



Fountain City
Christian School

Parent-Student Handbook

2018-2019

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Mission (What we do)

As a coeducational, college preparatory institution that includes K5 through grade 12, Fountain City Christian School fosters continuous academic, spiritual, emotional, cultural, and physical growth in a challenging and nurturing environment. At Fountain City Christian School, the quest for educational excellence involves parents, teachers, students, administration, and board members working together as an informed team.

The mission of Fountain City Christian School is to train each child to identify truth, think critically, and live justly according to God's Word, as we worship Jesus and serve others.

Our Vision (Why we do it)

The community needs:

A school where God's people join together to train the next generation to worship God with their entire lives: intellectually, spiritually, socially, emotionally, and physically.

**WE INVITE ALL THOSE WHO JOURNEY THROUGH OUR DOORS
TO BE DISCIPLES OF CHRIST.
WE TRAIN ALL THOSE WHO STAY
TO LIVE IN A WAY THAT THE WORLD KNOWS
THEY ARE DISCIPLES OF CHRIST.**

Because of this: Our students will be Kingdom-minded servant leaders who seek wisdom, are filled with the Fruit of the Spirit, and are ready to train more disciples.

Philosophy (Why we operate the way that we do)

Basic to the philosophy of Fountain City Christian School is the fact that children, parents, and teachers are partners in promoting a quality Christ-centered education. Through interactive, supportive relationships between the home and school contexts, students have a better opportunity to develop their potential as a total person.

At the heart of the education process reside the children and their unique needs, interests, and abilities. Each student is accepted as a valuable and unique individual, loved by God, and capable of growth toward the highest spiritual, personal, and academic achievement consistent with his/ her ability. This requires the setting of high educational standards and providing each child with the appropriate learning environment and educational experiences to achieve these goals.

Fountain City Christian School's Statement of Philosophy

- We believe every child is loved by God and is created in His image.
- We believe every child can learn.
- We provide appropriate guidance, experiences and materials for learning.
- We invite children to share the responsibility for their education, recognizing that they learn best when actively involved.
- We encourage cooperative learning: child/parent, child/child, child/teacher.
- We maintain learning goals for which we are accountable.
- We direct all our efforts toward developing curious, thoughtful, life-long learners who honor God and serve others.

Fountain City Christian School's Statement of Instructional Strategies

- We stand for a strong basic curriculum: reading, writing, arithmetic. We expect our children to grow up literate.
- In addition, we regard Bible, science, social studies, music, the arts, foreign language, physical and health education, as essential parts of a core curriculum.
- We favor an integrated curriculum as the most natural and practical way to learn.
- We educate all aspects of our children. We care about spiritual, social, emotional, and physical well-being, as well as academic success.
- We believe that high expectations will help bring about high achievement.
- We foster self-respect in our children, and cultivate respect for all others in our school, child and adult alike.
- We encourage a diversity of teaching styles, approaches, and methods.
- We recognize the differences in children, not only the diversity in their learning styles, but also cultural differences.
- We advocate for children, and our efforts on their behalf are positive and nurturing.
- We teach by example.

Goals

Our students will know, understand, and apply our mission on a daily basis.

This will be achieved as we:

- Instruct from a Biblical world-view.
- Assess through a process which takes into account student learning outcomes.
- Engage students in their world as they discover and serve.
- Grow our classroom environments to include teaching that interacts at multiple levels.
- Challenge students to achieve beyond their expectations.
- Develop character in each student based on God's instruction.
- Prayerfully support each family involved in the school.
- Pursue healthy relationships with local churches and ministries.
- Work together as a faculty and staff to lead by example as life-long learners committed to following Jesus Christ.
- Operate consistently within our vision and mission.

Core Values

Academic Preparation

Students will receive an excellent academic education that is Biblically based and accommodating of the unique design of each student so that they possess the knowledge and skills to function effectively in a diverse world, equipped for the next endeavor, whether instruction or occupation..

Biblical Discernment

Students will possess knowledge and understanding of God's Word so that they are able to defend a Biblical worldview and can critically evaluate the current culture in light of God's Word.

Spiritual Growth through Community

Gifted and passionately committed Christian teachers and staff who positively influence students will provide an authentic and vibrant Christian community that encourages spiritual growth and fosters a sense of belonging and acceptance. Students will be encouraged in a growing relationship with God the Father, Son, and Holy Spirit.

Service to God and Others

Students will learn to carry out their life's work as a calling from God, reflecting Christ's love in their family, neighborhood, and throughout the world, while seeking in all endeavors to "do justice, love kindness, and walk humbly with their God."

Parent Code

The School Board considers the following Parent Code to express the appropriate response of each parent for their support of the Christian educational program at Fountain City Christian School.

