



**FOLLOWERS OF JESUS SCHOOL**  
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## **PARENT HANDBOOK**

**2023-2024**

Introduction	2
Mission Statement	2
Statement of Faith	2
Objectives	3
Relationship with Homeschool Families	3
Curriculum	4
Passing from Grade to Grade	4
NYS Affiliation and Assessment	5
Graduation	6
Admissions Procedure	7-8
Nondiscrimination Policy	9
Parental Involvement	9
Health Services	9
Attendance Policy	10-11
After School Dismissal	12
Discipline	13
General Conduct	13
Demerits and After-school Detention	14
In-school Detention	15
Suspension and Expulsion	15
Grievance Procedure	16
Appearance	17
Cell Phones & Electronics	18
Computer Use	19
Field Trips and School-sponsored Events	19
Lunch	20
Personal Property	20
Remedial Services	21
School Cleaning	22
School Property	22
School Store	22
Telephone Use	22
Policy on Physical Contact and Restraint	22-24
Tuition Payment Information	24
Tuition Fees for 2023-24	25
Tuition Payment	25
Tuition Assistance	26-27
Appendix 1: How FJS Counts Units of Work	28
Appendix 2: Excessive Tardiness Policy	29

## INTRODUCTION

Opened in September 1997, Followers of Jesus School (FJS) is a grades 1-12 school operated by Followers of Jesus Mennonite Church (FJMC) for the benefit of our church families and other interested families in our community. The FJS Board makes the decisions and recommendations necessary for the operation of the school and the hiring of the staff. The Board consists of five members, one of whom is a pastor of FJMC. FJMC elects the other four members from within its membership for four year terms. The school staff is composed of the following: principal and assistant principal, teachers, support staff, and volunteers.

## MISSION STATEMENT

Followers of Jesus School exists to provide a quality, academic education from an Anabaptist perspective to Christian families in the Cypress Hills community. Our mission is to partner with parents in equipping their children to become lifetime learners who embrace Truth and to become servant-leaders.

## STATEMENT OF FAITH

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct, immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ.
4. The fall of man, the need for regeneration through the blood of Jesus Christ by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to eternal life or eternal condemnation.
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from worldliness, and witnessing of His saving grace through the ministry of the Holy Spirit.

A summary of the “Mennonite Confession of Faith” (1963), is available at [www.anabaptists.org/history/cof-1963.html](http://www.anabaptists.org/history/cof-1963.html)

## APPENDIX 2

### Excessive Tardiness Policy

Prompt attendance has been directly linked to student success through various research studies; however, motivating students who are chronically tardy while at the same time managing to keep up with their school work has proven challenging.

Students on Tuition Assistance who are tardy without a valid excuse more than 8 days in a calendar month will forfeit 20% of their Tuition Assistance in the following month. Students tardy more than 16 days without a valid excuse in a calendar month will forfeit 40% of their Tuition Assistance in the following month.

A tardy in excess of 10 minutes will count as two (2) regular tardies toward the above quota.

If the student meets the attendance requirement in the following month, Tuition Assistance will be reinstated at full value.

Excused tardies may be due to transportation issues which can be documented by a signed parent note in the case of traffic problems (detour due to accident, etc.), or by the MTA in the case of bus or train delays. They may also be due to a family crisis documented by a signed note from the parent noting the specific nature of the crisis (not including oversleep because the alarm didn't go off, etc.), an early morning doctor's visit documented by a signed note from the doctor or his designee, or other similar event.

Adopted – 19 March 2014

## How FJS Counts Units of Work

Credit for work completed, especially at the high school level, is computed two different ways in New York State. The most widely used credit systems in U.S. secondary education are based on the Carnegie Unit system.<sup>1</sup> In New York State, a Carnegie Unit for a full year of work in an academic subject is defined as 180 minutes a week for 36 weeks, or 108 hours of classroom instruction.<sup>2</sup>

New York City public schools, on the other hand, assign credit by semester credits. Each semester credit is equal to one-half a Carnegie Unit, or 54 hours of classroom instruction. As a result, the credit requirement for a student to graduate from high school at FJS is a total of 20.5 to 22 Carnegie Units divided between the various subject areas as defined by the New York State Department of Education, while students in the public school system are required to have 44 semester credits to graduate. **In either case, the number of classroom hours of instruction is the same.**

Classes at FJS vary in length. A full credit class (one (1) Carnegie Unit) meets for 180 minutes a week or 108 hours a year. These classes include history, math, science, and English. For individualized classes, twelve (12) PACEs equals one unit of work. Half unit classes meet for 180 minutes a week for half a year or 90 minutes a week (twice a week) for the full year for a total of 54 hours. Bible, foreign language, and several other subjects are currently taught as half unit classes. Six (6) PACEs equal one half unit. Elective classes such as art, choir, Bible quizzing, typing, domestic arts, and various other electives are awarded credit based on the amount of time the class meets and may vary from 0.1 units to 0.3 units.

On an FJS student's transcript, the number of units of work completed **and** the number of semester credits earned are both listed so that there is no confusion when changing schools or applying to college.

