** from the time the bus or other transportation drops them off until the time the bus or other transportation picks them up. Students must have note from a parent in order to receive an early dismissal pass. The note must be brought to the main office upon arrival to school. Students without a note will not be released until a parent arrives or parental contact is made approving early release.

The same policy applies to senior drivers and covers the time period of arrival until the end of the school day. Students violating this policy will be subject to disciplinary procedures in this handbook.

Students approved for early dismissal may not leave prior to P8.

Parental Pick-Up

After School: For the safety of ALL of our children we have implemented the following after-school pick-up policy:

- ◆ All vehicles, other than school buses, must pull to the back lot and wait until the school buses have been loaded, and leave the parking lot.
- ◆ Once students are dismissed from class; teachers will walk students to the buses and make sure that they are loaded onto the proper bus. Any student being picked up by a relative will be taken to the front of the school building to wait for the buses to depart.
- ◆ Once the buses are loaded, the buses will exit the school parking lot
- ◆ ONLY after the buses have exited, may parents/relatives pull up in the circle in front of the building to pick up their children.
- ◆ Please DO NOT park in the lots of our neighboring business'. Do not park on the street.
- ◆ Use caution and follow all directions from teachers and administration for the safety of all.

During School: If you are picking up your child during the school day, you must enter through the front main entrance of the building and proceed to the Finney Main Office, where you will sign out your student in the attendance book. Students will only be released to a parent or other legal guardian whose name is on file in the office. Staff and students are instructed not to open the back doors for anyone. Students are NOT to call home if they become ill. They must see the nurse and she will make the necessary arrangements.

Attendance

One of the keys to successful academic achievement is regular attendance at school. When a student is absent for even one day it can have a disruptive impact on their progress. If your child is going to be absent for any extended period of time it is the parent and the student's, **not the teacher's**, responsibility to gather and complete the missed assignments as the teacher deems necessary.

Students entering school after 8:00 a.m. are considered tardy. Students need to get a pass from the main office and immediately go to their homeroom or the current class period of their arrival. (Please refer to the school tardiness policy for more details.) If a student enters the school after 11:30am for any reason they are marked ½ absent.

If a HS student exceeds 20 absences, s/he may not receive credit for the course per administration, the student may be required to receive (teacher) tutoring. This will allow for homework help and will make up for the lost seat time due to absences.

If a student in grades K-8 accumulates 20 or more unexcused absences and fails the subject they will be required to receive professional tutoring over the summer as determined by the administration. Truancy referrals may be filed for excessive unexcused absences within the student's residential school district. A doctor's excuse must be on file for any long-term absences due to illness. No refunds are granted because of absences. All absences are marked excused or unexcused:

- Excused absences include sickness, death in the family, doctor and dentist appointments. Excused absences will be determined by the school administration once a note has been sent in with the student the first day he/she returns to school. Unexcused absences may result in 9-12 students not being able to make up missed assignments and receiving zeros for ones that were due on the day of the unexcused absence.

No student may leave the building during school hours without written permission of the parent, or proper supervision of a parent or designated guardian.

Tardiness

School begins at 8:00 AM. Please be prompt. Habitual tardiness causes undue anxiety in your child and disrupts the classroom. ALL STUDENTS MUST ENTER THROUGH THE FRONT DOORS AFTER 8:00 a.m. AND SIGN-IN. Neither the classroom teacher nor the administration will be responsible for inaccurate recording of tardiness and absences of students who chose not to sign-in at the main office. The school tardy policy is outlined below:

- Once a student in grades K-12 is late **three times** within the same quarter it may result in a consequence determined by teacher/administration.
- **Excused Tardy:** the school understands that there are situations beyond the student and parent control that result in a student being late to school. Doctor and dentist appointments, family emergencies, car problems, and weather related problems are a few examples of an excused tardy. These will not count against a student's tally. A note from the parent **MUST** accompany the student who is dropped off at the doors in order for the tardiness to be considered an excused tardy.

- **Unexcused Tardy:** The school office and or administrator will determine whether or not a tardy is excused or unexcused. It will automatically be considered unexcused if a note does not accompany a student.
- **All tardy students must report to the school office before attempting to enter their classrooms.** Classroom teachers will not allow a student to enter the classroom without a pass from the main office. Students must be dropped off at the front of the school and request entry into the building. For added safety, all doors of the building are locked when school begins.

Inclement Weather

In general, The Charles Finney School follows the inclement weather policy of the Rochester City School District and the Penfield School District. If one or both of these school districts are closed, delayed or dismiss early, we will do the same. On rare occasions Finney may close when these two districts remain open. All exceptions and regular closing announcements will be made over the local radio and television stations.

Please check the following stations for the list of school closings. The status of The Charles Finney School, in most cases, will also be listed. Channels: WROC 8, FOX 31, News 10 NBC, WHAM 13

STUDENT INFORMATION

Student Dress Code

School uniforms are to be worn Monday through Thursday, unless otherwise specified. A student's conformity to the dress code is primarily the responsibility of the home.

Elementary School (K-5)

- Polo shirts: (long & short sleeves) embroidered with The Charles Finney School logo. Polo shirts must be purchased through the school's uniform company. ONLY Maize and Evergreen colors are acceptable. Contact the school office or the school's website for more details. *Long-sleeve shirts are NOT permitted under short-sleeved polo shirts.
- Pants: black or blue jeans, khaki or navy blue dress pants are allowed with no rips, tears, or fraying and must fit properly around the waist--they must not hang, as if they would fall off. Undergarments must be covered at all times. Knee length shorts are allowed during 1st & 4th quarters only – same color as the pants. No cut-off shorts. Knee-length skirts may also be worn – same color as the pants.
- Fleece jacket with school logo in approved colors may be worn during school over top of school polo or school sweatshirt.
- Sweatshirts with school logo in approved colors may be worn during school over top of school polo. **NO HOODIES**, except on Fridays/Dress Your Own Way Day.

