

# **Faith Christian School**

**A Ministry of Faith Baptist Church**

**Pre-School – 3 & 4-year old**

**Elementary School – Kindergarten – 4<sup>th</sup> Grade**

**Middle School – 5<sup>th</sup> – 8<sup>th</sup> Grade**

## **The 2018-19 school year Policies and Procedures Handbook For Parents/Students**

**Faith Baptist Church/Faith Christian School  
2111 Kuser Road, Hamilton Sq., NJ 08690  
[www.FCSSchool.org](http://www.FCSSchool.org) or (609) 585-3353**

# *Policies and Procedures*

This handbook has been compiled for the convenience and guidance of parents and the administration and staff of Faith Christian School (FCS). The policies and procedures described herein are subject to change at any time at the sole discretion of the board and/or administration of FCS. Nothing in this handbook should be construed as a contract between FCS and any student or parent, or to supersede the terms of any tuition contract.

## **ABSENCES**

In order to gain the most from school, your child must be present daily. Regular attendance promotes a healthy academic practice and contributes to the development of your whole child.

If a child is late, absent, (or has a combination of the two) for thirty days during the school year, he/she may be required to repeat the grade. That decision is subject to the sole and complete discretion of the Education Committee on a case-by-case basis as recommended by the principal.

Student's attendance records will be viewed as part of the re-enrollment process. Any student who has excessive lateness's or absences may be put on the waiting list for a given grade level giving priority to students who are in good attendance standing.

**ABSENCE:** All absences will be counted as part of a student's attendance record whether they are excused or unexcused. Excused absences can only be allowed for illness, death in the family, or emergencies beyond the parent's control. Upon returning to school, the student must bring a signed note stating the date(s) and reason for the absence. All work can be made up and receive full credit. Until a note is received any absence will be recorded as unexcused.

If a child is absent more than 3 consecutive days due to illness, a doctor's note is required for the child to return to school. If a child needs to leave school early, send a note or email to the office stating the reason, the time the child is to leave, and the person to whom the child is to be released. It will be necessary for that person to have an FCS Pick-up Card.

If a child is vomiting, has diarrhea or a fever, they must be free of these symptoms for a period of 24 hours before they are allowed to return to school. Students who have strep must be home for a minimum of 24 hours without symptoms before returning to school. They must have a doctor's note clearing them to return to school.

**TARDY:** All lateness will be counted as part of a student's attendance record. Any Kindergarten – 8<sup>th</sup> grade student who arrives after 8:30 a.m. or any Pre-K student who arrives after 9:00 a.m. is considered late and must report to the office for a late pass before proceeding to class. Any Kindergarten – 8<sup>th</sup> grade student who needs to leave before the regular dismissal time must also report to the school office to check out. PK students may leave at any time without reporting to the school office.

If a student is late in arriving to school, the student should report to the main office to get a pass. Three unexcused tardies will constitute a \$2.00 fine, along with a \$2.00 fine after every additional unexcused tardy.

Should it become necessary, this absence policy is subject to change by the Education Committee and Administration and all parents will be notified of any such possible changes.

### **AFTER CARE**

After Care is provided for those parents of Kindergarten through 8<sup>th</sup> grade students who cannot be here to pick up their child(ren) at the end of the school day. After-Care is from 3:15 p.m. until 5:30 p.m. Those who participate in After-Care will be billed every 4 – 5 weeks. Those students who are not picked up by 5:30 p.m. will be charged as follows:

5:30 – 6:00 p.m.	\$15.00 per 15 minutes or any portion thereof (see below)
After 6:00 p.m.	\$30.00 per 15 minutes or any portion thereof (see below)

This procedure and payment option is not intended to have families come whenever is convenient to pick up their child and just “pay the fine”. Families should make every effort to put a plan in place to avoid late pick-ups. Families who fail to make arrangements to have their child picked up in a timely fashion and violate this practice one time in a marking period may lose the privilege of the After-Care services. Each family’s pick-up times will be reviewed on a case by case basis. Late pick-up records will be viewed as part of the re-enrollment process. Any student who has excessive late pick-up times may be put on the waiting list for a given grade level giving priority to families who are in good standing.

### **ATHLETIC PROGRAM**

FCS maintains an active interscholastic athletic program in Middle School that includes soccer and basketball. Athletes must maintain a “C” average in all classes with no “D” or “F” grades and must possess a high standard of Christian sportsmanship. Any student failing to maintain the required average, or who has been notified that he is failing in any subject, will not be allowed to participate in athletics until the next satisfactory progress check. Any code of conduct violations during a grading period may be grounds for removal from athletic participation. A current physical form must be turned in to the nurse each year. **The physical form with sections A, B, and C are mandatory for all perspective athletes.**

FCS also offers an elementary intramural sports program during the spring of the year for all first – fifth grade students. Third – fifth grade students are invited to participate in soccer and basketball while first and second grade students have the opportunity to play tee-ball. The same academic and code of conduct standards apply to these programs.