<sup>1</sup> <https://www2.ed.gov/about/offices/list/ous/international/usnei/us/credits.doc>

<sup>2</sup> <http://www.p12.nysed.gov/earningcredit/>

FJS is designed to assist the home in the responsibility of training the child in a Christ-centered, Bible-based philosophy of life. We intend to do this in these ways:

1. Prepare children spiritually by instilling in them a desire to love God and surrender to Christ.
2. Develop godly character qualities in children.
3. Encourage children to grow in their relationships with their parents and siblings.
4. Prepare children to serve God effectively.
5. Teach children to lead other children to Christ.
6. Instill a vision in the children to extend the cause of Christ worldwide.
7. Achieve mastery in the tools of learning and communication.
8. Develop a moral, ethical and spiritual sense that will aid them in appreciation of their own personal worth and that of others.
9. Provide opportunity for developing skills necessary for making a living.
10. Assist families who choose to homeschool their children.

## RELATIONSHIP WITH HOMESCHOOL FAMILIES

FJS affirms parents who choose to homeschool their children, and invites them to partner with the school to provide services which parents may not be able to provide within the home. Homeschool affiliates pay a registration fee of \$100 per child. This entitles the family to participate in testing, ordering of materials, filing of student records, special events, field trips, graduation, and counsel from school staff. Classes like music, art, and Bible quizzing are extra (see page 25).

Homeschool students are responsible to comply with all aspects of the FJS conduct; and further, uniform code when participating in Bible Quizzing.

At present, FJS does not provide curriculum to homeschool families. Homeschool families are encouraged to partner together with other families for curricular support and resources.

## **CURRICULUM**

Grades 1 and 2 are taught in conventional classroom style with a strong emphasis on math, reading and phonics, and Bible.

From grades 3-12, FJS uses a blend of conventional classroom instruction and the Basic Christian Education (BCE) curriculum (materials published by School of Tomorrow / Accelerated Christian Education – ACE). This curriculum is a Bible-based, Christ-centered, self-instructional curriculum for grades 3-12, which allows us to place students who come to FJS at their ability level in key subjects such as English grammar and vocabulary. Individual study units are called PACEs; 12 PACEs comprise one unit of work.

Math and Bible are taught conventionally at all grade levels. History, science, and literature are primarily taught conventionally. Students may do advanced math and science using PACEs, video instruction, or online. Additional fees may apply for video and online instruction.

In grades 7-12, a variety of electives classes, including foreign language, art, music, typing, computer applications, and other practical skills supplement the curriculum, providing a more balanced education. Course offerings vary from year to year based on available faculty and/or volunteers.

### **PASSING FROM GRADE TO GRADE**

FJS is committed to working diligently with students to be sure that they are aware of their academic requirements and their teachers' expectations so that students can progress smoothly from grade to grade with their peers. However, it is also important for students to be able to experience success in their school work and to experience the reality of consequences for poor academic or conduct choices.

FJS students in grades 3-12 are expected to complete a minimum of 5.5 units of academic work per year (for an explanation of units vs. public school semester credits, see page 28). These units will typically be a combination of conventional classroom instruction and individualized study. In general, it is expected that this work will be grade level work, except as

month, plus the tuition for the next full month) before being admitted. In extreme circumstances, an exception may be made to the above by the Finance Committee of the School Board. Unpaid tuition fees may result in suspension or withdrawal of students.

### **Tuition Assistance**

FJS provides tuition assistance for families who have a limited ability to pay. New families pay the first month tuition in full, then are reviewed for tuition assistance beginning October 1.

**Families receiving tuition assistance pay the reduced rate through August 1 rather than June 1.**

Students are expected to attend school regularly and be on time. Students on Tuition Assistance who are routinely tardy may lose a portion of their Tuition Assistance in accordance with the "Excessive Absences Policy" (see Appendix 2, page 29).

Families desiring tuition assistance should:

1. Write down the names and telephone numbers of some persons you know whom we may contact about becoming a local tuition partner – relatives, friends, and your local church.
2. Join us in praying for God's provision for assistance.
3. The student's continued tuition assistance depends upon the following factors:
  - a. Satisfactory attendance. (More than two unexcused absences per quarter is unacceptable.)
  - b. Maintaining a minimum of 1.4 units of academic credit each school quarter. If a student is unable to maintain a satisfactory grade average, the school board reserves the right to review the student's eligibility for Tuition Assistance and/or continued enrollment at FJS.

adjusted for students experiencing academic difficulty (see below) or transfer students who test below grade level at the time of their admission. In particular, it is expected that students will be on approximately on grade level to progress from Grade 6 to Grade 7 and from Grade 8 to Grade 9.

FJS reserves the right to pass on probation any student who only earns 5.0 credits or who passes all of his/her work with the exception of one academic class. FJS also reserves the right to hold back in the same grade any student who earns less than 5.0 credits or who fails more than one of his/her academic subjects. Parents will be notified as soon as it becomes obvious that a student is in danger of being held back or passed on probation.

If a student is working diligently, but appears unable to work up to grade level, FJS may recommend testing to determine the student's academic ability. If warranted, such a student may be placed on an Individualized Education Plan (IEP) and passed from grade to grade based on the provisions in the plan. If such a student continues on the IEP through high school, he/she will receive an IEP diploma which is NOT recognized by colleges for admission purposes.

### **NYS AFFILIATION AND ASSESSMENT**

FJS reserves the right not to participate in any government programs which compromise implementation of its positions derived from FJMC and FJS statements of faith and practice.