Middle School & High School (6-11)

- Polo shirts: (long & short sleeves) embroidered with The Charles Finney School logo. Polo shirts must be purchased through the school's uniform company. ONLY Maize and Evergreen colors are acceptable. Contact the school office or the school's website for more details. *Long-sleeve shirts are NOT permitted under short-sleeved polo shirts.
- Pants: black or blue jeans, khaki or navy blue dress pants are allowed with no rips, tears, or fraying and must fit properly around the waist--they must not hang, as if they would fall off. Undergarments must be covered at all times. Knee length shorts are allowed during 1st & 4th quarters only. No cut-off shorts. Knee-length skirts may also be worn.
- Fleece jacket, sweater, crewneck sweatshirt with school logo in approved colors may be worn during school over top of school polo.
- Sweatshirts with school logo in approved colors may be worn during school **over top** of school polo. **NO HOODIES**, except on Fridays/Dress Your Own Way Day.

Seniors (12 grade only)

- As a senior privilege, they will be exempt from wearing the Finney uniform polo shirts. Seniors must follow the dress code guidelines as stated in the handbook. Failure to comply by the dress code will result in loss of this senior privilege.

SENIORS ONLY may wear t-shirts during the week. NO tight-fitting t-shirts or shirts (girls), NO offensive pictures/words, NO messages that might be construed as controversial. Please maintain a respectable/modest appearance. Teachers have the right to send a student to Student Services if they are concerned of any possible dress code violation.

Modest Apparel applies to all Finney events such as homecoming, concerts, and evening activities.

General Appearance & Dress Code:

Fridays for K-12:

The Finney student should present a neat, modest appearance at all times. No aspect of a student's dress or appearance should serve as a distraction to the school environment. The administration will make the final determination if there is any controversy as to whether or not a student's appearance becomes an issue.

If a student comes to school out of dress code, the student will be given a Finney uniform polo shirt and the cost will be billed to the parent. If the issue at hand is not a shirt, parents will be called and asked to pick the student up. In the event that this is impossible, the student may be placed in ISS (In-school suspension) for the day.

- No hats (dollar days only) 6-12
- Hooded sweatshirts or zippered sweatshirts with hoods may be worn on Fridays only.
- Modestly fitting t-shirts may be worn on Fridays only. (K-11)
- All clothing is to be modest fitting, neat, clean, and not frayed.
- Cold weather: Finney sweatshirts or Finney sweaters
- Warm weather: knee-length shorts are acceptable during first and fourth quarters only. No cut-offs.
- NO leggings of any kind in the HS - not even on Fridays
- NO sweatpants or athletic wear except dollar days (9-12)
- No Heels (K-8)
- Fridays will be designated as “Dress Your Own Way Day” where students will not be required to wear the uniform polo or pants. However, all general standards of proper dress will continue to be followed on Fridays, details of which are outlined in this handbook.
- Patterns, camo, and white are permitted on Fridays only. (K-11)
- Seniors may wear pattern or white pants (M-F)

Specific to Boys

- **Pants:** Pants must be worn at the waist and belted. At no time should there be skin or any type of underwear showing at the waist. Jeans are allowed in grades K-12 with no rips, tears, or fraying and must fit properly around the waist and legs-they must not hang, as if they would fall off or drag along the ground.
- **Shirts:** Seniors: Casual shirts with OR without a collar may be worn. Sweaters may be worn. M-Th: NO hoodies, t-shirts, long or short-sleeved. (K-11) No tight fitting shirts. All shirts must overlap the waistline. T-shirts and hoodies may be worn on Fridays ONLY. (K-11) – SENIORS ONLY may wear t-shirts M-F. *(See above for specific guidelines)
- **Shoes:** Open toe shoes may be worn by students as long as they are secure on the foot – for example: Birkenstocks.
- **Piercing:** Limited to ears and ONE piercing per ear.
- **Tattoos:** no visible tattoos allowed

Specific to Girls

- **Pants:** Pants must be high rise and sit on or near the natural waist and must be relaxed fit. Capri and crop styles are allowed.
- **Tops:** Dress casual knit tops may be worn, but necklines must be modest at all times. For clarification, no tube tops, tank tops, or tops with spaghetti straps. V-necks present an issue of their own and are probably best avoided unless modesty can be assured at all times. Tops should not be revealing, sheer, or tight fitting, or show skin at the waistline even while the student is seated. Sweaters may be worn. M-Th: NO hoodies, t-shirts, long or short-sleeved.(K-11) – SENIORS ONLY may wear t-shirts M-F. *(See above for specific guidelines) No tight fitting shirts. All shirts must overlap the waistline. T-shirts (K-11) and hoodies (K-12) may be worn on Fridays ONLY.
- **Skirts and Dresses:** Must be at least knee length. Denim is acceptable.
- **Shoes:** Same as boys but dress sandals may be worn as long as they are securely fastened to the foot for girls in grades 6-12.
- **Piercing:** Limited to the ears.
- **Tattoos:** no visible tattoos allowed

Physical Education Dress Code

Beginning in fourth grade, students are required to change clothes for Physical Education. A Finney physical education tee shirt and short are available for purchase in the school office. Students who do not bring sneakers or tennis shoes for physical education class **will not** participate. Students who do not adhere to the P.E. dress code will be penalized according to the system set up by the instructor. Due to the risk of injury to others, students wearing a cast are not permitted to participate in P.E. A “Finney PE ” tee shirt, shorts or sweatpants are required for physical education.

Dress Code: Field Trips

On Fridays and on some field trips students do not have to wear the regular school uniform. They are, however, expected to dress within the guidelines stated above. Teachers may take away the privilege of “dress your way day.” Teachers may also require students to wear uniforms on field trips.

Unacceptable clothing

No hats are to be worn inside the school during normal school hours; tops with low-cut fronts or backs; crop tops; bare midriff tops; halters; tank tops; see-through tops; shirt and sweater sleeves extending below the wrist; undershirt type T-shirts in white or any color with or without a pocket; pajama tops; jogging suit tops; outside coats and jackets worn indoors (Students are encouraged to bring sweaters with a Finney logo to wear when necessary); visible underwear; T-shirts, hooded sweatshirts; tied shirttails; unbuttoned overshirts (i.e. unbuttoned flannel shirts over T-shirts).

Any garment with a logo that supports alcohol, drugs, secular rock groups, occult, sex, tobacco products, violence, or questionable designs are prohibited. The administration will make the final decision.

