



Faith Community Christian School

P.O. Box 33317 Juneau, AK 99803 907-790-2240 fccs2006@gmail.com

I have read and agree to abide by the requirements, expectations and guidelines set forth in the **NEWLY REVISED August 2025 FCCS Parent & Student Handbook**.

Updated policies are in effect and implemented as of Thursday, August 7th for the 2025-2026 school year and until further revision. I have read through the handbook with my student/s so they also understand and agree to abide by the rules, requirements, expectations and guidelines set forth in the FCCS Parent & Student Handbook. **Signed forms are DUE by Friday, August 22, 2025.**

(Only 1 completed form needed per family.)

Parent Signature

Date

Student/s Signature

Date

Student/s Signature

Date

Student/s Signature

Date

Student/s Signature

Date

*This form or a copy of this form (multiple student families) will remain in the student's file at FCCS.



Faith Community Christian School

Parent, Student & Staff Handbook

(Revised **August 2025**)

FCCS Mission Statement

FCCS exists to provide Christ-centered excellence in education through outstanding academics that incorporate Biblical principles. We train young Christian leaders who make a positive difference in their community.

Parent Responsibility

Commitment

FCCS is a partnership between the teachers/staff and parents. In addition to the financial contract in the registration packet, parents agree to support the school and its vision to provide excellence in Christian education. This includes reading electronic and written correspondence, responding by deadlines, assisting in supporting student academic progress, regularly attending informational meetings, mandatory fall and spring parent/teacher conferences as well as functions of the school and participating in fundraiser events.

Communication

If there is a concern or a parent becomes dissatisfied with the school in any respect, parents will seek to resolve the matter with the teacher or person directly involved in a Christ-like manner and follow biblical instructions found in Matthew 18:15. If the problem is not rectified, the parent will then contact the principal followed by a board member for assistance in a resolution.

Parental Admission Agreement

(The following is a signed statement in the student registration packet.)

- I recognize that my child is my responsibility and the school considers itself as helping me to advance the academic, social and spiritual growth of my child.
- I will support Faith Community Christian School's spiritual goals and atmosphere.
- I will support Faith Community Christian School's high academic standards by providing the time, place and encouragement necessary for my student to complete homework assignments to achieve academic success.
- I will support Faith Community Christian School's governing policies related to behavior and discipline and will encourage that behavior in my child. I understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline.
- I understand and agree to the terms stated in the admissions standards.
- I agree to pay my financial obligations to the school by the due dates set forth in the financial contract. I understand the school reserves the right to dismiss any child whose financial obligation remains unpaid.
- I agree to build a positive and respectful relationship with Faith Community Christian School's administration and my child's teacher to best serve the academic and spiritual advancement of my child.
- I will do my best to assure that my child arrives at school on time and is well-prepared. I will contact the teacher/school when my child is late or absent. I will send a written notice of absence for travel at least 1 week in advance.

- I will cooperate in training my child to be respectful of staff and school property and agree to pay for any damage to property caused by my child.
- I will attend parent/teacher conferences and do my best to attend all parent and parent/student functions.
- I understand that Faith Community Christian School relies on parents to actively assist the school by volunteering. I agree to volunteer my time at a level appropriate to my circumstances.

I hereby certify my support of all governing policies of FCCS. I have read and agree to abide by the policies set forth in the most recent FCCS Student Handbook. I understand that the services of the school are engaged by mutual consent and that either I or the school reserves the right to terminate any or all services at any time. However, I have read the above statements and agree to support these statements.

Student Responsibility

Student Code of Honor

(The following is a signed statement by the student & parent in the registration packet.)

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." I Timothy 4:12

One of the goals of Faith Community Christian School is to promote Christian character. In keeping with the goal, students are responsible to follow Biblical standards of conduct as part of their growth to maturity. The Bible gives us many principles for living, but the following have been identified as specific guidelines for student behavior.