### **AWARDS**

In recognition of outstanding performance, achievement, and effort in Kindergarten through eighth grades, a number of awards are presented annually at our end of the year awards program. The types of awards are subject to change on a yearly basis.

## **BUSING**

Bus transportation is provided for Kindergarten through 8<sup>th</sup> grade students as a service to you by the school district in which you live. It is not under the control or direction of Faith Christian School.

An application will be included in each registration package. This application is to be filled out and returned to the school office. However, there is no guarantee to those who apply after March 15<sup>th</sup>. If a student relocates, or for any reason needs to change buses, it is the responsibility of the parent to contact the Transportation Department of the Board of Education in the appropriate school district.

The bus drivers have an extremely responsible position. In order that they might receive maximum cooperation for the safety of the children, the following rules **MUST** be observed at all times by the students:

1. After boarding the bus, students are to remain seated until they have reached their destination. Students are to remain seated with their seatbelt securely in place until the bus has come to a full stop.
2. There is to be no loud talking or screaming. Quiet conversation must be maintained.
3. There is to be no fighting.
4. Hands, arms, heads, etc. must be kept inside the bus at all times.
5. There is to be nothing thrown from the windows.
6. There is to be no drinking, eating, or chewing gum on the buses.
7. Students are to be on time. The bus will not be able to wait for late students. It is your responsibility to be on time. If a child misses the bus, it is an unexcused absence.
8. Parents will be held responsible for any damage done to the bus by their children.
9. If seats are assigned, students must remain in those seats.

The administration will, at any time necessary, prohibit any student from riding the bus if their behavior is contrary to the above criteria. Parents will then be responsible for providing transportation. We will not tolerate any students that disrupt the welfare and safety of other children.

If you have any questions or concerns they should be directed to the bus company servicing you or your school district's Board of Education Transportation Department.

## **CELL PHONES**

Cell phone use, whether used for calling or text messaging, is prohibited. If a student must have a cell phone with him/her, it must be turned off and kept safely inside the student's backpack. If the phone is taken out, or if it is used for any reason, it may be taken and a parent must come to the school to pick it up from the office. Consequences for multiple infractions could apply.

## **CHANGES IN TRANSPORTATION**

It is each parent's responsibility to make sure that the teacher knows how your child is to go home each day. The options are going on the bus, to Aftercare, or to walkers and riders. If you must change your child's normal way of getting home for any reason you must contact the classroom teacher no later than 2:00 p.m. that day. The teacher will only change the method of dismissal based on the parent's word. If the teacher does not receive a phone call or note, the child will be sent home by their normal way of dismissal.

## **CONTACTING TEACHERS**

Parents are requested to contact their child's teacher either by sending a note with your child, through the school office, or through email. If the teacher is not available at the time of calling, the secretary will leave a message for that teacher to call back. Parents must stop by the office and obtain a visitor's pass before going to a classroom. Please do not seek to contact teachers at their homes unless it is an absolute emergency or they have given out their home phone number or address for that purpose.

## **DISCIPLINE POLICY**

Faith Christian School will provide an atmosphere conducive to the spiritual growth and academic development of all. If there are any questions concerning policy in general, please feel free to call and talk to us.

**REGULATION:** The following behaviors are reason for FCS to contact the parent and/or exercise appropriate disciplinary measures. Every effort will be made to have discipline be a learning experience for our students. The discipline and consequences should build in nature; move from a warning to a greater consequence and should consider the whole child. Consequences could range from a warning to a suspension. (See below.)

1. Disrespect to teachers or fellow students.
2. Disobedience to the faculty.
3. Dishonesty.
4. General disturbances of any kind such as talking out without recognition, writing notes, interrupting the class, running in the building.
5. Cheating of any kind.
6. Not completing assigned work.
7. Destroying or defacing property of the school.
8. Meddling in another student's property.
9. Fighting.
10. Disorderly conduct.
11. Any demeaning racial comments.
12. Misbehaving on the bus.
13. Smoking, gambling, drinking of alcohol, possessing or consuming illegal drugs or narcotics.
14. Physical and verbal abuse including pushing, kicking, threatening, name calling and any type of intimidation.

15. Any use of disrespectful, foul, vulgar, racially insensitive, or sexual language to a fellow student or teacher. Any form of cursing, swearing, or taking the Lord's name in vain also falls under this regulation.
16. Students are not permitted to express, promote, or communicate beliefs that are contrary to Biblical teachings.

## **DISCIPLINE PROCESS**

**REGULATION:** The individual teacher within the context of their classroom will generally handle any student misconduct.