Hair/Jewelry/Makeup

Boys

Boys’ hair must be kept clean; be kept out of the eyes; neatly trimmed facial hair; no outrageous styles or colors. Male students are permitted to wear one earring per ear. No make-up.

Girls

Girls' hair must be kept clean, no outrageous styles or colors; Jewelry must be modest. Pierced jewelry anywhere other than the ear is not allowed.

Simply stated; no aspect of a student's dress or appearance should serve as a distraction to the school environment. The administration reserves the right to determine if a student is in violation of these policies.

DISCIPLINE POLICY

Purpose

The purpose of the Discipline Policy is:

1. To establish a clear description of the type of behavior that will be considered unacceptable.
2. To set forth the disciplinary measures that will be taken against unacceptable behavior.
3. To open a line of communication to all involved (parent, student, teacher, and administrators).
4. To promote responsibility for one's actions.
5. To be consistent and fair by accurate record keeping of all disciplinary action.

Dr. James Dobson has said, "To survive as an adult in this society, one needs to know how to work, how to get there on time, how to get along with others, how to stay with a task until completed, and, yes, how to submit to authority. In short, it takes a good measure of self-discipline and control to cope with the demands of modern living." This is an important goal of The Charles Finney School in facilitating the process of students becoming young adults with character and integrity.

The teaching and training of young adults requires diligence, patience and firm boundaries of accepted behavior. At The Charles Finney School, we endeavor to make these boundaries as clear as possible. We also realize that it is not in keeping these boundaries (rules) that develop a student's character. Instead, the development of a sensitive heart towards the Lord and the Scriptures molds godly character.

At Finney, students are encouraged to make right choices and to develop an attitude of respect, co-operation and sensitivity. These three areas apply in dealing with fellow students, faculty and school authorities, but most importantly with our Lord.

When corrective discipline is needed, it will be administered in a clear, fair and redemptive manner. Students will be reminded that in school – as well as in life – there are consequences for their actions.

Repentance and/or restitution will be encouraged when needed. Parents will be contacted concerning disciplinary issues, and together we will be able to make the corrections or adjustments needed.

The Bible informs us; "All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work." (II Timothy 3:16, NIV) Moreover, Proverbs 22:6 stated that we should "Train a child in the way he should go, and when he is old he will not turn from it" (NIV). Clearly, the Bible identifies itself as a source of authority in the formulation of codes of discipline. Furthermore, it exhorts parents and institutions charged with child-rearing responsibilities to lovingly discipline those children under their care.

At The Charles Finney School, we believe that prevention is the best form of discipline. Consequently, we make every effort to "Catch each child doing well," thereby encouraging a higher level of self-esteem. One of our philosophical goals is to help each child become the happy, well-adjusted person God intended him or her to be.

PRINCIPLES

The following general principles shall apply to classroom and school disciplinary procedures:

1. Each teacher will develop his/her own set of classroom rules and regulations based on similar philosophy and school policy.
2. Students will be informed about the rules and regulations for their particular classrooms and be told of the consequences for violating them.
3. The teachers or staff of The Charles Finney School will not administer corporal punishment on any student.
4. Serious offenses (see below for examples) may be referred directly to the administrative staff. Due to their developmental level, younger students may occasionally display some of the behavior listed under "serious offenses," while not necessarily intending to offend. Therefore, the teachers of these younger children may use their professional discretion in handling these behaviors in the classroom rather than refer them to the principal.

LEVELS OF DISCIPLINARY ACTION

1. Verbal warning/redirection by a teacher or staff member.
2. Interclass disciplinary techniques (merit/demerit system, time-out chair, etc.)
3. After school detentions
 - Arrangements for transportation of the student with the parents must be made.
 - Detention periods may vary in length

- Twenty-four hour notice to parents must be given before detention is to be served – This does NOT apply to lunch/recess detention..
- Any teacher or administrator may assign detention.
- Work detail will be assigned during these detentions.

5. Referral of the student to the principal (or designee) for a serious offense or an accumulation of less serious offenses.

- An administrator may or may not call the parent(s), depending on the individual circumstances.
- The student will be asked to explain his/her offense to the parent.
- The student may be kept out of class for a period of time (in school suspension) to be determined by the principal (or designee).
- Depending on the infraction a student may be suspended or expelled.

DISCIPLINE PROCEDURE

1st Level

Beginning levels of discipline lie within the classroom teacher's individual classroom rules. Students who disobey classroom rules will be disciplined by the classroom teacher according to the policies set forth at the beginning of the school year. Disciplinary actions may consist of the following:

- Individual student conference, with or without parents
- Written assignments (only used for students' lacking effort or missing homework)
- Detentions, given at teacher's discretion
- Letter and/or call home to parents
- Loss of privileges within classroom

2nd Level

When the above-mentioned discipline techniques are unsuccessful in correcting the problem a student will be referred to their principal. This will occur after the teacher has made several attempts to correct the problem including parent notification. Depending upon the infraction, the following actions will take place:

- Conference with parents, principal, teacher and student to lay out a plan for correcting the behavior pattern
- Suspension (in school or at home): 1-7 days if student continues in disobedient behavior, dependent on the severity of the offense
- In-school suspension means exactly what it states. Student will be taken out of the classroom to a designated area to complete all assigned work. They will not participate in specials or eat lunch with their classmates. The suspension will be noted in their school record and the parents/guardians will be notified.

3rd Level

Students would immediately be referred to the school office for serious infractions of school policy such as:

- fighting, verbal intimidation, and or bullying or sexual harassment of any kind
- profanity, taking God's name in vain, vulgarity in speech or actions
- disrespectful attitude, actions, or speech toward an adult
- *stealing
- *possession of knives, guns, fireworks, matches, lighters, any form of pornography
- *possession or use of drugs, alcohol, or tobacco or "facsimile drugs"
- distribution and or misuse of prescription or over-the-counter drugs
- cheating, plagiarism, and or lying
- improper public display of affection (ie: hugging, kissing, hand-holding, etc.)
- leaving the classroom or campus without permission
- chronic tardiness to school and or class
- distracting or offensive tattoos or inappropriate body piercing (some cultural situations will be determined by administrator).