1. I will submit to the civil authority of our country and obey its laws. I understand this will prohibit such things as use of tobacco, alcohol, illegal drugs, gambling and shoplifting. (Ref. Romans 13:1)
2. I will willingly submit to those in authority over me. (Ref. Hebrews 13:17)
3. I will respect and honor other individuals. (Ref. I Peter 2:17; Phil. 2:3 & Gal. 5:14)
4. I will respect the property of others. (Ref. Mark 12:31; Exodus 20:15; & Phil. 2:4)
5. I will conduct myself with honor and integrity in both spoken and written word. (Ref. Proverbs 12:22 & Colossians 3:9-10)
6. I will use wholesome speech that respects the name of God, Christianity and His church. (Ref. Exodus 20:7; Ephesians 5:29; & Hebrews 10:29)
7. I will be modest in my dress and appearance. I have read and understand the applicable sections of the Student Handbook related to dress and appearance. (Ref. Thessalonians 4:3-7 & I Timothy 2:9-10)

Students are responsible to abide by these standards of conduct and the principles of the admission policy. Violations of these standards will result in disciplinary action. Student and parent signatures on the front page of this packet acknowledge that you will support your child's responsibility to follow the above standards.

Attendance Information

Absences Due to Illnesses

A text message, email or phone call to your child's teacher or the office is expected to inform FCCS of a student's absence. Send email to- fccs2006@gmail.com or call the office phone- 790-2240 between the hours of 7:30-8:30 am prior to the start of the school day when attendance is taken.

Long Term/Travel Absences

If your child will miss school for 3 or more days, notification is required at least 1 week prior to travel so daily class work can be prepared and sent home with the student before departure. Unless your student is absent for a medical or family emergency, a student cannot miss more than 13 school days per quarter (maximum of 30% absence permitted out of an average 43 day total per quarter time frame.) Students who miss more than 13 days will receive a written warning notification with their child's report card. If students exceed the maximum number of missed days during any other quarter within a school year, a second notification will be sent with arrangements for a mandatory meeting with the teacher, principal and a school board member to determine whether the student will be permitted to continue enrollment at FCCS. In addition, excessive absences may result in academic probation if students have not completed and turned in all missed work and make-up tests during the grace period as well as do not maintain at least a C- (70%) average or higher in ALL subjects. They will be required to meet with the teacher and principal and may lose their preference for re-enrollment for the following year. Although students may take written work with them, when absent, they are missing vital one-on-one instruction with the teacher that cannot be made up. All completed assignments are due upon return from travel within the grade period number of school days missed.

Homework Due to Absences

If your child is missing school for any reason, arrangements are to be made for pick-up of assignments with their teacher to complete while they are gone. Teachers should be able to have work prepared at lunch or by the end of the school day. Although some teachers may be willing to prepare work in the mornings, please do not expect them to prepare work before school. They are busy setting up for the day. Assignments should be completed and turned in when the child returns to school. Students are given as many school days they are absent to return completed work for credit. Students will receive a zero for any assignments not turned in by the deadline. If needed, extensions or other arrangements may be made with the teacher.

Tardies/Unexcused Absences

If a student is tardy, (in the classroom after 8:30 am) this will be marked on the attendance sheet. Running late is considered tardy unless it is an unforeseen excused emergency. Every 5 tardies will count as 1 absence on records. Excessive tardies which count toward the maximum number of absences throughout a quarter, will result in a reminder notice sent at the time of report cards. If tardies exceed the total of permitted school absences (13 per quarter) a second

written notification will be sent along with arrangements to meet with the teacher, principal and school board member to determine a student's continued enrollment at FCCS. Students miss vital instruction at the start of the school day and it is very disruptive for the teacher when a student arrives after class begins. Drop off is from **8:10-8:25**. **Students are considered tardy when they arrive in their classroom after 8:30 am.** Unexcused absences are defined as absences where the parent has not notified the school of their student's absence. Arrangements regarding any work that is missed needs to be made with the teacher.