The administration shall have the authority to suspend or dismiss. In every case of dismissal the student and parent/guardian shall have the right to appeal to the Disciplinary Committee of the school board. The general process for working through ~~repeated~~ discipline issues is as follows:

1. Warnings to students
2. Communication with parents by letter, phone, or email
3. Student meeting with the principal
4. Loss of recess
5. Detention (notify parents before scheduled)
6. Conferences with parents
7. Suspension and/or dismissal

**Please Note: This process may be abridged as the situation demands. Some behavior demands immediate suspension or dismissal because of its flagrant or repeated nature. We cannot account for each and every situation that may arise and, therefore, we reserve the sole right to suspend or dismiss a student for behavior that we deem dangerous, blatantly immoral, flagrant, abusive, harmful to others, uncontrollable, or malicious!**

*In-school suspensions may be used at the discretion of administration. All student work that would be completed during that day should be sent to the office to be available for the student to work on during the suspension. Teachers who have open teaching periods would be scheduled to cover monitoring that student by the principal.*

For an out of school suspension all work missed must be made up after the suspension. FCS, as all private and public schools, cannot inflict or cause to be inflicted any form of corporal punishment. Parents must feel the responsibility for their child's behavior. The purpose of suspension is to communicate with the student and his/her parents the seriousness of the problem. The purpose of disciplinary dismissal is to remove students who engage in unacceptable behavior from the school community.

### ***SAMPLE CLASSROOM DISCIPLINE PLAN***

#### Class Rules

1. Treat others the way you want to be treated.
2. Keep hands, feet, and objects to yourself
3. Speak kindly to each other

4. Leave the room only with permission
5. Remain in your seat at all times
6. Obey your teacher and follow directions

#### Class Rewards

1. Praise
2. Special stickers
3. Positive notes and phone calls home
4. Special privileges
5. Extra free time

#### Consequences

1. Warning
2. Five minute time out
3. Ten minute time out
4. Phone call home
5. Go to principal's office with a pink slip

#### *DEMERIT/DETENTION SYSTEM (Middle School Only)*

We believe that it is important for each classroom environment to be a place that is conducive to learning. Therefore, in addition to the guidelines above, the Middle School program is structured with the following:

First Disobedience = Verbal warning (Demerit if blatant)

Second Disobedience = Verbal warning and parent contact (Demerit if blatant)

The emphasis between the 2<sup>nd</sup> and 3<sup>rd</sup> offense should be about learning and changing negative behavior. This should be part of the discussion for growth and expectations for all of our students.

Third Disobedience = Demerit

Fourth Disobedience = Demerit (contact again with parents via email or phone)

Fifth Disobedience = Demerit and Visit to Principal

#### The following method will be implemented in regards to the demerit/detention system:

1. Any accumulation of twenty demerits will result in a one-hour detention to be held on Thursday afternoon from 3:15 p.m. to 4:15 p.m.  
\*Demerits will be issued as a Level 1 or Level 3 demerit to account for the different levels of seriousness when it comes to different types of infractions. A level 1 demerit is worth one demerit. A level 3 demerit is worth three demerits.
2. The parent will be responsible for picking the child up from detention at 4:15 p.m. Children who are not picked up at 4:15 p.m. will be placed in the Aftercare program and charged accordingly.
3. Any accumulation of three detentions will result in a one-day suspension.
4. Multiple behavioral detentions or suspensions could result in lost privileges such as removal from sports, field trips, or other school events.

5. Any accumulation of four suspensions will result in a meeting with the Discipline Committee before the student is allowed to return to school.
6. Failure to show up for a detention will result in a minimum of a one-day suspension.

### **DISMISSAL OF A STUDENT**

Parents who will not cooperate with the administration of the school and promote, support, and follow its policies will be asked to withdraw their children. There are times when we ask the parents and/or a student to speak to the Discipline Committee to discuss a problem involving their child. If the members of that Committee come to realize that the parents are not in support of the policies and philosophy of FCS and are unwilling to cooperate, at the sole discretion of the Committee and/or Administration, the parents will be asked to seek another institution for the education of their child, and the child will be dismissed. If a parent is requested to speak to the Discipline Committee and refuses, the child will be dismissed. If parents cannot demonstrate support for the policies outlined in this handbook, then in the sole judgment of the Committee and/or Administration, that student will be dismissed.

### **DISPENSING MEDICATIONS**

Presently a school nurse is available and is allowed, with a doctor's authorization in writing, to dispense medication. When a school nurse is not available, it is your responsibility to come in to the school and dispense any medications authorized by a doctor. The school nurse has the authority to make all necessary decisions concerning the storing, availability, dispensing, and use of medication. **Absolutely no medications, whether prescription or over the counter, will be dispensed without a doctors form being completely filled out and turned in to the school nurse!**

### **DOOR CHIPS**

Key fobs are required for all parents. All doors going into the building are locked. The only way to get in is to acquire a key fob that will let you into the building. Key fobs are only programmed to work during school hours. Key fobs may be purchased for \$5.00 each. If you do not purchase a key fob you will not be able to get into the building unless someone is in the office to buzz you in. If nobody is in the office, or if the office staff is busy with other parents at the time, you will have to wait.

