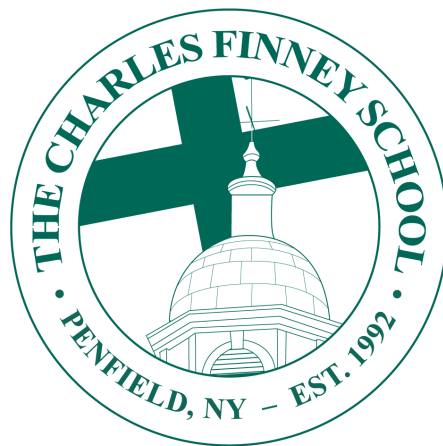


PARENT & STUDENT HANDBOOK

2022-23 School Year / July 2022 Edition



Dear Students and Parents,

For over thirty years The Charles Finney School has experienced the Lord's blessings in so many ways. Even during some 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" principles. 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 way that benefits 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 to musicals, band, art shows, and a wide range of athletics, each child has an 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 one's 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 3:5&6

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STATEMENTS

Mission Statement

The Charles Finney School educates students in a private non-denominational Christian PreK-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 PreK-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)

School Board Statements:

The specific purpose for the formation of the Charles Finney School is to provide a strong Christian education based on the Bible as God's infallible Word and on the fact that Jesus Christ is the Lord over every area of life including our minds, bodies, finances, relationships, and family life as more fully illustrated below and adopted by the Board.

Truth of Scripture

As we all address all issues of life, we believe that the Bible has supreme authority in all matters of faith and conduct. We believe that "all Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness so that the servant of God may be thoroughly equipped for every good work" (2 Timothy 3:16-17). We believe that the Bible, consisting of the sixty-six books of the Old and New

Testament, is the infallible Word of God, inspired by the Holy Spirit, and without error in the original manuscripts (2 Peter 1:21). Because the Bible is true and the standard of truth, it is good and the standard of moral goodness (Psalm 19:7-11).

Sanctity of Life

We believe that life is a gift from God and is precious. We believe that life begins at conception (Psalm 139:13-16; Isaiah 44:2a; Isaiah 49:5a) and each person's days are numbered by God (Psalm 139:16; James 4:13-15).

Gender Identity

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Students will be addressed using pronouns of their birth gender when being addressed by an employee of the school.

Relationships

We believe that all humans are created in the image of God and therefore every individual is highly valuable. As a result, God expects all people to be treated with respect and honor. We are called to love and encourage one another as we strive for unity (Mark 12:29-31; 1 John 4:19-20; Ephesians 4:1-3).

Family Structure

We believe that marriage is a covenantal relationship between one genetically defined man and one genetically defined woman (Genesis 2:24; Matthew 19:4-5). We believe that God created man and woman equally in his image, importance, and value, and in God's love and wisdom, they were given unique and complementary roles in marriage as a picture of Christ and the Church (Genesis 1:27; Genesis 2:18; Ephesians 5:22-31).

Sexual Purity

We believe that any sexual activity outside of the marriage bond is sin (Hebrews 13:4). Furthermore, we believe that any form of sexual immorality that deviates from the biblical standard, such as adultery, pornography, homosexual behavior, premarital sex, bisexual conduct, any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-10, 13, 18-19; Exodus 20:14; Matthew 15:19; Romans 1:26-27).

Student Lifestyle

Private Christian schools find themselves facing challenges that are a product of a society moving away from traditional Biblically based views on sexuality and gender identity. Christian schools must stand for truth and Christian values and not hide or fail to follow them.

The school's mission is to provide quality education in the context of a distinctively Christian environment and values. It is the school's desire to develop and communicate policies that reflect Christian values, seek to educate, restore, and heal. The desired outcome is never to offend, wound, or condemn. It is the school's position to take time to listen, value, forgive, and show the love of Christ to others who struggle in the area of their sexuality. The school will work with parents and students who wish to attend the school and are willing to support the school's position.

In cases where the student's actions in school are in direct contradiction or opposition to the school's behavior standards or Biblical worldview the school reserves the right, within its sole discretion as a non-profit Christian school, to discontinue enrollment. This includes, but is not limited to homosexual lifestyles or alternative gender identities, and/or promoting, encouraging, or influencing other students about such practices on campus.