I understand the importance of:

- Earnestly praying for Fountain City Christian School (FCCS).
- Understanding and adhering to the “Statement of Cooperation”.
- Doing my best to make Christian education effective in the life of each of my enrolled children so that he or she may love and serve the Lord Jesus Christ.
- Undertaking volunteer duties and responsibilities for FCCS as opportunities arise and as God provides time and strength.
- Recommending FCCS to other Christian families as opportunities arise.
- Attending meetings and parent functions of the school regularly.
- Seeking to resolve any dissatisfaction by resolving the matter with the person or persons involved rather than spreading criticism or holding a negative attitude in my heart.
- Seeking, when possible, the advancement of FCCS in all areas of its ministry.
- Realizing our financial responsibility and paying our tuition on time.

Student Code

Fountain City Christian School offers you many opportunities and privileges. With privileges come responsibilities.

- Understanding and adhering to the “Statement of Cooperation”.
- You will be challenged to grow academically and spiritually.
- You will be offered school activities to participate in and to support. You will be expected to be honest, respectful, and kind in your relationships with other students, teachers, staff, and visitors to our school, realizing that all relationships are of value.
- You are expected to be informed regarding students’ rights and responsibilities as outlined in the Student Handbook.
- You are expected to obey the guidelines for student behavior while on school property, at school activities, or in any situation in which you are representing Fountain City Christian School.
- You are expected to take pride in your school grounds and facilities and make every effort to care for them.
- Your relationship with Jesus should be a reflection to the entire world and not just limited to the hours that you are in school.

All that you do, positively or negatively, reflects your relationship with the Lord, your obedience to your parents, your care for your school, and your respect of yourself and others.

Statement of Faith

1. **God:** We believe in one God, revealed to mankind as the Father, the Son, and Holy Spirit (Deut. 6:4; Isaiah 43:10; Matt. 28:19; Gen. 1:1; Rom. 1:1-5,20).
2. **Jesus Christ:** We believe that Jesus Christ is God made Flesh, was virgin born, lived a sinless life, died on the cross, was raised from the dead, is seated at the right hand of the Father, ever lives to make intercession for us, is the Head of the Church, and is our soon- returning King (John 1:14; Isaiah 7:14; I John 2:2; Mark 15:44-45; Eph. 1:20, 4:9-10, 5:23; Acts 10:40; I Cor. 15:6; Heb. 7:25; Rev. 19:16).
3. **Holy Spirit:** The Holy Spirit has been sent to indwell, guide, teach, and empower the believer, and to convince the world of sin, righteousness, and judgment. (Acts 1:8, 2:4, 2:38-39)
4. **The Bible:** We believe in the Bible as our only infallible rule of faith and conduct. (Matt. 22:29; II Tim. 3:15-16; Rom. 15:4; II Pet. 1:19, 21).
5. **Sin:** We believe that sin entered the world by one man, Adam, and brought death, both spiritual and physical, upon the whole human race. (Gen. 2:17; Rom. 3:23, 5:12, 6:23; James 4:17).
6. **Salvation:** We believe that salvation from sin is available to all men through faith in Jesus Christ's death and resurrection. (John 3:3-8,16; Col. 3:10; II Cor. 5:17; Phil. 2:12; Eph. 2:8-9; Rom. 12:2, 13:11; Luke 21:28; I Pet. 1:9).
7. **Water Baptism:** We believe that identification with Christ's death and resurrection is expressed in water baptism. (Rom. 6:3-4; John 3:23; Matt. 3:15, 28:19; Acts 2:38, 8:12-16, 10:48, 19:4-5).
8. **Sanctification:** We believe in personal holiness through the in-dwelling work of the Holy Spirit as both an immediate and progressive work. (I Cor. 1:2, 6:9-11; Heb. 12:14; II Cor. 7:1; II Tim. 2:21-22).
9. **Great Commission:** We believe in the Great Commission given by Jesus to "Go into all the world and preach the gospel to every creature, to make disciples of all nations, that repentance and remission of sins should be preached among all people." (Matt. 28:18-20; Mark 16:15).
10. **Resurrection:** We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation. (John 5:26-29).

Accreditation

Accreditation is an administrative means designed to attain uniform education for all children. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determine to be minimum academic and facility standards for schools. Accreditation teams investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular administrators.

Fountain City Christian School is an Ohio chartered, non-tax-supported school as defined by the Ohio Department of Education. FCCS meets all minimum Ohio standards for education but does not receive tax support.

Fountain City Christian School is also accredited by the Association of Christian Schools International (ACSI).

Curriculum

It is foundational to our mission to use curriculum that provides an excellent education as we train our students to identify truth, think critically, and live justly according to God's Word. All areas of instruction will be based upon the student's need to learn the content as well as know their Creator. We use a mixture of sources in order to accomplish this task but believe that all teaching, regardless of the source, should reflect the truth of God's Word.