The above mentioned are immediate grounds for 3-7 day suspension or expulsion from school.

***Possession of these items will be grounds for immediate dismissal from the school.**

Since it is impossible to identify every possible situation or violation in this manual, all conduct considered inappropriate by the school will be handled on an individual basis. Any conduct outside the school that is determined detrimental to the reputation of the school and is in direct contradiction to the school's basic principles and beliefs may also be grounds for the school to take action.

Cell Phones

Cells Phones are permitted in the building. All phones must be turned off during normal school hours. Offenses include: students using their phones (speaking, texting or taking videos); have them out during class without permission; phone going-off.

- First offense-phone is taken for the day
- Second offense- phone is taken and not returned until parent is contacted
- Third offense-phone is taken, parents contacted, after school detention or ISS is given

Prohibited Items

The following items should not be brought to school unless a teacher approved them in advance:

- radios
- MP3 players/CD players
- laser pointers
- beepers
- iPods/iPads
- any other similar devices that could interrupt a classroom
- hand held video games
- personal laptop computers
- Trading Cards are prohibited that represent the occult, witchcraft, sorcery or magic

Behavioral Probation

Behavioral probation occurs when a student breaks the code of behavior set forth in the student handbook, either by numerous offenses or perhaps one or two more serious offenses. Once placed on behavioral probation, a student will be asked to withdraw from The Charles Finney School if found in violation of the disciplinary policies. A parent conference with the principal and/or president may occur. A written notification to the parents will be given when a student is placed on behavioral probation. The principal and the teachers at the mid-quarter points of the marking periods will reevaluate this probation.

Occasionally students are accepted on "behavioral probation". Students accepted on behavioral probation may be asked to leave The Charles Finney School for any disciplinary violation.

Suspension

If a student is suspended from school, the principal will require a personal conference with the parents and the student before the student is reinstated. Students suspended from school are responsible to make up all academic work missed during the suspension. Students will be denied credit for work missed, unless the principal makes an exception.

Expulsion/Expelled

In the event that all other disciplinary actions have failed to eliminate an ongoing discipline problem, expulsion from school would be the final action taken. The decision to expel a student is determined by a subcommittee of the Leadership Team. Their decision is final. Tuition payments are not refunded in the event a student is expelled. All records will be held if a balance is due.

A student regardless of academic progress or behavior, may be removed from the school if it is determined by the administration that the ongoing actions of the parents and/or guardians towards faculty, staff, school volunteers is detrimental to the health, safety, wellbeing and day to day operations of the school.

Student Pregnancy

If a student is found to be pregnant the student will be asked to withdraw or be expelled from the school. If both individuals involved are students, "both individuals" will be asked to withdraw or be expelled from school.

ACADEMIC INFORMATION**Report Cards**

Report cards are sent/emailed home four times a year. The four quarters are averaged together for a final grade in each subject area. The Charles Finney School uses an electronic grade book format. Families that have access to the Internet may check a student's grade at any time. Families are assigned a login name and password for confidentially purposes.

Students' grades may not immediately be entered into the electronic grade book. Please allow 3/4 days for teachers to update the grades after a test or an assignment is due. If you have any questions about a grade please contact your child's teacher by phone or email.

Mid-Quarter Reports

Mid-quarter reports will be completed in October, December, March, and May for students with failing grades in any class. Teachers will contact the parents at mid-quarter if their child is failing their class. K-8 students will receive a letter from the principal.

A student cannot repeat a grade more than one time during their time at CFS. If a student fails two academic years (consecutive or not) alternative placement will need to be arranged.

Grading Scale

A numerical percentage grade is given for each subject. This grade represents the proportion of material completed or learned in relation to the total amount of material presented. Grades are based upon tests, projects, quizzes, homework, and class participation.

The report card grade will be translated into a four-point scale as follows: The passing grade for all courses at The Charles Finney School is C (70). Any grade below a 70 will be recorded as an F and no credit will be given for any grades below a C.

A+ 95-100	4.0
A 90-94	3.7
B+ 85-89	3.5
B 80-84	3.0
C+ 75-79	2.5

C 70-74	2.0
F 69 & Below	will not receive credit

Honor Roll

The purpose of the Honor Roll and High Honor Roll is to provide an incentive and to give recognition for individual student performance. Eligibility is based on maintaining an average in any given marking period within the following ranges:

- High Honor Roll
A student will receive High Honor status by earning an average of 95 or higher.
- Honor Roll
A student will receive Honor Roll status by earning an average between 90-94

Plagiarism

The Charles Finney School expects students to maintain a high level of personal and academic integrity. Thus, plagiarism cannot be accepted in the pursuit of academic goals. Plagiarism is the illegal act of taking others' ideas and words, without citing where that information came from, and presenting it as if it was your own.

According to the Writing Tutorial Services found at Indiana University in Bloomington, Indiana, plagiarism can be avoided by using citations whenever any of the following pieces of information is utilized:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge
- Quotations of another person's actual spoken or written words
- A paraphrase of another person's spoken or written word
- Copying word for word from a textbook

Cheating

Cheating is any attempt to deceive a teacher concerning the extent of one's work or knowledge so as to cause the teacher to grant a higher grade than deserved. Cheating is a type of lie that demonstrates lack of respect. Cheating in any form is a major violation of school policy that can result in suspensions and expulsion.

Consequences for Cheating and Plagiarism

At the very least, parents will be notified. Consequences will be based on grade level of student and type of offense.

Academic Probation

Academic probation automatically occurs when a student is failing two or more subjects at the mid-quarter or quarter points of any marking period. Consequences may include:

- Extra-curricular ineligibility
- Lunch detention
- Guided study halls (HS)
- Loss of privileges
- Mandatory tutoring
- Parent/teacher/principal conference
- Being asked to leave the school

Students accepted on academic probation are expected to adhere to the academic guidelines as set forth in the school handbook. Students accepted on academic probation are eligible for extracurricular activities until review at the mid-quarter point.