FJS has received "Pending Registration" status with the NYS Department of Education (NYSED). This allows us to administer the Regents Exams and to grant to qualifying seniors the Local School and Regents Diplomas, both of which are recognized by the New York City and New York State schools.

Additionally, we are a member of the Mid-Atlantic Christian Schools Association (MACSA).

FJS measures student achievement in a variety of ways. We administer the California Achievement Tests annually at most grade levels. These nationally-normed tests allow us to track student performance year by year to identify and address learning problems as they arise.

### **GRADUATION**

FJS presents a diploma to all qualifying graduates based on course work completed as described below.

Three high school diplomas are possible:

FJS awards the *Regents Diploma*, for 22 units of high school level work, not including Phys. Ed., as described on the following page. In addition, students will need to achieve a grade of at least 65 on the five (5) required Regents Examinations. This diploma **is recognized** by the City and State of New York for admission into all CUNY and SUNY schools.

The *Regents Diploma*, authorized by the State of New York for nonpublic schools, is awarded for 22 units of work on the high school level, excluding Phys. Ed., as described on the following page (total 22 units). Additionally, the students need to achieve a minimum grade of 65 on the five (5) required Regents Examinations as specified by the NYS Department of Education. This diploma **is recognized** by most CUNY and SUNY schools.

The *Local School Diploma* is awarded to students completing 22 units of work on the high school level, the same as for the *Regents Diploma* above. The student does NOT need to have the minimum grade of 65 on the Regents exams for this diploma. It requires instead a minimum grade of 45. This diploma, when accompanied by the student's College Board SAT scores, **is recognized** at most private and out-of-state schools, but may not be accepted at CUNY and SUNY schools.

To students not qualifying for any of the above diplomas, FJS awards the *Certificate of Achievement* for 18½ units of work done in the 9<sup>th</sup>-12<sup>th</sup> years of school. The diploma and the permanent record will note that this is not a regular diploma. **NOTE: This certificate is NOT RECOGNIZED as a valid high school diploma for college admission purposes.** Students wishing to proceed to college, or wishing a valid high school diploma will need to take the GED to get a qualifying diploma.

**Awarding credit.** Students earn credit for their conventionally taught classes or individualized PACEs based on guidelines established by the NYS Department of Education (see page 28). Courses for college credit may be available for students who have completed the courses required for graduation. Transfer credits from other high schools will qualify if the student can

Registration fee is due with the application and is non-refundable.

Homeschool Registration: \$100.00 per student for regular privileges, including Regents testing and graduation. \$30.00 per student for California Achievement Testing only.

Tuition: \$4,000 per student (2023-2024), payable at \$400.00 monthly by or before the 1st of each month on a ten-month payment plan, beginning on September 1 and ending on June 1. A late fee of \$15.00 may be charged for payments received after the 10th of the month. Families with more than one child enrolled at FJS pay \$3,000/year for the second child and \$2,000/year for any additional children.

Part-time Tuition: Students or homeschoolers attending part-time (less than 5.0 credits) will be charged a part-time fee based on the number of credits attempted (e.g., quiz team at 0.2 credits = \$158.00 computed as 0.2/5.0 x \$4,000). Students attempting 5.0 credits or more will be considered full-time and will pay full tuition.

### Tuition Payment

Tuition can be paid monthly at the office by check, cash, or money order. A \$36.00 processing fee will be charged for bounced checks. Additionally, FJS can arrange with Chase Bank for direct withdrawal of the monthly tuition from your checking account. Ask the office for details, if interested. Parents paying tuition in full for the school year by the first day of school are eligible for a 2% discount.

We collect Registration Fees for returning students at re-registration. The first tuition payment is due on September 1. If a student is withdrawn or expelled, only tuition paid beyond the current month will be refunded. Other fees and expenses will not be refunded.

Late enrollees shall pay their registration fee and the first full month of tuition, (one-half month if enrolling after the 15th of the

wishes of the parents/guardians.

We strongly encourage the parents/guardians to read, study and apply the following passages of Scripture in the training of their child: Matthew 18:1-14; Mark 9:33-37; 10:13-16; Ephesians 6:1-4; Colossians 3:18-21; I Thessalonians 2:7,10,11; Proverbs 13:24; 19:18; 20:11,30; 22:6,15; 23:13,14; 29:15,17.

We are committed to protecting against abuses/excesses that would damage your child. To this end, we have established a training/orientation policy for all staff workers with built-in safeguards. Feel free to discuss with staff workers any questions you have at any time about a specific physical interaction, or to ask for a copy of our Child Abuse Policy.

### TUITION PAYMENT INFORMATION

The successful operation of this school is dependent upon the full and prompt payment of student tuition, the sacrificial service of the staff, the gifts of friends, and the work of volunteers. Parents may pay tuition in full at the beginning of the school year or on a monthly basis throughout the year. Those unable to pay the full tuition should read the section, "Tuition Assistance," and apply for tuition assistance by August 1. In the case of extenuating circumstances, late applications may be considered at the discretion of the school board, but those applications submitted by the deadline will have first consideration.

Registration and tuition fees do not include the following: some field trips, lunches, some electives, personal school supplies and uniforms. Tuition fees include textbooks and study materials.