Admissions Policy

Fountain City Christian School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, behavioral history, or whose personal or family beliefs and /or lifestyle is not in harmony with the stated philosophy of Fountain City Christian School.

A. GENERAL ADMISSION REQUIREMENTS

At least one parent in the household must genuinely acknowledge a relationship with Jesus Christ through the process of a family interview.

Annual signatures of the FCCS Statement of Faith are required, acknowledging a belief in these truths. It is also understood that all instruction is based on the Bible and the philosophy and objectives of FCCS. Parents must also annually sign the Statement of Cooperation acknowledging their responsibilities as FCCS parents.

Students who are not coming from an accredited school will be required to complete placement assessments. A probationary period of the first semester will be required for final placement of grade. Should a change be deemed necessary, parents will be notified before the end of the first semester. All new students will be on academic and social probation for the first semester. (Academically, the student must maintain a 70 or higher in all academic areas. Socially, their behavior must be in compliance with the guidelines listed in the Parent/Student Handbook.)

No student shall be admitted who:

- Is not eligible to return to their previous school.
- Has a history of disciplinary problems at prior schools.
- Has academic deficiencies that cannot be addressed at FCCS.
(This is based upon testing, prior school records or information received from previous instructors.)
- Has emotional problems that cannot be met by FCCS.
- Has a court record or a reputation that is ungodly.
- Has a physical handicap or learning disability for which our program is not staffed.
- Is married or has been married.
- Is pregnant or has a child.

Families seeking admission to FCCS must meet the following standards:

- The parent(s) or guardian(s) must have legal custody of the child(ren) and they must reside in the household for the majority of the time.
- The family must have at least one parent or guardian residing in the household. If there are two parents residing in the household, they must be a legally married man and woman. This is based upon the Biblical standards of marriage based on Romans 7:2-3, Matthew 19:5-6, and Ephesians 5:22-23.
- The family must be active in a local Bible-believing church.

B. ELEMENTARY – Grades K-6

To be admitted, a student must present evidence of readiness, including the satisfactory completion of work for the grade previous to that for which he/she is making application. Applicants for kindergarten must be five (5) years of age and applicants for first grade must be six (6) years of age on or before September 1 of the school year.

Students must show at least average performance as indicated by a standardized testing program. Students must have passed the most recent grade level prior to application.

If it is determined that gaps exist in academic areas, additional intervention may be required at an additional cost.

C. MIDDLE SCHOOL AND HIGH SCHOOL – Grades 7-12

To be admitted, a student must present evidence of competency in language arts and mathematics skills for the academic level to which the student is to be enrolled.

For admittance / enrollment to middle school, a student must annually sign the FCCS Statement of Faith, acknowledging a belief in these truths.

For admittance to middle school, a student must have successfully passed the previous grade.

For grade nine admittance, a student must have successfully completed all requirements for promotion from grade eight to high school.

For admittance to grades ten, eleven, or twelve, a student must have successfully earned the required number of credits to be classified as a

sophomore, junior, or senior. As credits are evaluated, additional coursework may be required.

If it is determined that gaps exist in academic areas, additional intervention may be required at an additional cost.

To be admitted, students must submit two references (i.e., pastor or youth director, principal or school counselor, teacher, or another adult who is not a relative and who knows the student well). The reference forms will be requested through the online application process. The administrator may conduct a follow-up phone call for the references.

All students seeking admission to grades 7-12 must complete an interview with the principal/administrator.

2018-2019 Tuition Schedule

Registration for the 2018-2019 school year will begin February 1, 2018.

Returning Students: The enrollment fee for returning students is \$200.00 per student. This fee is NON-REFUNDABLE and NON-TRANSFERRABLE. If re-enrolling, the student's previous year's account must be current at the time of re-enrollment and paid in full prior to the beginning of the 2018-2019 school year. This fee holds a spot for the student and includes the book/technology/activity fee. Please contact the business office if there is a need to make payments toward the enrollment fee.

New Students: The application fee for a new student is \$50.00 per student and must be paid in order to submit the online application for review. Once the school offers an official invitation for the applying student to enroll, a \$200 fee and all necessary documentation is needed to complete final enrollment. This fee holds a spot for the student and includes the book/technology/activity fee. The fee is NON-REFUNDABLE and NON-TRANSFERRABLE.

Tuition per Grade Level

9th -12th	\$3,200	Yearly
6th -8th	\$3,100	Yearly
K5 -5th	\$4,650	Yearly

All fees must be paid in full prior to the first day of classes.

À la carte classes are available. Tuition is based upon the courses chosen and their cost.

Fountain City Christian School Financial Policy

Tuition payments can be made with the following options:

*Tuition Paid in Full

*10-Month Payment Plan (August-May)

*Monthly Payment Plan - Late Entrance (_____ - June)

Tuition and fee payments are due the 1st of each month. There is a grace period of 10 days to make the payment. Any payment after this time will be considered delinquent and a late fee of \$30.00 per family will be assessed to the account.