Retention/Summer School

Elementary and Middle School (K-8): Students with a final failing grade (69 or lower average) in three core subject areas (math, science, literature/ language or reading, and history) will repeat the grade. If it appears that a student is going to fail a grade, a meeting early in the third quarter should be arranged to devise a plan that will enable the student to improve his/hers performance. The principal will make final decisions on whether a child will need to repeat a grade. Final placement will vary with individual cases and situations. Student may only repeat a grade once during their time at The Charles Finney School.

If a student fails Math, ELA or Reading in grades K-5 they will be required to receive professional tutoring, to be approved by the school (2x per week for students in grade K-5 and 3x per week for students in grades 6-8). A letter will need to be submitted to the principal stating that services occurred.

Eighth graders who fail Math or English for the year are required to attend summer school in their home district in order to begin high school at the CFS. Please contact Student Services for more information regarding summer school.

High School (9-12) A student failing a course is required to re-take the class in an accredited summer school program prior to being promoted. A student failing three or more core courses may not be promoted to the next grade level. If it appears that a student is going to fail a class, a meeting early in the third quarter should be arranged to devise a plan that will enable the student to improve their performance. Seniors with any failing grades will lose senior privileges until re-evaluation at mid-quarter.

Class Scheduling (Adding or dropping Classes for high school)

Permission to change a schedule or drop a course is difficult to obtain. Students and parents should select courses carefully. To add or drop a class the student must meet with the administrator to review their current credit requirements for graduation and complete a Drop/Add form. A student may drop or add a course up to the end of the first week of school. (Full year course - 2 week drop period/ Semester Course or 10 week elective - 1 week drop or add period. *This does NOT apply to Middle School. The signatures of the student, parent, teacher(s), and administrator are required for completion. These forms and other related scheduling information can be obtained in the Student Service Office. The student should follow the original schedule until a new schedule is given to him/her by Student Services

Graduation Requirements

English:	4 credits (required every year)
History:	4 credits (required every year)
Math:	3 credits
Science:	3 credits (1 life science/1 physical science)
Bible:	4 credits (required every year)
Foreign Language:	2 credits
Physical Education:	2 credits
Health:	½ a credit
Visual Art or Music:	1 credit
Electives:	1 credit
Completion of a Senior Internship:	1 credit
College and Career Readiness/Internship:	(60 hours for the year)/1 credit (required senior year)
TOTAL of 25.5 credits for graduation	

100 hours of documented Community Service

***ALL SERVICE FORMS MUST BE COMPLETED AND TURNED IN WITHIN 1 YEAR OF SERVICE DATE.**

A student may be excluded from participating in graduation ceremonies for disciplinary or financial reasons. The administration will determine final eligibility. Students from families who have outstanding financial obligations may be in jeopardy of not participating in graduation ceremonies. Arrangements for payment with the school must be made in advance. Any student failing up to two core courses may participate in graduation ceremonies but will not receive a diploma until the courses are successfully completed in an accredited summer school program. A student failing more than two core courses may not participate in graduation ceremonies.

Tutorial Help

Parents may need to arrange tutoring for students who are experiencing difficulties with courses. The school faculty and administrators may be able to provide names of qualified tutors. Tutoring will be more effective if parents encourage the tutor to confer with the teacher. Often teachers will provide these services. Arrangements and cost are determined between the teacher and parent.

Extra-Curricular Activities

Eligibility Requirements

To be *fully* eligible for extracurricular activities each student must maintain a 2.0 GPA with no failing grades and uphold the behavioral policies set forth in the handbook. Students will be evaluated at the end of each marking period as designated on the school calendar.

A student receiving **one** failing grade may undergo re-evaluation at the mid-point of the marking period. Such a student must receive a written recommendation from the appropriate teacher and must have improved the failing grade to at least a C. The student may fully participate in the extra-curricular activity. If there is no improvement at mid-quarter the student will be declared ineligible to participate.

A student receiving **two** failing grade may undergo re-evaluation at the mid-point of the marking period. Such a student must receive a written recommendation from the appropriate teachers and must have improved the failing grades to at least a C. The student may not participate in the extra-curricular activity. If there is no improvement at mid-quarter the student will be declared ineligible to participate.

Students receiving **three** or more failing grades may not participate in any extra-curricular activities during the entire marking period or for the duration of extra-curricular activity, whichever is longer.

Students who are declared ineligible may not participate in games or other extra-curricular events until they are declared eligible. Advisors or coaches will set up a meeting with the parents and or students who are declared ineligible to discuss possible participation in practices while ineligible (this does not apply to those failing three or more classes).

Students involved in extra-curricular activities are leaders as they assume the responsibilities that are inherent in the privileges enjoyed in each activity. Students will be expected to act accordingly by obeying and promoting school rules and policies. Students who exhibit behavioral problems may be dismissed from participation in their respective activities. Teacher, coaches, and administrators will work closely together in such situations. The President will make final decisions in this area.

Students who are suspended may not participate in any extra-curricular activities during their time of suspension. Students arriving late to school must have a written note of excuse from the parent in order to participate in any extra-curricular activity. Students must be in attendance for ½ of their scheduled school day. **If a student is absent for the day he/she may NOT participate in the extra-curricular activity that day.**

Student Records

The Charles Finney School will maintain a complete cumulative record for each student. This record will consist of grades, standardized test results, teacher comments, health information, attendance records, behavior reports, and other information deemed important by the administration. All information in each student's file will be treated as confidential and will be accessible only to the professional staff. Copies of cumulative file records will not be released until all financial obligations to the school are met.

Homework

Homework is a required part of each student's day. The amount of homework is dependent on the child's grade level. Homework that is missed must be made up. Homework is important in the learning process in that it extends the active involvement beyond the classroom. The time a student spends in class is not enough to ensure good learning. Homework is an excellent way for the parents to keep abreast of a child's progress.

Good communication between home and school and mutual cooperation are imperative in fostering the full development of the student's potential. Please check with your child's teacher throughout the year concerning homework.

The amount of homework per day from individual teachers may vary. For a child to receive the greatest benefit from homework experiences, the parent could help by providing an appropriate time and desirable place for the child to work.