### **DRESS CODE**

Our goal is to have boys and girls dress in a God-honoring manner. The Bible uses the term "modest" to describe such fashion. Faith Christian School wants to see its boys and girls grow up to be fine young men and ladies. The dress code is written to help your children become gentlemen and ladies that are pleasing to God. It will take your cooperation to promote the type of atmosphere we desire to have at Faith Christian School.

The Christian is to have a regard for things that are "pure...lovely...of good report...of virtue...and praise" (Philippians 4:8). IN THIS REGARD PARENTS HAVE THE PRIME RESPONSIBILITY IN TEACHING OUR STUDENTS TO LIVE BY THE STANDARDS OF SCRIPTURE. Parents are responsible for sending their children to school with correct dress and grooming.



FCS has adopted a uniform dress code policy for students in Kindergarten through 8<sup>th</sup> grade. The dress code as stated in this handbook will remain in effect. Uniforms must be purchased from the contracted vendor and must be worn during school hours. The school uniform includes a uniform for PE classes as well.

**Boys:**

1. **PANTS AND SLACKS:** Navy blue dress slacks from any local department store is acceptable.
2. **SHORTS:** Shorts may be worn as part of a student's uniform. They can be worn between August 29<sup>th</sup> and November 2<sup>nd</sup>. Then in the spring beginning Monday, March 11<sup>th</sup> through the end of the school year. They must be purchased from Flynn & O'hara.
3. **SHIRTS:** Blue or white dress shirts, blue or white polo shirts, or white turtlenecks are acceptable. All blue shirts and all polo shirts must be purchased through Flynn & O'hara. Shirts must be tucked in and buttoned. No more than the top button is to be open.
4. **FOOTWEAR:** Shoes and socks must be worn at all times. Loafers or lace up dress shoes are acceptable. No athletic shoes of any type are to be worn (including all black sneakers). Sneakers may be brought for play and physical education periods only. Boots are not acceptable for daily classroom wear. All pre-k 3 through 2<sup>nd</sup> grade students may wear dark colored sneakers as part of their school uniform.
5. **SOCKS:** Boys must wear navy blue, black, or dark green socks. White socks must be worn for PE.
6. **SWEATERS:** ONLY uniform sweaters, purchased from Flynn & O'hara, are permitted in class.
7. **HAIR:** Hair needs to be cut in a neatly tapered style with no definite designs or hard lines around the head. Hair should be layered above the collar, eyebrows, and the ears. Fad haircuts are not acceptable such as, locks, twists, mohawks, frohawks or unnatural colors (i.e. purple, green, blue, etc.). We obviously cannot cover every type of fad haircut. Therefore, **we reserve the right to make judgment calls concerning appearance.** A good rule of thumb is to be conservative or traditional.
8. **PHYSICAL EDUCATION:** The PE uniform consists of navy blue shorts and a navy blue t-shirt. The t-shirt and shorts must be purchased from Flynn & O'hara. The optional sweat suit may be purchased elsewhere, but it must be solid navy blue and have no lettering, stripes, or markings of any kind. White socks and sneakers are also required.
9. **FIELD TRIPS:** Dress for field trips and any special occasions will be announced.
10. **JEWELRY:** No jewelry is to be worn around the neck, wrist, or on the ears of any boy. However, watches and up to 2 appropriate wristbands are acceptable.

**Girls:**

1. **SKIRTS AND JUMPERS:** Girls are expected to wear Flynn & O'hara skirts or jumpers. The hemline must minimally come to the middle of the knees in the front and back while standing. All jumpers and skirts should also be loose fitting.
2. **BLOUSES:** Blue or white oxford, blue or white peter pan type blouses, blue or white polo shirts, or white turtlenecks may be worn with the skirts and jumpers. Blue shirts, blue blouses, and all polo shirts must be purchased through Flynn & O'hara.