General Information

Background Checks

FCCS requires all individuals who are in contact with our students at any capacity to complete a background check through Protect My Ministry. This includes helping in the classroom, driving on field trips, etc. Forms are available in the office. FCCS will cover the processing fee and notify individuals when renewals are required every 5 years or sooner if necessary.

Separated Parent/Shared Custody Arrangements

If parents/guardians are separated or divorced and have shared or sole custody, FCCS requires copies of all parental care, protective orders, supporting court documents and official custody agreements at the time of enrollment prior to the student starting school. Both parties must be in agreement and willing to comply with the policies as written. FCCS must receive copies of any changes in agreements and supporting paperwork immediately. All information will be held strictly confidential.

PreK-Kindergarten Enrollment

Students must be four years old and fully potty-trained by August 15th of the year they are enrolled, in order to be placed in Pre-K at our school. Kindergarten students must be five years old by August 15th of the year they are enrolled in order to be placed in our kindergarten class. Exceptions may be made within the month of August if a birthday is on the cusp of the cutoff. Student assessments are completed on all new students enrolling in FCCS. It is up to the teacher and principal's discretion if a student has met the social and academic criteria at FCCS to be considered for a special exception for enrollment. Written notification will be sent by the teacher to the parent indicating whether the student is accepted or not accepted at FCCS.

School closure

In case of an emergency school closure (snow days, power outage, etc.) the school will notify the local radio stations. An email will be sent by 6:30 pm to all families. Teachers will also text or call parents in their class. The teacher of the youngest student will contact multiple-student families. FCCS is permitted 3 closures per year without needing make-up days. The FCCS calendar is subject to change and may be adjusted accordingly to make-up days necessary throughout or at the end of the school year.

Annual Standardized Testing

Every fall or spring, grades 3rd-8th are given the SAT-10 Stanford Achievement Test in order to monitor the achievement of the individual as well as the school. A copy of the test results are sent home to parents and a copy will remain on file in the office.

Homework Policy

While sufficient class time is generally allotted for students to complete classroom lessons, students work at a wide variety of speeds. There may be instances that classwork will need to be completed at home. Some assignments are intentionally designed as homework for the purpose of reinforcing and extending the content introduced in the classroom. Homework policies are up to the discretion of each teacher and their method of instruction. Students are required to complete and return these assignments within the time frame directed by the teacher in order to receive credit. Due to the unique learning styles and needs of each student, homework may be more frequent for some students than others. We ask that parents partner with the teacher by providing the time and environment at home necessary for successful homework completion and further by encouraging your student to give sufficient effort to their work. If you feel that the homework load your student is experiencing is too great or too frequent, you are encouraged to contact the teacher to discuss the situation.

FCCS teachers will only assign homework that fits under the following criteria:

1. For reinforcement: We believe that most students require adequate review to master material essential to their educational process.
2. For practice: Following classroom explanation, illustration and review of new work, homework will be given so that the material will be mastered.
3. For remedial activity: As instruction progresses various weak points in a student's understanding and grasp of concepts may be exposed. Homework following instruction is given to overcome such difficulties/weaknesses.
4. For special projects: Book reports, compositions, special research assignments and projects are some of the learning activities that are frequently the subject of homework. We do request the parent's full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's grade.

Handwriting

FCCS teaches D'Nealian style handwriting beginning in kindergarten (pre-cursive) and moves into cursive writing in 2nd grade. Handwriting is a direct reflection of effort and respect. Students are expected to learn and do their best writing on both classwork and homework daily.

Report Cards

Report cards are issued at the end of each nine-week term. Report cards represent one measure of academic success and progress. FCCS staff members are available to discuss progress at parent/teacher conferences and by appointment.