It is not the school's desire to "overload" our students in the after school hours. Students' needed time of completion of homework assignments will vary for each individual. The following are suggested number of minutes for homework per night for each grade level:

1st: 10 min. of written work/ night **2nd:** 20 min. of written work/night **3rd:** 30 min. of written work/night **4th-5th:** 40-50 min. of written work/night --- **K-5 Reading Logs:** Teacher requires 1 hour of reading/week *Parents need to set schedule w/child **6th-8th:** app. 60-75 min. **9th-12th:** 70-90 min. **Advanced Placement (AP)/Dual-Credit courses** require additional homework.

Reasons for Homework

1. To practice and enrich skills and concepts taught in class and to stimulate classroom discussions.
2. To foster independent study skills.
3. To develop responsibility for bringing home books and assignments, completing work, and returning it on time.
4. To enhance parent awareness of student progress.
5. Homework is as important as any other part of schoolwork; therefore, homework grades will affect grades on report cards

Responsibility of Students *It will be the responsibility of each student to be sure they have all their books and worksheets for homework. Students will not be allowed to go back in their room once they are dismissed.

1. To bring home assignments and materials
2. To return completed assignments on time
3. 3rd - 8th grade students must have their planners signed

Responsibility of Teachers

1. To provide appropriate and meaningful assignments and ensure students' understanding of the assignments.
2. To explain homework policy and procedures to students and parents at the beginning of the year.
3. Teachers of grades 3 - 8 must check signed planners
4. To place value on completed work by grading, discussing and providing meaningful and timely feedback, etc

Responsibility of Parents

1. To set aside a regular time and place for completing homework assignments without distractions
2. To provide necessary materials for completing homework assignments
3. To sign the student planner when required by the classroom teacher
4. To communicate with teachers in a timely manner regarding any questions or concerns noted
5. To sign planners of students in grades 3 - 8

Grade Specific Policies

Elementary

Specific policy for homework varies depending on grade levels. The primary grades (K-3) focus less on work that is an extension of the workday than the intermediate grade levels (4 & 5) who might assign additional work to be done at home. **Late homework (hw) Grades 1& 2** – 1 day late: -5 points, 2 days: -10 points, 3 days: -20points. Students will need to make up work at school. Please check with your child's teacher for specific classroom policies regarding homework at the beginning of the school year. **Late (hw) Grades 3-5** – 1 day late: -15 points, 2 days late – 50% 3 days late: 0. Student will need to make up work at school.

Middle School

Homework must be handed in for each subject at the beginning of the designated class period for that subject. Once the class has begun, permission will not be granted to get homework from the locker. The following penalties will be assessed for homework not handed in on time:

- **Late (hw) – Grade 6:** (Q1 only – Late on the same day (90% credit)
1 day late: 25% Off 2 days late: 50% Off 3 days late: 0
- **Late (hw) – Grades 7-8:** (Late on the same day (90% credit)
1st day late: 50% Off 2 days late: 0

High School

At the high school level, the purposes of homework may vary from course to course. Each teacher has implemented a homework policy specific to the course being taught. These policies will be given out and explained thoroughly to students at the beginning of the school year, and a copy

will also be mailed home to parents. Students must realize that the policies may differ from class to class, and they are responsible for following each policy as specifically outlined by each individual teacher. In the high school, homework may count for up to, but not more than 20% of the final grade.

HS Late/Homework Policy

- A. If a student is absent when work is assigned, s/he is given the same amount of time to turn it in.
- B. If a student knows of an assignment/due date, but is absent on the due date, it is to be turned in on the first day the student returns.
- C. If a student misses a class due to coming in late, work is still due.
- D. Late deductions for **homework**:
 - 1. One day late = ½ off grade earned
 - 2. Two dates late = 0

Special Needs Children

The Charles Finney School does not offer internal resource services for children with special needs. The local public school district working through the Penfield School District may provide Individual Education Plans (IEP'S) for your child dependent on testing results. Parents are responsible for getting the process in motion by contacting the Office of Special Education at Penfield High School. If it is determined that there is a possible learning disability after a child is enrolled at Finney, it is the **parent's responsibility** to *follow through* the state's process for testing. Finney's teachers will assist the district in providing information about the student at the parent's request. The administration will determine the continued enrollment of a child who has been tested and was found to have a learning disability. Decisions such as these are determined on a case-by-case basis. In the event of differing views, the President will make the final decision when determining the continued enrollment of any Finney student diagnosed with a learning disability.

All students must meet the minimum requirements set forth in this handbook to be promoted a grade or graduate from The Charles Finney School. Only minor modification the curriculum will be allowed. In fairness to the child and family, The Charles Finney School will not continue the enrollment of a child whose needs we cannot meet.

Curriculum

A syllabus for each grade level or subject area is available for review. Please visit our website.

Textbooks

The Finney faculty and administration carefully choose texts and additional reading materials. The books are chosen for their importance, accuracy; focus on critical thinking skills, breadth, and depth. Many of our books are written by Christian authors, some are not. Most non-Christian books are provided to students through the textbook loan program under the education laws of the State of New York. These books are stamped accordingly with the name of the individual school district providing that particular book. All books, whether purchased with state funds or Finney funds, are on loan to the student for the school year.

The student and parents are responsible for any loss or damage of textbooks. If a textbook is lost the parents will be billed for the replacement of that textbook, including shipping and handling charges.

All textbooks are to be covered with paper bag book covers. Newspaper may not be used to cover textbooks. Glue and/or tape may not be directly applied to books.

GENERAL STUDENT INFORMATION

Student Accident Insurance

The Charles Finney School carries a Supplemental Student Accident Insurance Policy covering all enrolled students. This policy is intended to be a supplemental coverage to your primary carrier's coverage. Following a \$100 deductible, the policy will cover 80% of the charges and fees not covered by your primary medical insurance carrier. Claim forms and information are available in the Business Office.

Medical/Health Policies

The Penfield School District provides health services to the school each day school is in session. Students who become ill during the day are to report to the Nurse's office if the teacher feels the complaints are valid. Students are NOT to call home if they become ill. They MUST see the nurse first and she will make the necessary arrangements.