3. **PANTS:** PE sweat pants may be worn from December 1<sup>st</sup> – March 1<sup>st</sup> underneath the skirts and jumpers but must be removed when arriving to school.
4. **DRESS PANTS:** Must be loose fitting and purchased through Flynn & O'hara.
5. **SHORTS:** Shorts may be worn as part of a student's uniform. They can be worn between August 29<sup>th</sup> and November 2<sup>nd</sup>. Then in the spring beginning Monday, March 11<sup>th</sup> through the end of the school year. They must be purchased from Flynn & O'hara.
11. **FOOTWEAR:** Shoes and socks must be worn at all times. Knee-high socks, anklets, or stockings are acceptable. Thongs, clogs, or boots are prohibited. Sneakers may be brought for play periods only. Snow or rain boots may be worn to and from school only. All pre-k 3 through 2<sup>nd</sup> grade students may wear dark colored sneakers as part of their school uniform.
6. **SOCKS:** Navy blue, dark green, black, or white socks may be worn. However, all socks must be high enough to completely cover the top of the anklebone.
7. **HAIR/MAKEUP:** Hair must be maintained in a modest and appropriate manner. No makeup of any kind is permitted. Extreme fashions are not allowed such as unnatural colors (i.e., purple, green, blue, etc.), this is not an exhaustive list and all is subject to the discretion of the Administration.
8. **JEWELRY:** No gaudy costume jewelry is to be worn. Earrings should be no larger than 1 inch.
9. **PHYSICAL EDUCATION:** The PE uniform consists of navy blue shorts and a navy blue t-shirt. The t-shirt and shorts must be purchased from Flynn & O'Hara. The optional sweat suit may be purchased elsewhere, but it must be solid navy blue and have no lettering, stripes, or markings of any kind. White socks and sneakers are also required.

These standards of dress are the decision of the Education Committee of Faith Baptist Church and any matters concerning dress are considered final as they appear above. Obviously, we cannot define all new fads of dress that are forbidden. The basic principle is to have our young men look like young men and our young ladies look like young ladies, yet both dress in fashion. The Education Committee and/or the Administration have the final say in matters of interpretation.

### **DRESS CODE - PRESCHOOL** **(Pull-ups are not allowed for girls or boys)**

#### **Girls:**

1. **SKIRTS AND DRESSES:** All skirts and dresses **must be** at or below the knee. Spaghetti strap dresses and tops must not be worn. Tights, shorts, or loose fitting leggings should be worn under dresses.
2. **TOPS/LEGGINGS:** Long tops with loose fitting leggings may be worn. Tops should be mid-thigh length.
3. **PANTS:** Loose fitting, nice jeans, khaki, or dress pants may be worn. Sweat pants are not appropriate.
4. **SHORTS:** Shorts may be worn between August 29<sup>th</sup> and November 2<sup>nd</sup>. Then, in the spring beginning Monday, March 11<sup>th</sup> through the end of the school year. They must be loose fitting and modest in length.
5. **FOOTWEAR:** Socks or tights must be worn. Rubber soled shoes or sneakers are recommended. Shoes, sandals, or thongs that do not completely cover the foot

may not be worn. Snow boots may be used in inclement weather, but shoes or sneakers must be brought for daily wear.

6. **HAIR:** Hair must be maintained in a modest and appropriate manner. No makeup of any kind is permitted. Extreme fashions are not allowed such as unnatural colors (i.e., purple, green, blue, etc.), this is not an exhaustive list and all is subject to the discretion of the Administration.

**Boys:**

1. **PANTS:** Nice jeans, khaki, or dress pants may be worn. Sweat pants are not appropriate.
2. **SHORTS:** Shorts may be worn between August 29<sup>th</sup> and November 2<sup>nd</sup>. Then, in the spring beginning Monday, March 11<sup>th</sup> through the end of the school year. They must be loose fitting and modest in length.
3. **SHIRTS:** Shirts can be a button-down dress shirt or a nice pullover shirt.
4. **FOOTWEAR:** Socks must be worn. Rubber soled shoes or sneakers are recommended. Shoes, sandals, or thongs that do not completely cover the foot may not be worn. Snow boots may be used in inclement weather, but shoes or sneakers must be brought for daily wear.
5. **HAIR:** Hair needs to be cut in a neatly tapered style with no definite designs or hard lines around the head. Hair should be layered above the collar, eyebrows, and the ears. Fad haircuts are not acceptable such as, locks, twists, mohawks, frohawks or unnatural colors (i.e. purple, green, blue, etc.). We obviously cannot cover every type of fad haircut. Therefore, we reserve the right to make judgment calls concerning appearance.

## GRADING SCALE

The school will use the following grading scale:

93-100	A
85-92	B
77-84	C
69-76	D
0-68	F

If any students or parents have any questions about grades, please feel free to contact the classroom teacher.

## HEALTH INFORMATION

The New Jersey State Law requires every student to be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps, chicken pox, and hepatitis unless these immunizations are medically contraindicated. Proof of immunizations must be turned into the school office before a student is enrolled. Students having the first series of immunizations will be admitted for sixty days in order to allow them the time to have the required immunizations

completed. Failure to have the required immunizations will result in dismissal from school. Students entering PK3, PK4, and Kindergarten will be excluded immediately without documentation of receiving the chicken-pox vaccine.

In the event a student is injured, parents or emergency persons will be notified as soon as possible. If the condition is considered serious or life threatening by the school staff, the student will be taken by ambulance to Robert Wood Johnson University Hospital at Hamilton. If an injury occurs while away from the school facility, the student will be taken to the nearest hospital, and parents will be so informed.