Parent-Teacher Conferences

Conferences for all students are scheduled once in the fall and once in the spring. However, parent-teacher conferences may be scheduled anytime during the school year at the request of the parent or teacher. Parents are required to attend BOTH a fall and spring conference with their student's teacher whether in person or on Zoom if needed. These dates/times are carefully scheduled in advance on the school calendar. FCCS respectfully requests that parents do not plan travel at the time of conference as this puts an additional burden on teachers who then have to reschedule time during their busy days for a make-up conference outside of the designated conference schedule. Arrangements should be made directly with the teacher. Missed conferences are required to be made up in a timely manner.

Registration Requirements

Families must be current with tuition and pay the yearly registration fee in order to register for the following school year. Financial contracts must be completed at the time of early or general registration. Adjustments of methods and schedule of payments must be made with the bookkeeper prior to the first tuition payment on August 1st. Families with students who are on academic probation may not register or reserve a spot until the probation is lifted.

Enrollment Immunization Requirements

Children in Alaska public and private schools, preschools and child care facilities must be immunized in accordance with Alaska Administrative Codes. The State of Alaska requires all immunization records are complete and up to date. Please provide the office with documentation showing your student's immunizations are current, with your application. If a religious exemption is applicable, the child's parent/guardian must complete the State of Alaska Religious Exemption Form and turn this into the school office. The form is required to be notarized and must be renewed annually.

Emergency Care Authorization

If you are planning to leave your student in another's care while you are out of town, please send the school an email or written notification outlining the details and have this signed and notarized. The hospital cannot care for a minor without your notarized consent even in a life-threatening situation.

Change of Address, Phone Number, Employer, or Email

Families are required to notify the office whenever there is a change in address, phone number, email or employer. In case of an emergency, the school must be able to contact you.

Hot Lunch Program

Hot lunch is available for purchase on **Tuesdays and Fridays** of the school week. Hot lunch order forms will be sent home at the end of each month with a menu for the following month. Parents have the choice of signing their student/s up for a full-year, semester or monthly for hot

lunches. **Forms must be completed and turned in by the date indicated in order for a student to receive hot lunch.** Each lunch costs \$6.00 and includes a main entrée, vegetable, fruit, dessert, and drink. **NO HEAT-UPS (microwave) lunches are allowed on hot lunch days.** Hot water is available. Cup of Noodle soup will be available for purchase of \$1.00 if your student does not have lunch.

Academic Standing

Students are expected to maintain passing scores/grades in all subjects during the school year. A semester and end-of-year grade average must consist of at least a 70% C- passing score in order to receive credit. Students who drop below a 70% cumulative average at the end of the first semester will be put on academic probation for the second semester. Students who are not on good academic standing may not be permitted to re-enroll at the time of February returning student early registration for the following school year.

Students who drop below a 70% average at the end of the school year, must follow teacher recommendations for summer academic assistance in order to be considered for re-enrollment the next school year. Recommendations may include but are not limited to:

1. Tutoring
2. Summer school
3. Students must complete a follow-up assessment in August showing considerable academic progress and the achievement of goals set forth in the teacher's recommendation in order to enroll in the next school year.

Health Procedures

Medical Procedures

1. **General-** FCCS does not provide over-the-counter medications to treat symptoms such as pain relief, allergies, upset stomach, colds, cough or sore throats. **Students with a fever or actively contagious illness symptoms should not attend school.** ***Please refer to our "FCCS School Health Tip Sheet" when uncertain about sending your student to school.** Ice packs and band aids will be available. Students may not self-medicate or be in possession of over-the-counter medications (cough drops, Advil, Tylenol, etc.). Only parents are permitted to administer over-the-counter medication to their child without an Alaska licensed healthcare provider's note. If medication is to be distributed throughout the day by FCCS staff, a doctor's note or prescription must be obtained. This note needs to be turned into the office first thing in the morning and a first-aid certified staff member will administer the medication when necessary. Should the onset of more medical attention be necessary, the parent or guardian will be contacted immediately. Parents are required to respond and make arrangements for student pick-up in the office as soon as possible.