Government

We believe that Christian parents have the responsibility before God to provide their children with a godly understanding of the world in which they are growing up. To this end, Christian education, however administered, is essential (Deuteronomy 6:1-6). The civil government has no duty or obligation to rear or educate our children. That authority has been given to the parents, with ultimate accountability having been assigned to the father (Ephesians 6:4).

The Pledge of Allegiance

We believe in God's sovereignty over our nation. As part of our daily routine, standing in unity for the pledge of allegiance out of respect for our country and God's covering over it is required. It is encouraged, but NOT required that students recite the Pledge of Allegiance.

Social/Political Division

Our nation is filled with social and political division. The Charles Finney School will continue to enforce a policy that the school NOT be used as a platform for protesting of any kind. Protesting is not to occur on school property. While we do not expect that every student and family associated with Finney have the same convictions, we

do expect everyone to respectfully abide by this policy. Students who do not abide by this policy, or any other school policy, may be unenrolled.

Racism and Discrimination

The Charles Finney School is blessed and proud of its diversity. With that, the school takes a strong and permanent position on the equal and overwhelming love of God for ALL of His children and rejects any and all actions, behaviors or language that does not align with this basic Biblical truth.

There will be zero tolerance for students or staff who use racially inappropriate language, slurs or behavior toward any person at or involved with The Charles Finney School. This includes, but is not limited to language or behaviors at school or on any form of social media.

Consequences for such behaviors include, but are not limited to: immediate in school suspensions, out of school suspensions, or expulsion, depending on the severity or consistency of such language or behaviors.

The same expectations and consequences apply as they pertain to ANY sexually inappropriate behavior at school or on social media. Inappropriate behaviors include unwanted sexual language or actions, unwanted touching, inappropriate noises with a sexual connotation, or anything else that might be considered by someone as inappropriate. The same zero tolerance will apply to such behaviors.

Final Authority for Matters of Belief and Conduct

We believe the Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of The Charles Finney School's faith, doctrine, practice, policy and discipline, our Board of Directors is the final interpretive authority on the Bible's meaning and application as it relates to all school matters.

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. A 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 academic and behavior the year prior to enrollment at Finney.
4. The parent or guardian must make sure that all required references and recommendations required are submitted to the Admissions Office for review.
5. A new applicant may be asked to take a placement exam and must meet the minimum requirements. Failure to do so may 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.
7. All students entering Pre-K and Kindergarten must be screened by the Kindergarten teacher.
8. Students in Pre-K that are moving up to Kindergarten may need to be screened by the Kindergarten teacher. That decision will be determined by the Pre-K teacher.

To complete enrollment, newly accepted students must:

1. Submit the completed online enrollment packet as required by the Admissions Office. Supplemental documents required and requested through the online enrollment packet include the student's birth certificate, list of immunizations, an up-to-date health appraisal, and a student lifestyle statement
2. Pay non-refundable registration fees.

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

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

FINANCIAL POLICY

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.

Tuition Rates

Tuition rates are available at finneyschool.org and in the online enrollment packet.

Financial Responsibility

By enrolling your student, you are committing to pay the child's tuition at the Charles Finney School.

Financial Assistance

Financial Aid is processed through FACTS Grant and Aid. The amount of assistance available to families who qualify may vary from year to year depending on need and available aid.

Payment Plans

- Payment plans are handled through the FACTS Tuition Management System and are selected during the online enrollment process.
- Some changes to payment plans may be made through FACTS Family Portal. Contact the Business Office with questions.

Tuition Payment Policies

Grace Period

There is a 10 day grace period after the due date.

Late Fees

A \$25 late fee will be applied if payment is not received during the grace period.

FACTS Tuition Management

Complete policies, fees, etc. are included in the FACTS Payment Confirmation notice.

Communication

If you should have a change in financial situation that causes you to be unable to make your tuition payment obligations, please contact the Business Office as soon as possible.

Failure to Pay Tuition Balance

- Student report cards will be held on all delinquent accounts at the end of a grading period.
- Accounts that are over 90 days past due may result in student being de-enrolled in school.
- 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.

Incidental Billing and Lunch Accounts

The school uses FACTS incidental billing to invoice test fees, field trip fees and other miscellaneous expenses.