### **HOMEWORK ASSIGNMENTS**

We believe that homework is an integral part of the school program. Teachers are at liberty to give homework to aid each student in the advancement of his studies. Each teacher may assign homework daily for the purpose of supplementing and reinforcing classroom work. Teachers will make assignments to students as clear as possible. It is the student's responsibility to understand and complete these assignments. An important part of a child's education is learning to complete class assignments, research papers, and homework at the time prescribed. A limited amount of homework is assigned on Wednesday to encourage attendance at the local church's midweek prayer meeting. Students in Kindergarten through 5<sup>th</sup> grade will receive a homework sheet via email each Friday or Monday detailing the week's assignments.

### **HONOR ROLL**

The Honor Roll is a list of students who have achieved above average grades during a marking period. The following guideline governs the Honor Roll: Each student must maintain at least a 3.5 average on the 4 point system (A=4, B=3, C=2, D=1). Certificates will be given out each marking period to students who qualify.

### **HOURS OF THE SCHOOL DAY**

<i>Office Hours</i>	<i>8:00 a.m. – 5:30 p.m.</i>
<i>Pre-K</i>	<i>7:30 a.m. – 5:30 p.m.</i>
<i>Grades K-8</i>	<i>8:30 a.m. – 3:10 p.m.</i>

Pre-school opens at 7:30 a.m. and closes at 5:30 p.m. each day. The actual class begins at 9:00 a.m. so the students may arrive any time between 7:30 a.m. and 9:00 a.m. Students may be picked up any time before 5:30 p.m. There is no care provided after 5:30 p.m.

Kindergarten – 8<sup>th</sup> grade classes begin at 8:30 a.m. each day and end at 3:10 p.m. A Pre-care program is available for any K – 8<sup>th</sup> grade student who must be dropped off between 7:00 a.m. and 8:00 a.m. Regular care begins at 8:00 a.m. with no additional charge. An Aftercare program is also available for anyone who cannot pick their child up from school by 3:10 p.m. There is an additional charge for staying in the Aftercare or Pre-care programs.

## **LEGAL DISPUTES & LITIGATION**

Even though it has been rare that we have found ourselves in litigation with families over our policies and procedures and/or the enforcement of such policies over all the years of operation, we hold the biblical position that we do not need to and should not engage in litigation with fellow Christians. Our procedures have been to work out any disputes through consultation and discussion drawing upon the leadership of Faith Baptist Church and the leadership of the church of the offended party. We are committed to refusing to engage in any civil litigation against fellow Christians and we believe that all civil disputes can be and should be mediated between Christians and/or their respective churches/officials of such churches. Enrollment and attendance at Faith Christian School constitutes an agreement between Faith Christian School and any and all families, that they will only seek to mediate disputes in this biblical manner and/or by selecting an agreed upon mediator or mediating board outside of the judicial system to settle any and all legal disputes. Please do not enroll your child at FCS or sign the form indicating that you have read and will follow the policies and procedures included herein if you do not want to follow this biblical pattern for disputes of policies and procedures of FCS. By signing the form that states that you have read and understood the policies and procedures of FCS, you are agreeing to this policy as well as others so included in this handbook. If you cannot agree to the stated policies and procedures designed to protect your children and to promote a smooth-running private Christian school, then it is best you seek out a school with which you are in agreement as to its policies and procedures.

## **LOCKERS**

Students in grades 6-8 will be assigned a locker. Students will provide their own combination lock. Any student entering another student's locker is subject to disciplinary action. Lockers are to be locked and kept clean and orderly at all times. FCS reserves the right to search and inspect lockers at any time and for any reason.

## **LUNCH PROGRAM**

All lunches will be available for purchase by Padrino's of Hamilton. Students may also bring bag lunches. Snacks may be purchased to supplement bag lunches. If your child does not have a lunch, we will provide a basic sandwich and drink and charge you accordingly.

Lunch orders will need to be placed in advance through ParentsWeb, along with payment, and is due every other week. Online orders and payments only.

Students with a food allergy requiring an EpiPen cannot purchase lunch or snacks from school.

## **MUSIC**

Students in the elementary grades receive musical instruction twice each week and are taught by a qualified instructor. These sessions combine music theory with practical application to produce an enjoyable and educational period.

FCS students participate in two musical programs during the school year, one in the fall and another in the spring. Their music instruction during the year is primarily in preparation

for the musicals which they are required to attend. Failure to attend will result in a one-day suspension.

Pre-K students will have music class one time per week. They will learn many fun songs as well as some basic music information.

The Middle School students have the opportunity to join Select Chorus, Ensemble, or Hand bells. These groups are made up of students who want to excel in music. The groups practice once or twice a week during selected hours. They perform at both a fall and spring concert. Attendance at the programs is mandatory for all group participants.