FJS does not release Progress Reports and other records at the end of the year until a family has paid all tuition, tardy and library fees, and/or completed all Community Service. We also cannot finalize re-enrollment until these requirements have been met. For students transferring to another school, the Permanent Academic Record and other transfer information will be released only after these requirements have been satisfied.

### Tuition Fees for 2023-2024

Registration Fee: \$50 per family if received by May 31, additional \$25 per month after June 1 up to \$150.00.

prove a sufficient mastery of the course material and/or has achieved a grade of at least 70% in the course at the other school. Course work considered "remedial" by FJS may count as elective credit for high school students, but will not count toward the credits required in specific subject areas. Credit by examination (e.g., score of 85 or more on a Regents Examination) may also be used to recognize a student's proficiency in a given area.

Homeschool students wishing to receive a Regents diploma must be registered as homeschool students for all four years of high school, must complete the same curricular requirements as regular students, and must submit to the school copies of all high school records sent to the district office. They must also complete the Regents examinations offered at the school in June each year.

The table below describes the work required for all diplomas:

Diploma:	Certificate	Local School	Regents
English	4 units	4 units	4 units
Mathematics	2	3 units	3 units
Science	2	3 units	3 units
Social Studies	4	4 units	4 units
Bible Course	2	2 units	2 units
Physical/Health Ed.	2.5	½ unit *	½ unit *
Foreign Language		1 unit	1 unit
Art/Music	1	1 unit	1 unit
Electives	1	3.5 units (Bible 2 units)	2 units (Bible 2 units)
Total	18.5 units	22 units	22 units

\* In addition to the above, recipients of the Local School and Regents diplomas must take Physical Education each year of their enrollment. This does NOT count toward the required number of credits.

To participate in graduation exercises, a student must have completed all the required work and paid all fees and dues. School staff, in consultation with the Administrative Team, will assist graduates in planning the graduation activities.

### ADMISSIONS PROCEDURE

New applicants should contact the school for an application

packet.

Parents should review the cover letter and the contents of the application packet carefully, especially the *Parent Handbook*, then fill out all the forms in the Application Packet and sign the “Statement of Understanding.”

At the beginning of the school term students in grades 7-12 must read the *Student Handbook* and sign the “Student Pledge.”

When the information has been reviewed and the forms completed, the signed forms must be returned with the non-refundable Registration Fee (\$50.00 before June 1) and a copy of the child’s most recent report card. After the application has been received and reviewed, an Admissions Interview will be scheduled. These interviews typically take place in June.

Following the interview, applicants will be notified of the child’s admission status. Occasionally there has been a waiting list of students who have been accepted and are waiting for an opening. If there is a waiting list for some classes, the sooner the application is received, the higher the applicant will be placed on the priority list.

If the child is accepted, he/she will be scheduled for pre-admission testing. These tests will take place at the time of or following the interview and will help determine what grade level materials to give the child when he/she starts school in the fall. Testing will typically be completed over 1-2 days, after which the test results will be reviewed with the parents and the appropriate grade level for the student in each of the academic subjects will be determined.

State law requires all students attending school to have all the immunizations required by the New York State Department of Health. A current list if available from your family doctor or the school office. An immunization record must be received following notification of admission. **If a student has not received all of his/her immunizations, he/she may be prohibited from attending school by the Department of Health.**

When space becomes available in a class, admission is granted in the following order: (1) returning students, (2) children of members and attendees of FJMC, (3) siblings of returning students, (4) new families. A child must turn six years of age by

whose emotional needs have not changed. When the adults responsible for their care do not adequately meet these needs, children will look for other ways and persons to do so. Unfortunately, this makes them vulnerable to predators who will exploit them to satisfy their own perversions.

It is our intention to base our relationships with children upon our perfect Model, the Lord Jesus Christ, who did not reject children but rather took them in His arms and blessed them (Mark 10:13-16). Therefore, we are committed to partnering with you in helping provide your child’s need for affection by wholesome physical interaction, such as a hug, an arm around the shoulder, a pat on the back, a firm handshake, etc.

We also take seriously the teaching of the Scripture that, while children have many good traits, they, like us, have been affected by sin and have a sinful human nature that needs to be restrained (Proverbs 22:15). God says that the parent who truly loves his child will correct him (Proverbs 13:24). We have observed many times that talking with children will often be sufficient to dissuade them from bad behavior, but we have also observed that, on some occasions, children will not listen to mere words and will need help in order to obey their authorities. In order to clarify what is unacceptable and acceptable, we submit the following:

*Unacceptable contact* with children includes all forms of verbal and physical abuse such as slapping, yelling, name calling, shoving, belittling and jerking. We will not restrain older children from walking away from school activities such as classes, clubs, etc. If a student does leave campus without authorization, we will attempt to notify the parent or nearest family friend.

*Acceptable contact* with children includes a hand on the shoulder, a squeeze on the shoulder or arm, and holding wrists to restrain a child from self-injury or injury to others. We may restrain younger children from walking away from school without appropriate permission. While FJMC and FJS view corporal correction as biblical when properly administered, NYS Dept. of Education guidelines prohibit its use at FJS.