2. Prescription Medication- Students who have required daily prescription medication indicated on the child's student record form or short term prescription medication such as antibiotics, must bring a signed prescription from an Alaska licensed healthcare provider. Students may not self-medicate or be in possession of the medication. The medication will remain locked in the school office and only administered by the trained employees.
3. Alternative Medication- Students requiring alternative medication on the child's student record form or short term prescription medication must bring a signed prescription from an Alaska licensed healthcare provider. Students may not self-medicate or be in possession of alternative medications such as herbal supplements, essential oils or homeopathic medications. Prescribed medication will remain in the office and only be administered by trained employees.
4. Emergency Treatment- For developing symptoms such as an asthma attack, allergic reaction or anaphylactic shock, the proper medical steps will be taken to treat the child according to the prescription provided such as an inhaler or EpiPen. The parent/guardian will be contacted immediately. In the event of an immediate emergency, 911 will be called.

Emergency Drills

Fire Drills

Fire drills are conducted monthly. Students will walk in a line with their teacher to a predetermined area. If a student is not with their homeroom teacher, they will walk out to the predetermined area and meet up with their class. Fire exit maps are located in each classroom with instructions on the correct exit route for that classroom.

Earthquake Drills

Earthquake drills are conducted once a year. The recommended earthquake drill procedure for schools in Alaska is DROP, COVER, & HOLD ON. DROP- At the first indication of ground shaking, drop to the floor. COVER- Take cover under a sturdy desk or tables away from windows and bookshelves protecting your head and neck. If no shelter is available, crouch against an interior wall away from windows and use your arms to cover your head and neck. HOLD ON- Hold on to furniture and prepare to move with it. Stay in place until the shaking stops. At the instruction of the teachers, students are to proceed to the nearest exit.

Intruder Safety Drills

An Intruder Safety Drill- A.L.I.C.E. will be conducted with staff/students once or twice a year in the fall by the Juneau Police Dept. or The Juneau Karate Academy. FCCS keeps exterior doors locked during the school day when the school secretary and/or a teacher is not within eyesight of the entrance. FCCS has live-feed surveillance cameras that display a view of all parking lots, entrances and hallways.

Activities and Events

Chapel

Students will attend a weekly Chapel service conducted by local pastors or persons who have been scheduled by FCCS. Chapel is on Wednesday morning from 8:35-9:20 and includes a time of worship, a message and prayer. Chapel is a privilege, and students are expected to dress modestly, not be wearing hats or hoods and have respectful attitudes towards their fellow students and the speaker. Younger students may be dismissed after worship.

Awards Ceremony

An awards ceremony will be held at the end of the school year. Awards will be handed out for earned academic achievement, recognized character building accomplishments and Run for the Son fundraiser awards.

Eighth Grade Promotion

The eighth grade promotion ceremony will take place at 11:00 am in the sanctuary within the last two weeks of the school year. The date is posted on the yearly school calendar. This event is open to families of the graduates and some upper elementary/middle school classes who would like to attend. Report cards and awards are given at this time. Parents of graduates are responsible for coordinating with teachers and the principal of any follow-up celebration activities after the ceremony.

Field Trips

Field trips will be approved by the principal. All field trips will be marked on your child's classroom calendar. A general permission slip form will be signed at the beginning of the year for most recurring low-risk activities such as library, museum etc. Higher-risk trips such as skiing or ice skating will require specific field trip forms from the office. Teachers will send home information about the trip and transportation. Parents are welcome to attend field trips and help chaperone/drive students. Any individuals in contact with students need to complete a background check.

Physical Education

All students must have clean, dry, non-marking tennis shoes for gym class that remain at school. Girls wearing dresses on PE days should bring shorts or leggings to wear underneath their dress. Students are required to participate in all class activities unless excused with a parent note for a health reason. Students will be cooperative and respectful to the teacher and classmates, display good sportsmanship, have a positive attitude and agree to follow all rules in all activities.