The school uses FACTS Prepay accounts to fund student lunches.

Unpaid fees and negative lunch balances may result in the same consequence as failure to pay tuition.

Withdrawal

- Notify in writing by emailing withdrawal@finneyschool.org
- All textbooks, sports uniforms, property of the school must be returned upon withdrawal.

- Tuition will be prorated to the end of the academic quarter for withdrawal. The business office will adjust the student's final bill, adding any outstanding balances (including textbook fees, etc.)
- Academic records will be released only after full payment has been received.

ADMINISTRATIVE INFORMATION

School Hours

7:30 a.m. – 2:50 p.m.

Arrival at School

Students are due in their classroom / homeroom by 8:00 a.m. Students may enter the school at 7:30 a.m. each school day. Students arriving after 8:00 a.m. must 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 a note from a parent in order to receive an early dismissal pass. The note must be brought to the main office upon arrival at 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.

- Elementary students being picked up by a relative will be taken to the back of the school building to wait for the buses to depart.
- Middle and high school students must be picked up in the front.
- Once the buses are loaded, the buses will exit the school parking lot.
- ONLY after the buses have exited, may parents/relatives pull into designated locations around the building to pick up their children.
- Please DO NOT park in the lots of our neighboring businesses. Do not park on the street.
- Cars may not enter the front circle until after all of the buses have left and there are no more cars in line.
- Use caution and follow all directions from teachers and administration for the safety of all. Our parking lot is VERY busy after school.

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 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.

Extended After School Care

Extended after school care is available at an additional cost for students in grades K-5 only between 3:00 and 5:30 PM.

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.

Students are responsible for all missed classwork and homework due to absences.

Absence from School

Excessive absences or tardies will be addressed by the administration.

- Any absence from school must be reported by a parent/guardian EACH DAY by calling the main office or sending an e-mail. A reason for the absence must be provided.
Please send a note, e-mail or call before 8:00 am the day of the absence.
- 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

CLASSES begin 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:

- If a student in grades Pre-K-12 is regularly tardy, 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. 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.

Distance Learning Policies

The Charles Finney School is a five day per week, full time school. Students are expected to be at school full time. With that, we do have the capability to assist our students who are out of school due to circumstances beyond their control (i.e. Covid-19 absences, mandated quarantines, extended hospital stays, etc.)

Our distance learning policy has evolved over the past year. It is our sincere intention to be able to assist students in their learning under **long-term, extreme and uncontrollable circumstances**.

The faculty are willing and able to keep its students engaged in distance learning under the following circumstances:

1. If a student is going to be out for more than three (3) days due to illness, injury or quarantine, **a PARENT / GUARDIAN is required to email the principal and nurse** to let them know that a student will be out, and why.
2. Teachers will be “live” for students .The class also will be recorded if the student needs to watch it at another time. If class is not instructional for that day Example: test or hands-on activity, that class will not be live or recorded.

Students who are not present in school will be marked absent whether or not they are attending classes on-line. Unfortunately, we cannot delineate between students who are in school and those who are attending virtually. Our attendance record is strictly for tracking **who is IN THE BUILDING at any given time**.

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 dismissed 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 as well as via email, texts, or social media platforms.

Families can also check the following stations for the list of school closings. The status of The Charles Finney School, in most cases, will also be listed.

- WROC 8
- FOX 31
- News 10 NBC
- 13 WHAM

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 (Pre-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.
- Girls are allowed to wear white, black or navy leggings under their skirt, tunic top or jumper from November to April.

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.
- Pants: PLAIN 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.

If a student comes to school out of dress code, the student may be given a note to go home to remind students of the policy and it will be logged in FACTS. A student may be sent to the office to get a polo shirt for the day.

Seniors (12 grade only)

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

SENIORS ONLY may wear t-shirts or hoodies 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.

Fridays for Pre-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.

Fridays are 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.

- Hooded sweatshirts or zippered sweatshirts with hoods may be worn. (Hoods may not be put up). **Hoodies may only be worn on Fridays (Grades K-11).**
- Modestly fitting t-shirts may be worn.
- All clothing is to be modest-fitting, neat, clean, and not frayed. No frays, rips, tears or patches.
- Shorts may be worn during the first and fourth quarters only. Shorts must have a 9" or longer inseam and rest at the mid-thigh or lower.