In applying any of the above guidelines, we will take into consideration the child’s age, gender and temperament, and the



Students shall give proper respect for the care and appearance of the school property. Misuse of furniture and equipment, carving or defacing property, littering, and throwing things, are not permitted. Persons doing willful damage to school property will be held accountable for the cost of repairs and may face suspension. Students should report broken or damaged property immediately to the teacher.

### SCHOOL STORE

The office maintains an inventory of essential supplies for student purchase, including notebooks, pens, pencils, paper, PACE pens, binders, and plastic spoons, forks, and cups. Items are priced just above cost; however, the price may vary throughout the year depending on current pricing from our suppliers.

Students are expected to pay cash for all items. The only item for which an exception may occasionally be made is PACE pens.

### TELEPHONE USE

Student use of school phones is discouraged, except for essential calls to parents and/or caregivers. Teachers are encouraged to ask the reason for phone calls, and forbid them, if appropriate. Students shall use the phone in the presence of the teacher.

### FJMC/FJS POLICY ON PHYSICAL CONTACT AND RESTRAINT

FJS wishes to promote a clear understanding of our position on caring for your child and to establish a relationship of trust and partnership in a cultural climate of abuse and perversion. Please read carefully the following policy regarding physical contact between adults and children and the use of restraint when necessary.

A climate of perversion has tended to create fear of expressing affection to children. Many child-care workers and organizations conclude that the only way to protect themselves legally from abuse allegations is to avoid all physical expressions of affection and correction. This is an injustice to our children,

December 31 to enroll in the first grade.

### **FJS admits all students on probation.**

#### **NONDISCRIMINATION POLICY**

FJS admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. FJS does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship or loan programs, or athletic and other school administered programs.

#### **PARENTAL INVOLVEMENT**

Parent orientation and conferences promote a good understanding between parents or guardians and the faculty/administration of FJS. Every parent is expected to participate in these informative and helpful programs. **It has been demonstrated repeatedly that the students who are most successful are those whose parents show the most interest in school.**

The first meeting of the school year is Parent Orientation. We schedule Parent/Teacher Conferences following the first and third quarters to discuss test results, academic achievement and discipline issues. Parents are required to attend. We also plan Parent/Teacher Fellowship meetings several times a year to encourage and refresh both parents and teachers and to discuss any concerns or questions that you have. We request that you attend these, and invite you as well to the other events we have, such as the Thanksgiving Feast, Christmas Program, Awards Ceremony, and Graduations. **We welcome and encourage you to visit the school at any time.**

We expect parents to be available to meet with teachers as requested to discuss concerns regarding their child.

**We encourage both parents and students to attend regularly and be members of a Bible-believing church.**

#### **HEALTH SERVICES**

Federal law prohibits any staff member from administering

any prescription or over-the-counter medicines, tranquilizers, aspirin, Tylenol or pep pills to any student for headaches, fever or other reasons without written parental authorization. All medicines, including over the counter pain medications, must be kept and administered by the teacher or Administrative Assistant. When it is necessary for a student to bring medicine to school, parents are encouraged to send only the amount needed for one day at a time.

Parents will receive a Medical Authorization Form at the Admissions or Re-admission Interview. **This form MUST be signed by the student's parent or guardian and by the student's physician.** By NYS law, one form is required for each type of medication. Additional guidelines are on the Medical Authorization Form.

If a student brings pills or medications to school which have NOT been authorized by both their parent(s) and doctor, the medications will be taken by the teacher and returned to the parent.

For chronic conditions, such as asthma, students are encouraged to learn how to do self-maintenance for their condition. The "Option for Self-administration" on the Medical Authorization Form must be completed by the prescribing doctor. The student will then be permitted to keep the medication and self-administer the medication under the supervision of the teacher.

If a student needs medical attention during the school day, the school staff will call the parent and arrange for the student to be taken home. If we cannot reach the parents, we will call the Emergency Contact listed in the "Emergency Contact Card." In an emergency, we will take the student to the nearest medical facility for emergency treatment according to the instructions given by the parent on the "Emergency Contact Form."

The school assumes no financial liability for any accidents that occur on the school grounds or on school-sponsored activities or trips.

#### **ATTENDANCE POLICY**

Regular attendance and prompt arrival at regular classes and activities are essential for satisfactory achievement and progress in school. It is important that the habits of good attendance and

#### **REMEDIAL SERVICES**

FJS provides remedial services to students who need assistance in order to stay on track in their classes. In some cases this assistance will be based on the recommendation of a teacher and provided by the school for a short period of time. If a student demonstrates need for long-term assistance, FJS may recommend professional evaluation. If, on the basis of the evaluation, intervention is approved by the Board of Ed., the assistance may be paid for by the city. If the family refuses to get the student evaluated, but the student requires ongoing assistance, there may be an additional charge to the family for this assistance.

#### **SCHOOL CLEANING**

Students at FJS are expected to assist in keeping the building clean and neat. Students are regularly reminded to pick up trash, keep their desks or offices neat and clean, and properly dispose of trash according to NYC recycling guidelines. These chores, as well as those which follow, teach students valuable life skills and personal responsibility for their living environment.

Students in grades 1-6 are assigned regular cleaning chores including sweeping, vacuuming, dusting, wiping countertops, and taking out the trash. Students in grades 1-6 use few, if any, cleaning solutions except dish soap or hand soap.