School Musicals

FCCS has two musical performances per school year; a Christmas musical in December and a spring musical in May. These dates are marked in advance on the FCCS calendar. As per

registration contracts and the written policies set forth in this handbook, families are expected to attend these performances. All students are required to participate in music rehearsals and the musical unless excused by the music teacher. **If a student will be absent during the dates of the scheduled practices, rehearsals and performances, he/she may not audition for solo parts.** For those who choose to audition for parts, a note will be sent from the music teacher to be signed as a commitment to the musical. Students with lead speaking roles are expected to have a good attitude and be willing to commit to memorizing their lines in a timely manner and receiving constructive critiques as needed. If a student does not comply with this agreement, he/she may be removed from the role and the part will be assigned to another student at the discretion of the music director. These musicals are one of the highlights of the school year and enjoyed by all who attend.

Fundraising Events

As a non-profit organization, FCCS relies solely on tuition, fundraisers and donations to exist. We do not receive any federal or state funds. Therefore, FCCS hosts several important fundraising events each school year. Some of these events include a “Back to School” event in late summer, a fall event in October, and the Run for the Son spring fundraiser the last Friday in April. Other small fundraisers such as bake sales may arise throughout the year for a specific cause. Students and families are expected to participate. Volunteers help lighten the load and are always appreciated for these events.

Conduct/Expectations

FCCS is housed by its host Auke Bay Bible Church. School grounds are the same as the church property. Therefore, all FCCS families and staff are required to follow rules that display gratitude and respect for the blessing we have to share this amazing facility.

Behavioral Standards

It is our desire to guide children using Biblical principles, and to have the nature of Christ formed within them, not merely adherence to rules or the right thing to do. (II Peter 1:3-8) These qualities should be ever increasing so that they might be useful and fruitful in the true knowledge of our Lord. We believe these principles will bring about a heart change, not just behavior modification.

On School/Church Grounds:

1. Students will be honest.
2. Students will pay attention.
3. Students will be diligent.
4. Students will be respectful.
5. Students will display self-control.
6. Students will use appropriate language.
7. Students will put forth their best effort.
8. Students will follow all school and classroom rules (additional specific rules listed below.)

Boys and Girls

It is our policy that dating is not allowed at school or at school functions. Students are encouraged to build friendship relationships seeking God for their decision for a life-long mate. These relationships should be as a brother to a sister in the Lord. Therefore, holding hands and other physical intimacies are not to be engaged in at school or at school functions. Boyfriend/girlfriend talk and teasing have no place on school grounds or during school functions.

Dress Code

1. FCCS requires that parents assist in their children maintaining a clean and modest appearance which will bring glory to God and His school.
2. Apparel with wording and logos should be appropriate for a Christian school.
3. Shorts may be worn but should not be excessively tight or short unless with tights.
4. Dresses and skirts should be no shorter than 3 inches above the knee.
5. Skin-tight tops or pants, sheer tops or bottoms, and spaghetti straps are not appropriate for a Christian school.
6. Shirts should rest on top of the shoulders.
7. Students will not wear tops that bare the midriff or show cleavage.
8. Hats or caps are worn outside the school building only with the exception of a special occasion such as "School Spirit Hat Day."
9. Students will not wear jeans that have tears/holes showing underwear or bare skin.
10. Piercings other than on ears are not permitted.

General

1. Students are not permitted to use alcohol, tobacco, or any illegal drugs.
2. Students are not permitted to be involved in speaking indecent or profane language or in handing out indecent or profane writing or drawing pictures.
3. No verbal or physical fighting is allowed.
4. Bullying of another student, whether verbal or physical, is not allowed. Please see our bullying policy below for more information.
5. Students may not participate in any form of gambling on or off campus.
6. Students are not to be involved in sexual immorality.
7. No items may be sold or given away at school without the approval of the principal.
8. Lighters, knives, guns, explosives, or fireworks are not allowed on school grounds.
9. Any student bringing a gun to school will be suspended immediately and will have a parent meeting with the teacher, principal and a school board member.
10. Students may not order for food delivery without prior permission from a teacher.
11. Students are not allowed in the classrooms, gym or office unless a teacher/adult is present.
12. Students intentionally damaging or defacing school/church property, furniture, or equipment will be required to make restitution and/or serve detention or suspension as assigned.
13. The administration holds the right to inspect lockers, or personal belongings on the school premises or any school sponsored off campus event if deemed necessary.