A student will only be excused from participating in a program if there are extreme, extenuating circumstances and if the administrator excuses the student IN ADVANCE upon notification, unless it is absolutely impossible due to the suddenness of the emergency. Any student who misses a program without being excused in advance will be suspended or the following school day.

### **PARENT HELPERS**

All parent helpers must have a background check before taking part in activities such as field trips or Field Day.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences for Kindergarten – 8<sup>th</sup> grade students are scheduled once each year. In addition to the one regularly scheduled parent/teacher conference, extra conferences will be scheduled as needed. Parents wishing additional conferences are encouraged to contact their child's teacher to make an appointment. All of the teachers will be willing to set up a conference at any point during the year. This includes Pre-K parents.

### **PARENT/TEACHER RELATIONSHIPS**

We, as teachers, work with students in a different context than most parents. When we make a decision on an assignment, we make it in the best interest of the child. Therefore, we expect parents to support us in our decisions. Matthew 18:15-18 states the biblical method for handling disagreements. Please discuss the problem with the teacher first. If you cannot resolve the difficulty there, then arrange a conference with the principal. If your problem has not been resolved after going through these channels, you must decide to either submit to the decision or withdraw the student.

### **PAYMENTS**

All tuition payments are due on the first of the month with a ten-day grace period extended. All accounts with a balance due after the 10<sup>th</sup> of the month will incur a late charge. A second late charge will be applied if the account has not been paid by the 15<sup>th</sup> of the month. Any account more than thirty days past due will result in your child not continuing as a student until the account is made current or other arrangements are made.

Charges are posted to ParentsWeb for Pre-care, Aftercare, Music Lessons, Late Arrivals/Early Dismissals, etc... All accounts must be kept current. You can pay on line through ParentsWeb, or you can make payment in the school office. Checks should be made out to Faith Christian School.

### **PHYSICAL EDUCATION**

In Pre-K the students will have a large motor activity time every day. They will also have PE class one time per week based on availability in the PE teacher's schedule.

Students in Kindergarten – 8<sup>th</sup> grade will have PE class two times each week. The students will come to school in their PE clothes on PE days only, unless otherwise stated. This program emphasizes the importance of staying physically fit. Instruction in Christian sportsmanship is also given through organized team games.

### **PICK UP TAGS**

In today's day and age it is imperative that we take every step possible to keep our children safe. Every parent will be given four pick up tags with their child's name on them. Anyone who is sent to pick up the child must present a pick-up tag or the child will not be released. Parents may request as many pick up tags as you would like, however, there is minimal fee. Realize that the more pick up tags you have the greater chance that they could get into the wrong hands.

### **PRE-CARE**

No children are to be left at the school earlier than 7:00 a.m. There are no exceptions. This is for your child's safety. You may wait with your child until 7:00 a.m., but no child may be left unattended. Adult supervision will be provided at 7:00 a.m. through our Pre-Care program. Those who participate in Pre-Care will be billed every 4 – 5 weeks for that service.

### **RENWEB**

All parents are able to have access to the Parent's Portal of RenWeb by going to the school website at [www.FCSschool.org](http://www.FCSschool.org) and clicking on the appropriate link. By simply entering your user name and password all parents can have immediate access to grades, progress reports/report cards, calendars, and so much more. Simply call the school office to obtain your user name and password.

### **REPORT CARDS**

The purpose of report cards is to inform parents and children of the progress or lack of progress which is being made. Each child's ability, attitude, and work habits are taken into consideration in grading. Report cards will be sent out approximately every nine weeks. The teachers are always available to discuss your child's progress with you. Report cards may be

held at any time due to a seriously delinquent bill. As soon as the payment is received the report card will be released.

### **SNOW DAYS**

If school should be canceled or delayed for any reason, the following procedure will be followed:

1. If Hamilton schools close, we will close.
2. If Hamilton schools have a delayed opening, we will have a delayed opening.
3. Announcements will be made on the following places before 7:00 a.m.
  - FCS Web-site ([www.FCSschool.org](http://www.FCSschool.org))
  - Facebook
  - School-wide text

### **K – 8<sup>th</sup> GRADE TUITION**

During the month of January, the tuition rates will be published for the upcoming school year. Any parent who pays their tuition in full by the 10<sup>th</sup> of July will be given a discount. The education committee will decide on a year to year basis what the discount will be. If you cannot pay the entire amount at once, you may pay monthly. Kindergarten – 8<sup>th</sup> grade is on a ten-month payment plan. Payments begin in July and continue through April.