Students in grades 7-12 are assigned chores which include all of the above plus wet mopping the floor, cleaning the lunch table and microwaves, and cleaning the rest room. Students in grades 7-12 may use some cleaning solutions which have a minimal health risk, especially the bathroom cleaning solutions. However, the solutions are rated as safe for general use and students have the option, if they wish, of using latex or plastic gloves to clean the rest rooms. Students are taught the proper and safe use of all cleaning supplies and equipment.

#### **SCHOOL PROPERTY**

The use of school facilities and equipment is a privilege.

monitored by the advisor; however, the following are not permitted: internet or video use on cell phones, unsupervised use of laptops or computers, or sharing of music files or images. Use of headphones is strongly discouraged, but is at the discretion of the trip advisor. Before each trip, the advisor will clearly instruct students on what electronic equipment may be permitted.

### **LUNCH**

Students shall bring their own lunches. Students are expected to use proper manners during the lunch period and clean up after themselves. Students may not leave campus to purchase lunch at local restaurants. Students shall not ask the office to purchase lunch for them to be delivered at the school.

If parents bring lunch to school for their children, lunch should be here by 11:50 a.m. If lunch arrives late, students may not be given permission to extend their lunch time. The lunch may be put in the refrigerator for the student to take home or finish after the end of the school day.

Students who continue eating after the end of the lunch period or who eat between classes may be subject discipline.

### **PERSONAL PROPERTY**

All students assume responsibility for their personal possessions. The school does not assume responsibility for any lost or stolen items. Students need to be very careful about bringing or storing valuables at school.

Lockers are provided for students in grades 7-12. Students pay a \$5.00 refundable deposit at the beginning of each school year for a school-supplied lock. If the lock or key is lost, the deposit will be kept and an additional deposit will be charged for the new lock. If a student forgets his/her key, a \$1.00 charge will be assessed to open the locker.

**Lockers are subject to inspection without notice.** Such inspections may be for the whole upper school or an individual student. Any inappropriate items or graffiti found during such an inspection will be dealt with as defined previously.

punctuality be stressed at an early age. **Punctual, regular attendance at school is the responsibility of the parents.**

Students need to arrive between 8:00 and 8:30 a.m. After dismissal at 3:00 p.m. (1:30 p.m. on Wednesday), they need to leave or be picked up within 15 minutes. At times, we may require a student to stay beyond this time. If this happens, we will notify parents of the reason for and length of the extension.

### **Absences**

If a student arrives by 10:30 a.m. or is present until 12:00 noon or is absent for no more than two (2) hours during the day, and the time out of school is for a valid excused reason, the student will be considered present for the whole day.

If a student is present for any part of the day but arrives after 10:30 a.m. or leaves before 12:00 noon or is absent for more than two (2) hours during the day, and the time out of school is for a valid excused reason, the student will be counted absent for ½ day.

Students who have been absent from school for any reason need to present an FJS Absence Report Form with a parent's signature within a few days after their return to school. Absences are excused only with a parental note for an acceptable reason such as verified illness of the student, bereavement, or verified medical appointments. If an absence is due to a doctor, dentist, or hospital visit, students should bring a notice signed by the doctor, dentist, or hospital, verifying the visit. If a student is absent for illness for more than three days in succession, the illness **MUST** be verified with a doctor's note. Absences without a parental note or for an unacceptable reason are deemed unexcused.

We will excuse any absence or tardiness other than sickness and emergency only if parents arrange it in advance with the principal and if the student is making sufficient academic progress. Absences for a family activity need to be arranged in advance by completing the "Family Trip Request form."

Excessive absences inhibit the child's progress. **If a student has more than 5 unexcused absences in one quarter, or more than 18 absences for the year, that student will not be able to continue in our school. Adopted Aug., 2019**

## COMPUTER USE

### Tardiness

Students are considered tardy if they are not in their seats by 8:30 a.m. Continued tardiness may require a conference with the parent and teacher, and may lead to a loss of student privileges.

### Snow Days

FJS follows the NYC public schools when closing school for weather emergencies. Please consult the radio, TV, school web site, or call 311 to see what the city public schools are doing. If students skip school for snow or cold weather and the city has NOT closed school, the absence will be unexcused.

### Absence/Tardy Penalties

Students contribute \$1.00 for each unexcused tardy and \$5.00 for an unexcused absence to a fund that we distribute at the end of the month among students having no tardies or absences that month. If students fail to bring their tardy fees by the day following the tardiness, a late fee of 25¢ per day will be added.

If a student is tardy eight (8) or more times in a month, the student may receive additional penalties including, but not limited to, increased tardy fees, lunch or after school detentions, or Saturday detentions with or without parents. Additionally, students on Tuition Assistance may lose a portion of their tuition assistance (see "Excessive Tardiness Policy" on page 29).

### Leaving Campus

Students may leave the school grounds only with permission from the principal or his designee and must report to the principal or his designee when they return. Leaving the grounds without proper permission during the day or when staying to work after school may result in detention or suspension.

### AFTER SCHOOL DISMISSAL

Students need to leave the building within fifteen (15) minutes following dismissal unless they have made previous arrangements with the teacher. When one child needs to stay longer for a detention, we prefer that parents make arrangements for siblings

FJS provides access to school computers and the internet exclusively for educational purposes. Any student using or accessing the school computer system must do so only for academic use, and must use the computer in an appropriate and legal manner.