- Sweatpants and track pants may be worn on Fridays only (including seniors).
- Patterns, camo, and white are permitted.

Specific to Boys

- **Pants:** Pants must be worn at the waist. 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. Pants may not be frayed or have rips, tears or patches.
- **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 sit on or near the natural waist and must be relaxed fit. Capri and crop styles are allowed. Pants may not be frayed or have rips, tears or patches.
- **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. No tight fitting shirts. All shirts must overlap the waistline. All tops need to be an appropriate length. Final decisions are made by the administration.
- **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.
- **Tattoos:** no visible tattoos allowed

Unacceptable Clothing (Never Permitted on Campus)

Tops with low-cut fronts or backs; crop tops; bare midriff tops; halters; tank tops; see-through tops; undershirt type T-shirts; pajama tops or bottoms; outside coats and jackets worn indoors (Students are encouraged to bring sweaters with a Finney

logo to wear when necessary); visible underwear; slippers. Leggings and “Jeggings” are NOT permitted.

Any garment with a logo that supports alcohol, drugs, secular groups, the occult, sex, tobacco products, violence, or questionable designs are prohibited. Political or social messaging is not permitted.

Hats are not permitted during school hours.

Sports Teams

It is traditional for our sports teams to wear their uniforms on HOME game days, but no more than twice in one week. This is acceptable, as long as the entire team is wearing the same thing (i.e. uniform tops, warm-up tops, matching t-shirts, dress clothes or sweatshirts, etc.) Dress code rules regarding pants still apply.

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 may not have to wear the regular school uniform. This will depend on the event and the teacher’s discretion. Students are, however, expected to dress within the guidelines stated above. Teachers may also require students to wear uniforms on field trips.

Hair/Jewelry/Makeup

Boys: Boys’ hair must be kept clean; 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. Pierced jewelry anywhere other than the ear is not encouraged. A nose piercing is discouraged but permitted and limited to a small stud while at school. Jewelry must be appropriate and consistent with the schools expectations regarding modesty, and adhere to all dress code expectations.

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.

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. After school detentions (Middle School / High School)
 - 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.
3. 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

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
- Detentions, given at teacher's discretion
- Letter and/or call home to parents
- Loss of privileges within classroom

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. Students 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.

The following is a partial list of infractions that may be referred immediately to an administrator:

- fighting, verbal intimidation, and or bullying (multiple incidences of targeted harassment against another student) 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, tobacco, "facsimile drugs" or vaping paraphernalia
- distribution and or misuse of prescription or over-the-counter drugs
- cheating, plagiarism, and or lying
- any public display of affection (i.e.: 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 an administrator).

Since it is impossible to identify every possible situation or violation in this document, all conduct considered inappropriate by the school will be handled on an individual basis. **Any conduct outside the school that is determined to be 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.**

Parent / Guardian Support Regarding Discipline

It is the school's expectation that parents support the disciplinary action taken by a teacher or the administration when a student is in violation of classroom or school policies. Respectful communication by both parties is expected if there is disagreement about disciplinary measures that have been taken.

The school reserves the right, within its sole discretion as a non-profit Christian school, to discontinue enrollment if patterns of non-support or refusal to abide by discipline measures are evident.

Cell Phones / Smart Watches or Any Electronic Device

Cell phones / smart watches, etc. are permitted in the building BUT are not to be used during the school day. It is expected that all phones and smart devices be turned off during normal school hours (8:00 – 2:50). Phones and other devices should NEVER be seen or heard unless instructed by a teacher.

Offenses include: students using their phones / devices (speaking, texting or taking videos); having them out during class without permission; devices sounding off, carrying or wearing a device on their person.

No “warnings” will be issued regarding phone usage. Teachers will ask students to give them their phones whenever they are seen or heard. Infractions will be reported on FACTS and the phone/device will be given to an administrator. First offenses may result in the student being required to bring their phone to an administrator daily for 5 weeks or more.

Students can always ask for permission from a teacher or staff member to use their phones when necessary or in an emergency.

If a student's phone is taken, a parent may need to come and pick it up.

For Middle School and High School only: In order to obtain a pass anywhere in the building, phones and smart devices must be left behind in a designated spot in each classroom.