Children of a family with delinquent payment will not be permitted to attend classes if they fall one month behind payment unless payment is made or acceptable arrangements are made with the business office. Families not current in their monthly commitments by the end of the 1st semester or by the end of the 2nd semester may be removed from the active school enrollment list. The Administrator will notify those who are in jeopardy.

If parents find they need to withdraw a student due to job relocation or move from the area, they must contact the school Administrator and sign a release form so that grades and records may be transferred to the new school.

Reinstatement of a dropped account will be made immediately upon receipt of all payments in full.

Financial Aid: An application for tuition assistance may be obtained from the FCCS Business Office.

Refund Policy: If a family is leaving the area, tuition and fees needing to be reimbursed will be calculated in the following manner. Tuition will be charged through the month in which they withdraw. If there is a balance in the account after this, it will be refunded.

Refunds will not be given for reasons other than leaving the area. A family's financial commitment is for the tuition for the year of enrollment.

Credit Recovery Costs: Tuition cost for high school students does not include credit recovery for classes withdrawn from prior to completion or for classes without a passing score (60% or higher). All credit recovery costs are the responsibility of the parent.

Standards of Conduct

Fountain City Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. Beyond this initial step, it is up to each individual Christian, with the help of the Holy Spirit, to mature and grow into the image of Christ (Romans 8:29), which becomes a lifelong endeavor. As the Christian begins to work out his salvation (Phil 2:12), the Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and high law of love (Matt 22:27-39; Rom 13:8-10; Gal 5:14). The result is a life consecrated unto God and separated from the world.

Fountain City Christian School must therefore provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide for such an environment. Our desire is to provide an atmosphere in which spiritual and academic growth is best promoted. This will happen as each individual lives out their lives as the example of Christian role models (Rom 10:9-10, I Tim 4:12). In light of this, FCCS has adopted the following principles.

Students will conduct themselves in a manner that will not raise questions regarding their Christian testimony. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior.

A student is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contented under authority, and a commitment to follow the Matthew 18 principle when issues arise.

Moral misconduct-including but not limited to, the use of inappropriate language and/or media, illegal use of alcohol, addictions to smoking, drugs, gambling and pornography-violates the standards of conduct for students of Fountain City Christian School. These behaviors create an atmosphere that inhibits spiritual growth and Christian character development. Students acknowledge the unique roles of male and female are clearly defined in Scripture (Rom 1:21-27; I Cor 6:9-20) and refrain from homosexual, transgender or heterosexual behavior outside the bounds provided in Scripture. Students will maintain a lifestyle based on biblical standards of conduct.

FCCS believes that the restrictions named above are outstanding types of conduct that are detrimental to us being able to achieve our objectives as a private Christian school.

Students are expected to abide by these standards throughout their enrollment whether at home, school or elsewhere. Students found to be out of harmony with the FCCS Standards of Conduct may be invited to withdraw whenever the general welfare of the school and the other students demand it.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and genuine personal interest between administration, faculty, student

and families there is a fine opportunity for development of strong Christian character and spiritual growth.

Discipline Policy

Discipline is the training of children that corrects, shapes, strengthens, and perfects the student to “conform to the image and character of Jesus Christ.” “All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11 NASB

God has given to parents the responsibility to bring up their children in the discipline and instruction of the Lord. Since FCCS desires to see Christian character grown in its students, the school reinforces values that we believe are already being taught in the home.

Children need to be taught both God’s love and the need to respect God-given authority. It is our belief that authority and discipline, exercised in the spirit of Christ, done with a balance of love and firmness, will generate Christ-like character in a child.

All disciplinary measures will be given as the teacher and/or administration applies the school’s policy in each individual situation. In each case, we want to be sensitive to the individual student’s development and maturity. Cooperation is essential between the parent and school to best help the students apply the spiritual truths to their lives. Fairness and consistency are important qualities to maintain in the disciplinary guidelines.

The following guidelines will be followed at FCCS to promote and maintain good discipline and self-control within the students:

- Each teacher will provide a positive, motivating classroom atmosphere that encourages children’s behavior to exemplify the character of Jesus.
- Each teacher will use wisdom in enforcing classroom regulations in the manner which he/she feels is in accordance with Christian principles.

The school is responsible for:

- Seeing that the classroom rules and guidelines are clearly defined and consistently applied.
- Defining the offense and the plan of action when this is required.
- Informing the parent of the problem and procedures of correction.

Each teacher will consider the following options in dealing with an offense but not necessarily in this order:

- Using spoken word, eye contact, presence, etc., to correct behavior.
- Asking student to leave the room.
- Arranging to talk with the student after class.
- Assigning written work.
- Taking away student privileges.
- Contacting the parent regarding the behavior by phone or written note.