1. Payments are to be made on the first of each month.
2. All accounts are payable on the 1<sup>st</sup> day of the month. After a 10-day grace period, unpaid accounts become delinquent on the 11<sup>th</sup> of the month.
3. A \$20.00 late penalty will be imposed on all delinquent payments after the 10<sup>th</sup> of the month.
4. An additional \$10.00 (for a total of \$30.00) will be added after the 15<sup>th</sup> of the month.
5. After the 30<sup>th</sup> day of the month, students are subject to suspension and/or dismissal.
6. Any and all accounts (i.e. Tuition, After Care, Pre-care, Music, etc.), which are delinquent for any amount, are subject to the above late charges.
7. If you enroll your child at FCS you are indicating that you understand that no school records will be released unless accounts are current. This includes Report Cards, Progress Reports, and any information from a student's permanent file.
8. Parents should contact the administrator ahead of time if there is going to be some payment difficulty.
9. If a check is returned for insufficient funds, a \$30.00 charge will be levied against the parent's account. The parent will then be required to make all subsequent payments in cash or money order.
10. The school will not accept responsibility for payments lost or late when they are sent with a child.

### **Fees and Payments**

1. Tuition: Even though parents are allowed to pay the annual tuition cost over a 10-month period, full payment of the annual tuition is owed beginning the day enrollment is complete. As the situation warrants, we are willing to consider refunding monies if your child does not complete the academic year for various



reasons, computed by calculating the days in school up to the completion of the withdrawal process.

2. At least one month's tuition is always nonrefundable, as well as actual days in attendance.

### **PRE-K TUITION**

During the month of January, the tuition rates will be published for the upcoming school year.

1. Payments are to be made on the first of each month.
2. All accounts are payable on the 1<sup>st</sup> day of the month. After a 10-day grace period, unpaid accounts become delinquent on the 11<sup>th</sup> of the month.
3. A \$20.00 late penalty will be imposed on all delinquent payments after the 10<sup>th</sup> of the month.
4. An additional \$10.00 (for a total of \$30.00) will be added after the 15<sup>th</sup> of the month.
5. After the 30<sup>th</sup> day of the month, students are subject to suspension and/or dismissal.
6. Parents should contact the administrator ahead of time if there is going to be some payment difficulty.
7. If a check is returned for insufficient funds, a \$30.00 charge will be levied against the parent's account. The parent will be required to make all subsequent payments in cash or money order.
8. The school will not accept responsibility for payments lost or late when they are sent with a child.

### **Fees and Payments.**

1. Tuition: Even though parents are allowed to pay the annual tuition cost on a monthly basis, full payment of the annual tuition is owed beginning the day enrollment is complete. As the situation warrants, we are willing to consider refunding monies if your child does not complete the academic year. If a child withdraws during the month tuition for the full month will be charged.
2. At least one month's tuition is always nonrefundable, as well as tuition for the month during which the child withdraws.

### **VACATION POLICY**

**Family Extended Absence/Vacation Policy:** In order to gain the most from school, your child must be in regular attendance. Uninterrupted daily attendance, when school is in session, is extremely important. We would like to discourage absences while school is in session. Excused absences can only be allowed for illness of the child, death in the family or that of a close friend, or emergencies beyond the parents' control. Absences for any other reason will be deemed "unexcused." You may petition the Education Committee by letter if you believe your absence should be excused. The Committee will review petitions the second Friday of each month. A child is expected to make up any work missed due to excused or unexcused absences. For each day missed, the child will be given 1 day in which to make up missed assignments.

We discourage the taking of family vacations during the academic year. However, if a student is absent for a personal family vacation, a folder will be set aside in which all the daily

work will be kept until the child's return. The child will be given 1 day to make up the work for each day missed. If the child does not take the tests, they will then receive a "0" for that work.

### **WITHDRAWAL FROM SCHOOL**

Withdrawals from the school must go through the school office. All tuition charges continue until the withdrawal process is completed. No Report Cards or any records will be released to any student whose account is not current. When you register your child to attend FCS you agree to see that your account is current at all times and that all charges are paid. You understand by registering your child at FCS that if you withdraw your child from FCS for any reason before the first day of school and/or before the end of the academic year in which he/she is enrolled, or if your child is dismissed from FCS for any disciplinary/academic reasons, the annual tuition subject to consideration of any refunds, the first month's tuition, registration fee, activity fee, and book/supply fee are nonrefundable. You understand by registering your child that one month's tuition and any other tuition prorated based on the number of days that your child has actually attended FCS is absolutely nonrefundable. Withdrawal or dismissal from FCS can occur from the date of registration to the last day of school for that enrolled academic year.

When you register your child in FCS, you are saying that you understand that you must follow this procedure for withdrawal:

1. The parent must visit, write, or call the school principal or administrator.
2. The parent must, in writing, indicate desire and reason for withdrawal.
3. The parent will be informed of the present financial status of the account upon request.
4. No records will be given to the parents. They will be forwarded only to the school of transfer upon request by the receiving district.
5. After the child is tested and accepted, and the necessary enrollment materials are satisfactorily returned and a child is placed on the class rolls, there is a minimum charge of at least one month's tuition for all students who are withdrawn or dismissed for any reason, along with registration, book-supply, and activity fees.