Students are specifically prohibited from: (1) sending or receiving personal messages, (2) accessing the internet for any reason without direct faculty supervision, (3) downloading, sharing, or using copyrighted materials without permission, (4) accessing, sharing, or displaying obscene, sensual, or pornographic content or images, (5) sending or receiving messages or typing content which is sexist, racist, inflammatory, or obscene, (6) vandalizing or carelessly damaging computer equipment or accessories, and (7) requesting or sharing personal contact information without authorization.

Violation of any of the above may result in termination of computer privileges, detention, suspension and/or legal action.

### FIELD TRIPS AND SCHOOL-SPONSORED EVENTS

All regulations related to conduct at school also apply during field trips and school-sponsored events. This includes after school events at school such as PTF and the Science or History Fair, and trips away from school. This also includes the regulations related to cell phones and electronic equipment, prohibited items such as chewing gum, and the appearance code.

In some cases, such as Track and Field Day, the principal may designate the event as an athletic event. On such days, the Phys. Ed. dress code will apply.

On selected events, such as multiple-day trips, staff may choose to allow clothing of non-uniform material and color, providing they meet all other criteria for modesty and good taste. On such occasions, students will also need to bring along a full uniform as a replacement for any clothes that a staff member considers unacceptable.

On multiple-day trips, use of electronics will be strictly

collar and not on the eyebrows.

### **Physical Education and Recreational Events**

Both boys and girls may wear T-shirts and sneakers for Phys. Ed. Jeans and jean skirts are **not** permitted. **T-shirts shall be solid navy blue or black in color with no printing or logos.** Pants, including sweat pants and warm-up pants, shall be navy blue or black and may have a colored stripe down the side.

Girls must wear culottes supplied by the school for gym and when participating in athletic practices and games. Culottes shall be purchased from the school office or Phys. Ed. teacher.

Phys. Ed. teachers may, at their discretion, approve a top of a different solid color to differentiate between teams. Approved tops will be provided by the school and purchased by the student.

### **Interpretation**

Teachers and administration reserve the right to interpret what is acceptable in the matter of appearance, but the responsibility for the daily appearance of each child lies with the parents. If parents have a question about the Appearance Code, they are encouraged to contact the principal for clarification.

### **CELL PHONES & ELECTRONICS**

Students are discouraged from bringing cell phones or other electronics to school. If any student brings a phone or other electronics to school, they must be turned in at the office as soon as the student arrives at school. The principal or secretary will lock the phone or device in the school safe. The equipment will be returned when the student is dismissed to go home at the end of the school day or after any detentions have been served.

Teachers will confiscate (take away) any electronics that are not turned in and give them to the office. They will only be returned in person to the student's parent. Students not turning in electronics may also face detention or suspension for repeated offenses.

This guideline includes off-campus trips, as well. Any device, such as a PDA, which can be used as a phone will be considered to be a phone and must be turned in.

to leave school at the normal time, if possible.

Students may leave the school grounds, including the sidewalk outside the school only when they are completely ready to go home. Once they leave the school or the sidewalk, they are considered to be on their way home and should not return to school.

Students taking brothers or sisters home are not considered "dismissed" until their sibling is ready to go. Such students must stay in school until the whole family is dismissed, unless granted permission by the principal or their homeroom teacher to go home.

Students who leave and return for any reason, especially if they go to buy food and return to school, may be subject to detention and/or suspension.

### **DISCIPLINE**

An orderly classroom atmosphere is necessary for a student to grow spiritually and academically. One of the things used to provide this atmosphere is discipline. Discipline given in a godly, loving manner will greatly help the student, not discourage him. Discipline is most effective when the children know clearly that their parents support the action. When misconduct does happen, the teacher will discuss privately with the student not only the misconduct, but also the reason or motive behind it. The teacher will then take appropriate disciplinary action.

### **General Conduct**

All students shall display an attitude of respect for adults. Staff members shall be respectfully addressed as Mr., Mrs., or Miss.

It is expected that friendships will develop among the students as they study together. However, students may not use the school as a setting for pursuing boy/girl relationships. We do not permit improper displays of affection with the opposite sex, such as holding hands, walking arm-in-arm or other similar intentional acts of physical contact on the school grounds or at school-sponsored activities. We strongly discourage students from cultivating dating relationships while enrolled at FJS.

We ask students not to bring the following items to school unless granted permission by the teacher: radios, electronic or video games, iPods, mp3 players, CDs or DVDs, or any other electronic equipment, games or related material, chewing gum, magazines, toys, lighters and matches. **Staff members have legal authority to check book bags, pockets, purses, etc., to confiscate inappropriate articles.** Articles taken by teachers may be returned by the teacher to the student's parents or kept by the teacher at her discretion. Students bringing such articles to school may be subject to detention or suspension, in addition to having the articles taken.

FJS defines cheating as the giving or receiving of unauthorized aid on an assignment or test, either from another person or from any written source such as student notes, answer keys, or another student's test. Any student caught cheating may need to retake the assignment or test on which cheating occurred. Additional penalties may also be incurred at the discretion of the teacher.