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.

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 Policy

It is the school's desire to practice a policy that seeks to restore and heal, not wound and punish those involved in such a situation. It is the school's position to take time to listen, value, forgive, and show the love of Christ to others who have stumbled. The school takes a strong stance on “life” and does not consider abortion an option in any circumstance other than if the mother's life is in danger.

That being said, the school has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students; therefore, it is essential that all pregnant students report their pregnancy to the Principal as soon as the pregnancy is confirmed by medical authority. If the father of the unborn child is also a student of the school they will follow the same plan in regards to the school attendance and instruction as the mother.

A conference with parents and students with school leadership must be scheduled as soon as possible after a pregnancy is confirmed. The leadership will be seeking a commitment to a restored life, cooperation with the educational goals of The Charles Finney School, cooperation with the administration, and general overall attitude in regards to the situation.

After the meeting the administration will make a recommendation to the Leadership Team regarding enrollment at the school based on the meeting/s with the students and parents involved.

If it is the student's desire to remain part of the school the following will be required. The student/s will be removed from all school activities, clubs, sports, and extracurricular events. The school will support the student to continue completing their academic work from home for the remaining portion of the school year and to return back to the school as an attending student for the next school year if it is their desire to do so. They may participate in graduation if they have met all of the academic requirements.

The Leadership Team will continue to monitor and evaluate the situation. The school counselor will stay in close contact as a support to the families.

ACADEMIC INFORMATION

Report Cards

Report cards are emailed home four times a year. The four quarters are averaged together for a final grade in each subject area. For High School students, the four quarters are averaged with the final exam. 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 confidentiality 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.

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 recognition for an individual student's exceptional academic 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 Roll status by earning an average of 95 or higher.

Honor Roll: A student will receive Honor Roll status by earning an average between 90 and 94.

Dual Credit and AP Courses

The Charles Finney School is proud to offer 10 or more approved Dual Credit courses in partnership with Roberts Wesleyan College and 2 Advanced Placement (AP) courses.

In general, our dual credit course availability remains fairly constant, but the availability of dual credit courses varies from year to year as they are dependent on instructor qualifications, enrollment and other factors.

Dual-Credit courses are available to juniors and seniors only. Because of their academic rigor, juniors and seniors interested in Dual Credit or AP courses must be in good academic standing. All students wishing to enroll in AP or Dual Credit courses will undergo a review and recommendation process. Teachers and administration reserve the right to admit or deny students into AP or Dual Credit courses.

*There is NO FEE to take a dual credit course if your goal is to only earn high school credit for the course. Juniors and seniors who are eligible may take any dual credit course they like, however, to earn college credit, there is a registration fee that is paid to Roberts Wesleyan College. This fee is \$85.00 per credit hour (\$255 for most courses).

** The only exception to this is DC Composition and DC Literature, as these courses are not “electives” but rather replace core curriculum subjects (English 12). Students opting to take DC Comp. and Lit. are required to do so for college credit and pay the registration fees. Students failing to make registration payments for these courses will be removed from the course and placed in the traditional English 12 class.*

While this is an additional fee for families, each of the courses offered at Finney are those that would be required of most students at most colleges/universities in most programs of study. \$85.00 per credit hour is much less expensive than the same course at a college or university.

Students may not take more than 11 credit hours in one year as they would be considered “full time” college students.

While we are confident that many colleges will accept dual credit courses, that is not always the case. It is the responsibility of the family to inquire with colleges which, if any, courses will be accepted by the college.

Students with IEPs are not eligible to take Dual Credit courses.

Academic Honesty

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 / Behavioral 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
- Loss of privileges
- Mandatory tutoring
- Parent/teacher/principal conference
- Being asked to leave the school
- Behavior plan put into effect

Students accepted on academic probation are expected to adhere to the academic guidelines as set forth in the school handbook.

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, ELA, or 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. Students may only repeat a grade once during their time at The Charles Finney School.

If a student fails Math or ELA in grades K-5 it will be strongly recommended that they receive professional tutoring (2x per week for students in grade K-5 and 3x per week for students in grades 6-8).

Eighth graders who fail math may be required to repeat eighth grade math even though they are promoted to the ninth grade. Formal and **documented** tutoring over the summer may also be considered with administrative approval.