- Arranging for a parent conference with the teacher.
- Assigning detention.
- Arranging for a conference with the Administrator.

Deliberate disobedience, disrespect, lack of courtesy, incomplete homework, cheating, or other behavioral problems will be handled by the individual teacher. Recurrent or unusual situations will be handled by a conference with the Administrator. The first concern of discipline is to aid the student in correcting undesirable behavior. Severe or repeated offenses may result in suspension (temporary removal from school) or expulsion (permanent removal from school).

The school reserves the right to dismiss or deny re-admission to students for reasons the administration deems fit. They may come under the following categories: attitude incompatibility; uncooperative spirit, rebellion toward discipline; chronic, unexcused absences or tardiness; nonconformity to standards of conduct and grooming; and lack of parental cooperation.

Grievance Procedure

Our grievance procedure is based on the Matthew 18 principle (from Matthew 18:15–17) for handling person-to-person problems. Please follow the following steps:

Step One: Keep the matter confidential. Go directly to the staff member that is involved in the problem. Discuss any problems only with him/her. Be straightforward and ready to resolve the situation. If the problems is yet unresolved, fill out the **Conflict Resolution form** (found in the school office) and proceed to step two.

Step Two: The parent and the staff member agree to share with the Administrator. The Administrator will look at the situation and offer a solution. If the problem is yet unresolved, proceed to step three.

Step Three: If the parent feels the issue is yet unresolved, he/she can take the matter before the school board. All requests going before the school board will be taken to the board through the Administrator. Each request will be granted an audience or a written explanation.

Policy against Bullying

It is essential that we provide an environment that reflects God’s values. Included in this is the understanding that all people are to be valued and cared for. We will insist this standard is maintained by our students at all times. Bullying, in any form, is not acceptable. Students will not use physical, emotional, social, or psychological means to bring harm to others. Those choosing to do so will meet with the Administrator, the occurrence will be documented, and parents will be contacted to discuss correcting the situation.

Attendance Policy

Good school attendance habits will help make our students into reliable adults.

In case of absences for any reason parents must:

- Call the school before 9:00 A.M. (or send a dated note with another child who will bring it to the school office before school begins) and state the reason for the student's absence.
- If an absence is foreseeable, a note should be sent in advance. The student must make up work for each day of absence.
- On the day a student returns to school after an absence, he must bring a dated, signed note from the parent stating the reason for the absence, or the absence will be considered unexcused. **All unexcused absences will be handled by the school Administrator.**

For the welfare of your child and others in the school, all children who are ill must be kept at home. The school desires to be notified of an illness so that the class may pray for the student.

Excused absences consist of illness, emergency, death in the family, observance of religious holidays and family vacation (if approved beforehand by the administration). If a situation arises where it is necessary for a child to be absent and it is not covered by the above, the parent should discuss the situation with the administration to make arrangements.

Students may participate in a family vacation if the administration approves and deems the trip educational. The trip should include historical, geographical or cultural activities. **Parents must contact the Administrator at least one week before making final arrangements for travel and also notify the child's teacher so there is ample time to prepare the child's assignments.** Parents are urged to carefully weigh the consequences of instructional class time lost in light of the pupil's present progress record. The parents assume the responsibility for overseeing their child's work during vacation or extended illness.

Definition of Truancy and Excessive Absences:

1. Definition of "habitual truant" changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one month without a legitimate excuse;
 - c. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes "excessive absences":
 - a. Absent 38 or more hours in one school month with OR without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with OR without a legitimate excuse.

Doctor and dental appointments should be scheduled for after school hours if at all possible. If such an appointment must be scheduled during school hours, you are

encouraged to make it for late in the school day so the student may attend as much of the school day as possible. Students who will be leaving school during the day for any reason will bring a signed note from the parent to the teacher and will sign out at the school office when leaving. Hours missed for appointments will be included in the totals listed above in determining excessive absences.

Tardiness

Tardiness is a disruption not only to the learning process but to other members of the class. It is important to teach punctuality as an integral part of life. A student is tardy if he/she is not in his/her seat at the start of class. Three instances of tardiness in a grading period will result in contacting the parents and serving a detention. A parent of a tardy student must notify the school office by note or verbally with the reason for tardiness, or it will be recorded as unexcused tardiness. Tardy students must come to the school office when arriving, to sign in and receive a tardy slip to take to the teacher; tardy students are not admitted to class without a tardy slip.

Church-related functions (other than regular mid-week services) and school sports are considered extracurricular activities and should not be entered into if they interfere with a student’s homework and physical well-being.

Daily Schedule

First Bell.....	7:55 A.M.
Tardy Bell.....	8:00 A.M.
Dismissal.....	2:35 P.M.

A copy of the yearly school calendar will be sent to parents and posted to the internet (www.fccschool.com) before the school year begins.