Students shall refrain from chewing gum, swearing, obscene gestures, spoken, written, or signed profanity, gambling, dancing, vulgar music, inappropriate discussion of books, magazines, movies and television programs, drinking alcoholic beverages and using narcotics. Use or possession of tobacco products is forbidden, as well as e-cigarettes and Hookah pens. We will not tolerate any griping, fighting, kicking, arguing or immorality among students. Students participating in such activities are subject to suspension and possible dismissal.

Students shall not be a member of an organized gang, present themselves as being associated with a gang, or have or display gang-related paraphernalia.

FJS will not allow any pornographic or immoral literature, knives or weapons on school property. Possession of such materials is grounds for immediate suspension and possible dismissal.

### **Demerits and After-school Detention**

A student may earn a demerit for violating a school rule. Three or more demerits in one day result in an after-school

## **APPEARANCE**

FJS bases the standards for appearance for students at FJS on the biblical principles of modesty, simplicity, neatness, cleanliness, and distinction between the sexes. We do not allow tight-fitting, sheer, or sensuous clothing. Students are not permitted to wear any jewelry such as bracelets, necklaces, earrings, and rings – metallic or otherwise – as well as make-up and colored nail polish, artificial accessories such as false nails or extensions, or hair pieces which change the natural appearance of the individual. Shoes or sneakers are acceptable footwear.

If a student comes to school dressed in violation of the Appearance Code, the student will be asked to correct the problem. If necessary, parents will be notified and given the option of bringing suitable attire for the student or taking the student home. For repeat offenses, students may be assigned a detention by any teacher or the administration.

The staff follows these criteria for approval of uniforms:

### **Girls**

Navy blue or black skirts or jumpers and school-approved light blue golf shirts. School staff will assist girls in choosing a shirt which is not too tight. Very short or cap sleeves are not considered sleeves for dress code purposes. Blouses shall be fully buttoned except for the button at the neck. Blouses shall be long enough not to show skin when girls are stretching, raising their arms, or playing. Skirts must cover the knees whether sitting or standing. Slits are discouraged and, in any case, shall not come above the knee. If the building is cold in the winter, teachers may approve girls wearing slacks or sweat pants under a regular length skirt. Snug-fitting sweater-type tops are not acceptable. Girls are encouraged to allow their hair to grow long and to gather it in the back.

### **Boys**

Navy blue or black trousers and school-approved light blue golf shirts. Shirts shall be fully buttoned except for the button at the neck. No T-shirts or jeans are permitted. Hair shall be off the

in-school detention. A student not respecting the suspension guidelines may be given a second in-school suspension or an “at home” suspension the following day.

In either case, the student’s homeroom teacher may assign a certain amount of school work to be completed during the suspension. If the school work is not completed as required, additional time may be assigned with additional school work to be completed.

A student may return to school only after a satisfactory conversation between the principal and the student and his/her parents.

A student may be expelled for continued misconduct after one or more suspensions, or without prior notice for cause. A student may be expelled by the principal after a conference with the student’s parents and in consultation with the Administrative Team. If a student is expelled by the Administrative Team, the parents shall have the right of appeal to the school board.

### **Grievance Procedure**

If a student comes home complaining about a school policy or disciplinary action, please follow this procedure:

1. Give the school the benefit of the doubt.
2. Realize that the child’s reporting is likely to be emotionally biased without all the information.
3. Realize that we have reasons for all rules and that we try to enforce them without favoritism.
4. Support the school and call the child's teacher or the principal for all the facts (not in the child’s presence, please!).
5. Please remember: when questions arise, talk with us. We are here to help.

The principal and teachers need to be in full control of the classroom. Any parent or student with a legitimate complaint should first talk to the principal or teacher involved. If they are not able to reach a satisfactory agreement, the parents should contact the chairman of the FJS Board. If staff members need to consult a parent regarding a behavior problem, they will ideally contact the father when he is available.

detention. When a student receives a detention, the teacher sends a Detention Slip home with the student to be signed and returned the following day. The teacher will contact the child’s parent as necessary to discuss the detention. Any staff member may give demerits or an automatic detention to any student as needed.

### **In-school Detention**

A whole or part day in-school detention may also be given by a teacher for incomplete homework or disorderly conduct. The detention will be served in the Detention Room under the supervision of the teacher assigning the detention. Alternatively it may also be served in the office under the supervision of the Administrative Assistant or another classroom under the supervision of the homeroom teacher in that classroom.

**Students in detention may not leave the assigned room or area without the permission of the supervising teacher for any reason except dire emergency, such as a fire drill.** The student's teacher will provide restroom breaks and will bring assignments, PACEs, score keys, lunch, etc. to the location of the detention for the student. Students not cooperating with detention guidelines may be asked to spend a second day in detention. Any student communicating with or otherwise interfering with a student in detention may also be subject to a detention.

### **Suspension and Expulsion**

If a student is repeatedly given to misconduct of any type, the teacher will notify the principal and a conference will be held with the parents to determine the best course of action for both the student and the school. Additionally, the principal may suspend a student without prior notice for physical assault, graffiti, weapons possession, blatant disrespect of a teacher or staff member, lying, immorality, use or possession of tobacco, alcohol, or drugs on campus, or for other cause as appropriate. A suspension is recorded in the school office and becomes part of the student’s permanent record.

If a suspension is assigned, the principal may, at his discretion, make it in-school or at-home. An in-school suspension will be supervised by the principal and conducted as above for an