The school nurse provides only the basic first aid needs in case of illness or accident. The child will be sent to the closest hospital in the event of a true emergency. The school nurse will only administer medicines to the students during school hours if a written permission slip from a physician and/or parent is on file in the Health Room. This includes all prescription and over-the-counter medication such as Tylenol, Advil, etc. Only students who have permission to carry life-threatening medications like Epi-pens and Albuteral inhalers may carry the medication with physician, parent and nurse agreement. **No student may possess medications otherwise - including over the counter.** All medication must be in original container and delivered to school by the parent with the student's picture attached. Each school year requires new orders for the medication.

Parents must provide the school with all home, cell and work telephone numbers so parents can be contacted in case of an emergency. Please notify the school office of any changes to the student's emergency procedure cards, e.g. doctors, medications, alternative names, and numbers.

Medical Excuses for Physical Education

If a student needs to be excused from physical education class for a week or less due to an illness or injury, a note from a parent is required. If a student needs to be excused from physical education class for more than a week, a physician's note is required. In order for a child to once again participate in physical education class after being excused by a physician, a letter from the parent or doctor must be on file stating that they are allowed to participate in all activities.

Doctor and Dentist Appointments

Late arrivals due to personal appointments follow the same procedure for tardiness. If a child needs to leave the school during school hours, the parent/guardian must sign the child out in the school office.

Student Records

In order to protect the right of privacy of the children and of their parents or legal guardians, only staff members have access to records concerning the children. Parents or legal guardians may have access to their child's records at any time, provided a staff member is present. Written permission is required from a parent or legal guardian before anyone (other than a state-mandated representative) is permitted to view an individual child's files. When a child moves to another school, reports will be forwarded to the next school as soon as a "request for transfer" has been received in our office. It is our policy not to have parents hand-deliver transcripts. In the event that tuition or other fees due for the child are not paid, the school reserves the right to withhold the records until these are paid.

Resolving a Problem

All efforts to resolve a problem should be made on the lowest level possible. If you have a concern or complaint about a particular classroom situation go directly to the teacher. Most problems are resolved at this level. If you still do not feel the problem is resolved, arrange a conference with the teacher and principal. If a resolution is still not reached, the principal will bring the matter to the school president.

Student/Teacher Ratios

The maximum number of students will depend on grade level and what room the grade level is assigned. It is our desire to limit all grade school classes to a maximum of 25 students. However, there may be situations that warrant us to go just beyond 25 students.

The Charles Finney School reserves the right to add or delete grade levels and courses as deemed necessary dependent on enrollment.

Birthdays

A treat may be sent to school to celebrate your child's birthday. We ask that you make prior arrangements with your child's teacher as to the date, time, and number of students involved. Any food allergies present in the class must be taken into consideration when providing treats. Any invitation to private "at-home" parties must be mailed individually unless the entire class is being invited.

Lockers

Each student in MS and HS will be assigned a school locker and is responsible for that locker. Student must receive permission from their homeroom/classroom teacher to switch lockers. Each student must purchase a lock approved by the school to secure his/her locker. Students are responsible to keep their lockers cleaned out. Members of the school staff will inspect lockers periodically. Damage to the lockers will be assessed to the student responsible for the damage.

Snack

If your child's classroom teacher allows a snack on any particular day, we encourage a nutritious snack i.e. fresh fruits, vegetables, etc. Chewing gum is not allowed on campus.

Visitors

All parents and visitors are required to report to the school office before going to any classroom. Visitors are not allowed to visit a classroom unless it has been prearranged with the classroom teacher. Visitor passes are available at the school office and must be worn when in the facility.

Car Pools

The Charles Finney School does not provide any transportation to or from school. If you live outside of the busing zone for your district we may be able to provide you with names of families who carpool in your area. It will be your responsibility to arrange this form of transportation.

Parent Teacher Organization (P.T.O.)

We encourage all parents to attend the P.T.O. meetings whenever possible. If you are interested in serving on the executive board (president, vice-president, secretary, treasurer) you will need to contact an officer on the board to become aware of openings or elections occur. There are many opportunities to serve the school community along side of the P.T.O.

School Pictures

Individual and class pictures are taken in the fall. Information concerning pictures is sent home several weeks in advance (students in grades K-5). Forms are available in the main office for all students and online ordering may be done. Parents are to deal directly with the photographer if there are problems with orders.

Supplies

Classroom supply lists and summer reading lists/assignments are found on the school website. Extra copies are available in the school office. Parents are responsible for purchasing all supplies. If a course has a fee associated with it, the fee will be invoiced and is due before school starts in the fall. Students will not be permitted to start the course until the fee is paid.

Lost and Found

The lost and found box is located in the main office. Unclaimed articles will be given to a local charity at the end of each quarter. Please label ALL clothing and personal items, such as lunch boxes, back-packs, etc.

Custody/Non Custody

Schools often find themselves in the middle of marital conflicts. In order to eliminate some of the pressure put on both the student and faculty, The Charles Finney School will use the following guidelines:

All school related information will be shared with the parent **designated as custodian by a separation agreement or court order**. We will attempt to share important information with a non-custodial parent after arrangements have been made with both parties and the classroom teacher. The non-custodial parent **may not visit the child at school** or take the child from school unless a court order or written consent of the custodial parent stipulates otherwise. The non-custodial parent may not be a part of any school-related functions (field trips, intramural programs, school events, etc.) unless a court order or written consent of the custodial parent stipulates otherwise. It is the **responsibility of the custodial parent** to inform the school of any changes in a student's custodial arrangements or participation of non-custodial parent in school related events. All changes should be in writing and will be kept on file in the school office.

Prom/Formals:

All music will be approved by the prom committee and administration. All dress for male and female students should be in accordance with school policy, even for a guest. All guest requests must be submitted by the deadline. Dresses for females will be to the knee, no plunging necklines, no open backs (ie: backs that are lower than undergarments) or sides. No strapless dresses or crop tops. *All guests must be HS students under the age of 20, and of the opposite gender.