Before and After School Guidelines

School doors on the east side by the playground will be unlocked for the students to enter the building at 7:40 AM. Parents should not leave their child unattended before the doors are opened.

For the safety of the children, always use the designated entrances to drop off or pick up students. All students and guests will use the east lobby doors next to the playground. Parents are to park in the parking area on the east side of the school building.

It is best for the parent to leave the child with the teacher on the first day of school. When the parent remains in the classroom, the adjustment period for both the child and the teacher is made more difficult.

Please be prompt in picking up your children after school as we have no after school care. Parents will need to come to the office to pick up children after 2:45 P.M.

Students are not permitted to stay after school to wait to take part in an evening event unless an adult (parent or staff) has agreed to be responsible for them and the school is notified of student/adult arrangements one day in advance.

Dress Code

Increasingly, the most time-consuming discipline problems in the Christian school are related to dress. The social standards of a fast-deteriorating society and increasingly lax dress codes in public arenas create a greater contrast between the high standards of a separated Christian community and the world-at-large. Recognizing that fashions and styles will continually change, we desire to follow those fashions and styles which will be pleasing to the Lord Jesus Christ, and which will in no way detract from our testimony before the world.

Our objective is to provide an atmosphere that can help our youth to develop a lifestyle of righteous living leading to maturity in Christ. The Word of God teaches modesty in dress and appearance and dress that is “an example of the believers...” (1 Timothy 4:12; 1 Timothy 2:9-10; 1 Thessalonians 5:22; and Romans 13:14).

All students are to be neatly attired and groomed. The following guidelines are given:

Standardized Dress K5 through 12 (common colors)

1. **Girls and boys -**

- a) Pants - dress pants, knee length shorts, no jeans
 - Blue or khaki
- b) Shirts - dress shirts or polo shirts
 - Solid color-no stripes or patterns
 - Navy blue, light blue, white
 - Print/logos-school appropriate, no larger than 2”x2”
- c) Sweaters/sweatshirts
 - Navy blue, light blue, white
 - No hooded shirts allowed
 - Print/logos-school appropriate, no larger than 2”x2”

2. **Girls -**

- a) Capris
 - Blue or khaki
- b) Skirts & jumpers
 - Solid colors or approved plaid (blue as the primary color)
 - Hemlines are to be at the knee or lower when standing.
 - Leggings may be worn under appropriate length skirts, shorts, or dresses.

General Dress Standards K5 through 12

1. Hair should be clean, groomed daily, and of natural coloring.
2. Socks or nylons must be worn when wearing shoes other than sandals.
3. No sandals without back strap, flip flops, or clogs.
4. Shoes must be laced and tied properly.
5. For grades 5-12 the physical education change of clothes is required.
6. The regular dress code applies for field trips, school programs, and all school activities unless the administration decides otherwise because of the nature of the activity.

Standard of Dress for Girls

1. No low-cut or short dresses.
2. Makeup should be used in moderation.
3. Clothing is not to be tight, form fitting, suggestive, immodest, or revealing. This statement includes leggings and jeggings worn alone.
4. No body piercing except earrings.

Standard of Dress for Boys

1. Boys' hair must be cut above the collar. Hair is to be kept off the eyebrows and off the ears. No designs shaved in hair.
2. Face must be clean shaven: no stubble or mustache.
3. Shirt tail must be tucked in.
4. No body piercing.

Denim Day Attire

1. FCCS t-shirts or standard dress code shirts are required.
2. Jeans must not have rips or tears.
3. Jeggings are not permitted.

We encourage parents to inspect the dress of their children before they leave for school each day. Parents of students wearing improper dress will receive an email from the school stating the offense.

The Administrator reserves the right to exercise judgment regarding day-to-day enforcement of the dress code to maintain our general standards of acceptable Christian appearance.

Transportation Policies

Bus Transportation

Our school bus will be used for field trips and extracurricular activities.

We work continuously on the issues of school bus safety. Our drivers have had training in accident prevention and safety. We have a good safety record. Below are some guidelines that with the pupil's and your help, we feel that our school can maintain a safe and efficient transportation program.

While on the bus:

- a. The driver is in charge of the students and the bus. Students must obey the driver promptly.
- b. Classroom conduct is to be observed by students while on the bus. In the interest of safety, only low-volume conversation is permitted. Unnecessarily loud conversation could divert the driver's attention and result in a serious accident.
- c. When boarding the bus, students should go quickly to their assigned seats.
- d. Students should keep hands and head inside the bus at all times after entering and until leaving the bus.
- e. Students are asked to assist in keeping the bus safe and clean at all times.
- f. Pupils should never tamper with the controls or the equipment on the bus.
- g. Pupils should treat the bus equipment as they would valuable furniture in their own home. Damage to seats, etc., must be paid for by the offender.
- h. Books, packages, coats, feet, and all other objects should be kept out of the aisle.
- i. Nothing is to be thrown out of the bus windows.
- j. Students are not permitted to leave their seats while the bus is in motion.
- k. There must be absolute quiet when approaching a railroad crossing stop or a street intersection.
- l. Eating food and chewing gum on the bus is prohibited.
- m. No radios, tape players, CD players, or MP3 players are to be playing on the bus. The bus driver will determine what the students will listen to if there is a bus radio.
- n. No skateboards, pets, etc. on the bus.
- o. Students may only accompany athletic teams to away events if they have a parent with them. The school will not assume responsibility for individuals who are non-participants.