Eighth graders who fail ELA will automatically be placed in ELA workshop during their freshman year.

High School (9-12)

A student failing a course is required to retake the class in an accredited summer school program prior to being promoted. A student failing four 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 may be arranged to devise a plan that will enable the student to improve their performance. Students will not be permitted to take more than two (2) core classes in the summer.

Summer School

Should a student need to make up a class during the summer, there are two options. 1. A student may go to summer school in their HOME district. This option is usually free to the student. 2. Finney offers summer school via rigorous, on-line courses. The cost for each course is \$300.00. Courses are completed on-line, with a teacher in the classroom. Students must attend school for 1.5 hours per class per day, for 6 weeks (and pass the course) to receive credit for the class.

Class Scheduling (adding or dropping classes for high school)

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. Full year course has a three week drop period. A semester course has a two 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

Students are required to complete a minimum of 26 credits for graduation and maintain a course load of no less than six (6) credits per year. Students must complete coursework in the following areas:

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)
Spanish	1 credit
Physical Education	2 credits
Health	½ credit
Freshman Seminar	½ credit
Senior Seminar	½ credit
Principles of Speech	½ credit
Visual Art or Music	1 credit
Electives	2 credits
Senior Internship	0 credit (36 hours of internship service during senior year)

TOTAL of 26 credits for graduation

Please note that students who may be interested in playing college sports must meet specific academic course requirements to be eligible to play in college. Please be sure to discuss this with the Director of Student Services early on.

In addition to the above requirements for graduation Finney students must complete 100 hours of documented Community Service* (average of 25 hours per year).

* 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 academic, 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

The Charles Finney School proudly offers a wide variety of extra-curricular activities, including, but not limited to: sports teams, musical, play, robotics team, clubs/activities, senior privileges, non-academic field trips, dances, prom, etc.

Students involved in extracurricular 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. Teachers, coaches, and administrators will work closely together in such situations. The President will make final decisions in this area. In addition, participation in extracurricular activities is dependent on being academically eligible. Eligibility requirements for participation in extracurricular activities are listed below.

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.

To determine eligibility, students are evaluated at the midpoint of each quarter and end of each marking period as designated on the school calendar.

The administration has the final say in all eligibility concerns.

Academic Probation

Students who are failing 2 classes at the end of any quarter or mid-quarter will be considered **on probation for extra-curricular activities**. Students who are on academic probation **ARE permitted to participate in extra-curricular activity** as it pertains to sports teams practices or rehearsals, **but ARE NOT permitted to play games / events, theatrical performances, or competitions.**

Academic Ineligibility

Students who are failing 3 or more classes at the end of any mid-quarter or quarter are considered **ineligible and are therefore NOT permitted to participate on a team or extra-curricular activity** until and if they are cleared at the end of the next quarter or mid-quarter.

Eligibility status is evaluated on a case by case basis. Some things taken into consideration are IEP status, and severe emotional/psychological concerns. In any case, the administration and/or school counselor must be made aware of such concerns well before eligibility status comes into question.

Students who are suspended from school for any period of time 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 a minimum of $\frac{1}{2}$ of their scheduled school day. If a student is absent for more than $\frac{1}{2}$ of a school day he/she may NOT participate in any extra-curricular activity, practice or game that day.

Senior Privileges

Senior privileges include the ability to SIGN OUT from school during lunch and the period before OR after lunch if the student's schedule allows. Seniors are never to sign out for all three periods. Privileges may also include the ability to sign in late or be dismissed early if their schedule allows. Seniors must be passing ALL of their classes to be eligible for senior privileges at the end of any quarter or mid-quarter.

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 a schedule w/child.
- 6th-8th: app. 60-75 min.

- 9th-12th: 90-120 min.
Advanced Placement (AP)/Dual-Credit courses may 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.

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. 4th - 8th grade students must have their planners signed daily

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.
5. To have all assignments listed in the FACTS system before or on the day it is assigned.

6. To record into FACTS all graded work in a timely manner.

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 4 – 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.

Kindergarten students will be required to do homework in the 4th quarter only.