Field Trips

Field trips are a part of the school experience at CFS. Each individual classroom teacher schedules trips, and attendance is required. Students not "officially" excused from participating on a field trip will be marked with an unexcused absence. Admission and transportation costs are dependent on the particular trip. Students may not go on trips unless a signed permission slip is on file. One form for the entire year is usually all that is necessary. However, there are special trips where additional forms will need to be completed and signed. Parents may be asked to chaperone and assist in transportation. Choosing chaperones is under the discretion of the individual teacher(s) involved. Approved student drivers may only drive to field trips and transport other students with written permission of parent/guardians of all parties involved. All NYS driving rules for drivers under 18 will be followed. The CFS administration reserves the right to change this decision as they deem necessary.

Many details go into the planning of a field trip. Please do not make the teacher's job more difficult than it needs to be by showing up the day of the field trip expecting to be a part of it. Communicating with the teacher is the key to avoiding misunderstandings.

Chapels

Chapel services are held once a week and are conducted by a variety of pastors, staff, and guest speakers. Chapel provides our school with the unique opportunity to gather together to worship as one body. Chapels are scheduled through the school chaplain or administrator and cleared through the president of the school. Anyone interested in being a part of chapel should contact the school office. **All Charles Finney School students are required to attend chapel.**

Holiday Observances

Matters of culture have always been difficult for the church to agree on. Many sincere Christians have held differing opinions regarding issues of which the Bible makes no clear statement – dress, hairstyles, forms of entertainment, and holiday celebrations, for example.

In Christian circles, practices connected with Halloween, Christmas, and Easter have become controversial in recent years. The purpose of this document, however, is not to emphasize differences, but to highlight rationale behind the practice with regard to Halloween, Christmas, and Easter, so that Board members, administrators, and teachers will be in agreement when answering questions asked by students, parents, and potential students. It is not the school's intent to legislate the "proper" Christian observance of these holidays or to pass judgment on any individual family's customs and traditions.

Halloween

In the last twenty years much of society has begun to observe Halloween as a day to focus on the occult, witchcraft, satanic worship, and the general glorification of evil. Due to our society's emphasis on the evil aspects of Halloween, as well as the fact that even "innocent" costumes can be frightening to very young children. The Charles Finney School's policy is to ignore Halloween in the classroom. Student comments about celebrating or not celebrating Halloween at home are treated with courtesy and without judgment. As this issue and other such issues arise, they will be approached from a Christian/ Biblical perspective.

Christmas

Public schools in this area do not even mention Christmas in official notices, referring to it as a winter holiday. Few people even realize anymore that the legend of Santa Claus has Christian origins in the person of St. Nicholas, the fourth century Bishop of Myra, who had a reputation for generosity and kindness, especially to children. In contrast, The Charles Finney School fully embraces Christmas as the **CELEBRATION** of Christ's birth and the season of Advent, in which we prepare our hearts for Christ's coming. Songs, stories, programs, activities and gifts are all designed to focus primary attention on God's great gift of His Son, Jesus Christ.

Easter

Of the three holidays discussed in this document, Easter remains primarily a Christian holiday, even in the larger society. The Charles Finney School's focus, in both the classroom and other school activities, is the resurrection of Christ and the celebration of new life. As with Christmas and Santa, discussion of the Easter Bunny is treated casually.

Computer Lab

Computer lab is a weekly special class for all grade school students. Software protecting the student body from visiting inappropriate web sites is updated on a regular basis. Students who attempt to access pornographic web sites or other sites, deemed inappropriate by the school administration, may be suspended or expelled from school. Any attempted damage or harm to the system, servers, or workstations may result in a suspension or an expulsion. All students and or parents must sign an "Acceptable Use Policy" form that is kept on file at school for the duration of their time at Finney.

Library

The Charles Finney School continues to build a resource of literature and other helpful resources. All students have access to the library at different times during the week depending on individual classroom schedules. Books that are damaged will need to be replaced with a copy or with monetary reimbursement. Volunteer are always needed to help catalog and maintain the use of the library. Please contact the school of if interested in helping out in this area.

Student Drivers/ Parking

◆ **Seniors:** Seniors are permitted to drive to school after the administration receives and approves a completed driving permission form signed by the parents of the student. Seniors only may use their vehicles during “lunch format” if they have permission to leave campus during this time.

◆ **Juniors:** Juniors may be allowed to drive to school if they live outside the 15 mile busing radius or if they have an after school job. A driving permission form will need to be signed by all necessary parties and approved by the administration. Juniors may NOT transport any additional students with the exception of their immediate family members.

◆ Vehicles must be locked at all times, when parked on school property.

Any violation of the parking/driving rules will result in a suspension of driving privileges.

Student Activities

At The Charles Finney School, we believe that participation in clubs and activities serve to strengthen skills and gifts, build life-long friendships, foster spiritual growth, and enhance academic experience through application of classroom learning. Following is a partial list of clubs and extra-curricular activities at Finney:

- Intercessory Prayer Team
- Student Council & Government
- School Musical
- Jazz Ensemble
- Band
- Choir
- Yearbook
- Sound Tech Team
- High School Robotics
- Worship Teams
- Various Sports Teams

Clubs and activity offerings may vary year to year depending on the interest level of students and the availability of adult supervision. Participation in clubs and activities is dependant on grade levels. Behavior and academic standards must also be upheld to participate.

Negative Release Policy

Please notify us in writing if you do NOT want to give us permission to take photographs, audio and/or videotaped footage of your child and their surroundings. This includes any outside media coverage where your child’s photo, name and/or image may be reproduced. The school cannot guarantee that the media will not use your child’s name, image or voice. By not notifying us, you do not object to the school’s use of the finished photographs, audio and/or videotape recordings for any lawful purpose, including for fundraising or promotional and marketing activities. These include and are not limited to the school’s website, newsletter, brochures, and special events. Unless you notify us otherwise, you also further grant The Charles Finney School all rights, titles, and interests to finished pictures, negatives, edited tapes, reproductions, or copies of the original photo, audio, or video images or recordings. This includes the right to transfer, and/or exhibit the original works or copies, thereof and that you hold the school and its agents harmless in these uses. Our policy will be that if you do not withdraw permission by notifying us in writing by the first day of school attendance, we will assume we have the above permissions.

If for some reason you want to withdrawal permission after the school year has started simply notify the school in writing.

Acceptable Use Policy of Technology

Visit the school website link for computer usage information.

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