14. Student's cell phones, iPods, iPads, and gaming devices may not be used during school hours unless given permission by their teacher. Otherwise the item will be confiscated and returned to the student or parent after school.

Bullying

FCCS has a firm **no bullying** policy. Any form of direct or indirect bullying is not permitted and will result in consequences from either the teacher and/or principal. In extreme cases, a student may receive in or out of school suspension for repeated bullying offenses. If the student has been given opportunities to correct the behavior and served both an in and out of school suspension and the bullying continues, the student will be expelled from FCCS and not permitted to re-enroll for at least one full academic year.

The definition of bullying is:

1. Bullying is one-sided
2. Bullying is intentional and repeated.
3. Bullying is when someone purposely hurts, frightens or threatens someone else.
4. Bullying happens when someone purposefully and repeatedly excludes others, ridicules, spreads rumors, or makes offensive comments.

Students are encouraged to report bullying. Reporting bullying is NOT tattle tailing. Bullying should be reported to a grown-up when:

1. Someone is hurt or unsafe.
2. Someone is afraid.
3. Other plans have not worked.

School Rules

Downstairs/Lobby & All Hallways

1. Students will walk in an orderly, **quiet** manner being respectful of other offices & classes.
2. Students should proceed directly to their destination, not wander in the halls.
3. No running, shoving, wrestling or loud voices is tolerated in the building at any time.
4. Students will not disturb hallway or bulletin board displays.

General Classroom Rules (In addition to those set forth by each teacher.)

1. Students will obey those in authority without arguing.
2. Students' behavior will not be disruptive to the teacher or class.
3. Students will help keep classrooms clean and orderly.
4. Students will be on time to class and not waste time in halls or restrooms.
5. Students will come to class prepared every day.

Lunchroom

1. Students will sit down at their assigned tables for the entire lunch period.

2. Students will bring their own water bottle to lunch.
3. Students must have permission to get up and leave the lunchroom.
4. Students will talk with inside voices and eat with good table manners.
5. Students are to remain seated until the teacher on duty directs the clean-up.
6. Students are responsible for cleaning their own area including the floor.
7. Students will treat school/church tables, chairs, vacuums & the facility properly.
8. Students will be dismissed and quietly form lines to return to their classrooms.
9. Students will transition to recess or the lunchroom per direct route only.

Playground/Recesses

1. Students may not run on or off the walkway ramp.
2. Students may not be outside without an adult/teacher.
3. Students will not throw rocks or snow, push or shove, or climb/walk up the slides and must wait until the slide and base is clear before going down.
4. Students must be seen and will stay on the gravel and not go into the woods.
5. Students may not play in the streams or ditches.
6. Only one person per swing is allowed. There will not be excessively high swinging or twisting and damaging swings.
7. Sticks are not permitted.
8. There is no pushing, shoving or wrestling EVER including on or off snow hills.
9. No sleds are permitted.
10. Students should come prepared for varying outside weather conditions **daily**. Parents may be called to bring gear or a change of clothes if they do not have it. They will not be permitted to stay inside due to lack of gear.
11. Students may only stay inside if they have a parent note excusing them for a medical/health reason and arrangements with the teacher/office have been made.

Recess/Playground Consequences (In addition to those set forth by teachers.)