Car Transportation

Reminder to parents who drive: Parents do not unload by the north or south doors of FCCS, only at the parking lot on the east side of the building. This is for the children's safety.

Regardless of the type of transportation used, students will be expected to respect the property of others. Car pool drivers and bus drivers will be responsible for enforcing rules regarding safety and property.

Student Automobile Policy

It is a privilege to be able to drive to school. All student-driven cars are to be registered in the school office. Cars are to remain parked until students leave for the day. Vehicles are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin. Failure to observe this policy will necessitate cancellation of the privilege of driving to school.

Grading Policy

A+ 97-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	F 0-59%
A 93-96%	B 83-86%	C 73-76%	D 63-66%	
A- 90-92%	B- 80-82%	C- 70-72%	D- 60-62%	

Honor Roll qualifications – The requirement for students in grades K through twelve is that they must have all A's and B's in all subject areas. Students earning all A's are noted on the honor roll.

Grade Reporting – Grade reporting is done at nine-week intervals. Report cards will be issued at the conclusion of each grading period. They will usually be sent home with the student on the Wednesday after the period ends. The last report card will be issued within two weeks of school being dismissed for the summer. All financial obligations must be settled by this date so that report cards can be picked up.

Progress Reports – At the middle of the quarter, progress reports will be sent home for parents. Progress may be monitored online through Parent's Web.

Adding/Dropping Classes - Any changes to a high school student's schedule must be done within the first 2 weeks of 1st and 3rd quarters.

Physical Education – Physical Education is a required class from Kindergarten through the 8th grade. In high school a ½ credit of physical education is required in order to graduate.

Grade Point Average - Grade point average (GPA) is a major standard index of high school academic achievement used for admission to most colleges, universities, and vocational schools. Grade points are assigned to semester letter grades for all classes according to the carried credit of each semester. (See Grade Point Equivalent Chart below.) Grade point average is calculated for the semester, the year, and high school years-to-date by dividing total grade points by total carried credits.

Grade Point Equivalents:

A+ = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	

Graduation Requirements – To graduate from FCCS, a student must have 21 credits. Note that these requirements are minimal requirements. College entrance requirements and Honors Diploma Requirements are built upon these minimal requirements. Even though Bible is not listed in the College Entrance or Honors Diploma requirements, Bible classes are necessary for graduation from FCCS. Credits must include the following:

- 4 credits Bible (or 1 Bible credit for each year as an FCCS student)
- 4 credits English
- 4 credits Mathematics
- 3 credits Social Studies (American Government, U.S. History, and World History)
- 3 credits Science
- 2 credits electives (Economics and Fine Arts)
- 1/2 credit Health and 1/2 Physical Education

**Any additional requirements per the Ohio Department of Education are available upon request.*

College Entrance Recommendations – If a student plans to attend any public or private four-year college or university, these are the recommended courses they should consider in high school.

English – 4 credits (emphasis on Composition)

Mathematics – 4 credits (Algebra I, Algebra II, Geometry or Pre-Calculus)

Social Studies – 3 credits

Science – 3 credits (Physical Science, Biology, and Chemistry)

Foreign Language – 2 credits

Graduating with honors requirements - An Honors Diploma is offered to students who complete the following requirements. In addition to the above-mentioned credit requirements, students are required to complete two tracks of honors courses. Students may choose from sequence one either Language Arts or Social Studies and from sequence two either Mathematics or Sciences. To enter the honors course, students will be required to complete an application at registration and submit it to the Administrator for approval.

Honors courses and the honors diploma are not to be taken lightly. They both require a great deal of dedication, research, and coursework. They are important, however, in preparing students for success in post-secondary education. Honors course students will be in the same class with other students but will be given additional or modified assignments in place of or in addition to the regular coursework.

Credit Requirements:

English – 4 credits

Mathematics – 4 credits (Algebra I, Algebra II, Geometry, and Pre-Calculus)

Social Studies – 3.5 credits

Science – 4 credits (Physical Science, Earth Science, Biology, and Chemistry)

Foreign Language – 2 credits of one language

P.E./Health- ½ credit each

Academic Requirements:

Minimum ACT score of 25

Minimum 3.5 GPA

Records and Transcripts Requests

Requests for student transcripts which are to be sent to specific colleges or honors programs must be processed through the office. These requests will be processed in the order in which they are received.