Late homework, Grades 1&2: 1 day late: -5 points, 2 days: -10 points, 3 days: -15 points, on the 4th day it will be a zero. 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 homework, Grades 3-5: 1 day late: -12 points, 2 days late: – 30 points, 3 days late: 0. Students 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 (homework) – Grade 6: (Q1 only – Late on the same day (90% credit)
- Turned in on time = 100% credit earned

- One day late = 80% credit earned
- Two days late = 50% credit earned
- 0% after two days.

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. 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 high school, homework may count for up to, but not more than 20% of the final grade.

High School and Middle School 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.

Late deductions for homework

- One day late = 80% credit earned
- Two days late = 50% credit earned
- 0% after two days.

***The exception to this late policy is “preparatory work”. Students need to be prepared for daily class activities and lessons which many times includes preparing for the class by doing the previous day’s homework. Not accomplishing homework may prevent students from successfully participating in daily classes. The completion of “preparatory work” types of assignments are essential to a productive classroom and student success. Examples of preparatory work would be Cornell notes, daily math assignments, in-class assignments that are taken home to finish, short assignments that are due the next day, etc. With that, these types of assignments (which will be clearly identified by teachers when assigned) will be subject to an immediate 50% reduction of credit earned for being one day late and will receive a zero if more than one day late.

Late deductions for “preparatory homework”

- One day late = 50% credit earned
- Two days late = 0%

Planners

Students in grades 4-8 are required to purchase a planner in the main office at the beginning of the year. Students will be required to use this planner to record all assignments. Students must have a parent/guardian sign their planner each night to acknowledge that assignments have been recorded and completed. In middle school, first period teachers will check planners daily to ensure that they are being utilized. If a student does not have a parent/guardian signature for the previous day's assignments, they will sign the unprepared log, and it will count as one of their “three strikes” in a quarter for lunch detention. Eighth graders do not need to have their planner signed after Christmas break.

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. Glue and/or tape may not be directly applied to books.

Computers / Chromebooks / Tablets

Computers, Chromebooks and tablets are available to students most of the day at school. Care must be taken to keep this hardware and technology in good condition. Students are responsible for any school technology that they are using. Students found not treating computers, Chromebooks or tablets properly will be subject to replacement costs and may not be permitted use of such technology for a period of time.

GENERAL STUDENT INFORMATION

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 medications such as Tylenol, Advil, etc. Only students who have permission to carry life-threatening medications like Epi-pens and Albuterol 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 their 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. 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. Candy or soda is not allowed for snack.

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.)

There are many opportunities to serve the school community along-side of the P.T.O. and ALL are welcome! 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.

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. Modesty is our primary concern and should be considered at all times. Dresses for females will be to the knee, no plunging necklines, backs, open sides or crop tops. *All guests must be HS students under the age of 21, and of the opposite gender. All guest requests must be submitted by the deadline.

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 the 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 websites are 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.

Cafeteria

No students in grades PreK – 2nd are able to use microwaves and are not able to ask lunch monitors to heat up any food.

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. Volunteers are always needed to help catalog and maintain the use of the library. Please contact the school if interested in helping out in this area.

Student Drivers/Parking (Juniors and Seniors only)

Students are permitted to drive to school after the administration receives and approves a completed driving permission form signed by the parents of the student. As part of their senior privileges, seniors may use their vehicles during lunch if they have permission to leave campus during this time.

All approved student drivers must park in the school parking lot.

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 the academic experience through application of classroom learning. Following is a partial list of clubs and extracurricular activities at Finney:

- Student Council & Government
- Student Chaplains
- School Musical / Play
- Jazz Ensemble
- Band

- Choir
- Yearbook
- Sound Tech Team
- Robotics
- Worship Teams
- Various Sports Teams
- Missions Trips / Activities

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 dependent 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 withdraw permission after the school year has started simply notify the school in writing.

Acceptable Use Policy of Technology

Please visit the school website link for computer usage information.

Computers, Chromebooks and tablets are available to students most of the day at

school. Care must be taken to keep this hardware and technology in good condition. Students are responsible for any school technology that they are using. Students found not treating computers, Chromebooks or tablets properly will be subject to replacement costs and may not be permitted use of such technology for a period of time. All students are expected to treat school technology with the highest level of respect and modesty. Any mistreatment of school technology or inappropriate on-line behavior may result in the student losing technology privileges at school.