The following consequences are for minor outdoor recess infractions. Minor infractions are not serious behavior problems, but they need to be dealt with to maintain control over student behavior and to discourage more serious infractions from escalating. Minor infractions include disrespect toward peers and adults, not following directions or general safety rules, or disrupting the play of others.

Consequences:

1. Verbal warning from a playground supervisor.
2. 2nd warning and time out sitting beside the fence.
3. If the behavior continues, the student will be pulled from the playground and the teacher and principal will be notified to assign more serious consequences.

Discipline

In the event of a serious disciplinary action/infraction, generally, but not always, after other behavioral modification strategies have been attempted, requiring more severe consequences, parents agree to cooperate with the teachers/administration of the school. A student's negative influence not only violates the FCCS Student Code of Conduct contract set forth in the registration paperwork and this handbook, but also affects the safety and well-being of other students in the school and jeopardizes the spiritual growth of FCCS and will be addressed immediately. Students are assigned the following disciplinary actions by the teacher and/ or principal depending on the severity of the offense and what has lead up to it:

In-School Suspension (ISS) **1st Serious Offense** (1st-8th grade only)

1. The principal and/or the student's teacher can assign an In-School Suspension.
2. The student will be placed in the office with a desk, chair, his/her classwork/materials needed, lunchbox & water bottle. Assignments that are not completed during the day must be finished for homework and turned in the following day. The student will not be permitted to attend class, specials, lunch or recess with classmates. They may ask permission to use the restroom and refill their water bottle as needed.
3. Parents will be notified if an ISS is being assigned. Sometimes a meeting will occur with the student, teacher, parents and principal (if necessary.) If a student receives two In-School Suspensions in one quarter a meeting with the principal, parents, and a board member will occur to determine the student's continued enrollment in FCCS.

Out-of-School Suspension (OSS) **2nd Serious Offense** (PreK & K serve 2 OSS due to age)

1. The student's teacher and/or the principal can assign an Out-of-School Suspension.
2. A student must serve their suspension on the dates assigned and may not be on the school grounds for any activity. If a student is observed on the school grounds during their suspension they will receive an additional day of suspension.
3. All make-up work and homework is to be completed on the day of the OSS and turned in the next school day.
4. Prior to the student's return to FCCS, a conference will be held with the parent(s), teacher, principal, and a board member..

Expulsion **3rd/Final Serious Offense** (All grades)

Expulsion from school is the most severe discipline sanction that can be imposed on a student. Expulsion is the last course of action after all other interventions and disciplinary measures have been served and a change in negative behavior has not occurred. This means the permanent

exclusion of a student from FCCS by the school board. A student for whom expulsion has been recommended shall be offered a formal hearing before the FCCS Board. A student that has been expelled must complete one year of school elsewhere before reapplying for admission to FCCS. A meeting with the principal, teacher and parents indicating what measures have been taken to change the unacceptable behavior causing the expulsion has been completed and will be required before consideration of re-enrollment at FCCS.

Additional Reasons for Student/Family Dismissal from FCCS

1. Parents do not adhere to the financial responsibilities set forth in the signed contract and this handbook.
2. Parents refuse to cooperate and continuously argue with the decisions made by the administration and/or written policies of the school.
3. Parents/students gossip or undermine the practices of the teachers/staff of the school.
4. A student's negative influence upon others does not improve.
5. Student's argumentative and disrespectful attitude toward teachers and staff.
6. Continual lack of effort in behavior or academic growth.
7. Student's refusal to cooperate/participate in classroom or special activities or all-school events.
8. Continual inappropriate language, obscene gestures, physical contact or abuse.
9. Verbal or written threats by students or parents to teachers or staff.
10. Intentional destruction of school/church property.

These policies have been established in an effort to help protect both the administration as well as your family's and student's rights and that of all FCCS students to grow and learn in a healthy, safe, Christian environment. FCCS strives to offer a Christlike atmosphere and expects its students and parents to comply with the guidelines and expectations set forth in the registration packet and this handbook. Thank you in advance for your cooperation and support.