School Testing

What are Standardized Tests?

Standardized tests are created to see how students from one school or class compare to other students. They give educators a common standard to measure student performance.

To measure fairly, these tests need to be given under the same conditions for all test takers. The amount of time students have to finish the test is strictly controlled. Each is scored in the same way.

- Aptitude tests measure a student’s ability to learn. They test a broad range of skills that can help students do well in school.
- Achievement tests measure how much a student has already learned.

Achievement Testing

Students from kindergarten through the 12th grade participate in a standardized testing program. A summary report, indicating the student’s grade level and anticipated progress in reading, mathematics, language arts, and other areas, will be sent to each home annually. This information will assist the parent in determining areas of strength and weakness, in measuring grade level skills, and in assessing individual potential.

Spiritual Assessments

As a part of Bible class, each student will be completing a spiritual assessment twice a year – spring and fall. These will be kept on file and serve as one tool used by teachers to help guide students in their spiritual growth.

Chapel

Chapel provides opportunities for our students to be challenged from God’s Word regarding their relationship with Christ and their daily walk with Him. Chapel offers our students the opportunity to be blessed and challenged by community pastors, youth leaders, outside speakers, as well as FCCS employees. Students experience a unique blend of worship, biblical literacy, and practical application through student and adult leadership.

College Credit Plus Program

Ohio Revised Code Chapter 3365 allows our high school juniors and seniors to participate in the post-secondary enrollment options program. This enables qualifying students to take college courses at no expense. These courses satisfy high school requirements and carry over as college credits. In order to participate, students must meet the prescribed program requirements in area(s) of anticipated study (i.e. English, science).

National Honor Society

Fountain City Christian School sophomores, juniors, and seniors who meet the set guidelines through both NHS and FCCS may apply for acceptance into the FCCS chapter of the National Honor Society. Candidates must have been in attendance at FCCS the equivalent of one semester and must have a cumulative scholastic average of at least a 3.0

(B). Students will be evaluated on the basis of service, leadership, and character. Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship program. A description of the selection and dismissal procedure can be obtained from the FCCS office.

Promotion/Retention

Satisfactory progress and developmental readiness determine promotion of students to the next grade. It may be necessary for a student to repeat a grade in order to master the material. The total child will be evaluated when retention is being considered. If retention is necessary, it should be done as early in the child's school life as possible. High school students who fail a required course must make up the credit in order to apply it toward graduation requirements.

Textbooks

All textbooks are purchased by the school. Students are expected to take care of all textbooks in their possession throughout the school year. At the end of the school year, books will be checked for soiled or torn pages, broken bindings, and other damage beyond normal wear. Each student will be charged for damages that have occurred. All textbooks taken home must be in a school bag for protection.

Homework Policy

Homework is a valuable part of schooling. Teachers select homework to reinforce basic concepts introduced in classroom activities. If the student applies himself/herself diligently during the school hours, the amount of homework required should not be burdensome. Every effort will be made by the teaching staff to maintain a proper balance in homework assignments. Family activities and special church activities will be considered in the assignment of homework. Please check with your child regularly to determine what his/her assignments are and help them establish good study habits at home. This is an important aspect of home and school cooperation.

Make-Up Work for Absences

When a student is absent, the student must work carefully with the teachers to get the work made up within the same number of days they missed. This work is the responsibility of the student, not the teacher. When the absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline. If, however, a student misses the day a test is given, or an assignment is due, he/she is responsible to take the test or hand in the work on the day he/she returns.

Work or tests assigned prior to the absence, which fall due the date of the absence, or the following day, should be turned in or taken the day the absent student returns to school. An exception to this would be if the parent wrote a note stating that the student was

unable to do any studying at all during his/her illness; the test could be delayed by one day.

Extra-curricular Activities Eligibility

A student is ineligible to participate in extra-curricular activities (clubs, sports) if his/her averages for the previous week were an F in any one subject or a D in two subjects. Grades will be reviewed regularly.

A student who is absent from school may not participate in sports (either a game or a practice) unless he/she was present at school at least half a day.

Lunch

Each student may bring his/her own lunch. Providing your child with nourishing lunches will be beneficial to their learning and classroom activities during the school day. In addition, hot lunches are available on a daily basis. Milk will also be available for each student at a reasonable cost. Applications for reduced lunch costs can be obtained from the school office.

Medications

The law prohibits the administering of any prescription/medicine unless specifically labeled with the doctor's name, child's name, and dosage procedures. Parents must also sign a Medicine Authorization Form regarding administration and dosage procedures. These forms are kept on file in the school office.

1. Only prescription medication will be administered at school. Over-the-counter or sample medications must be accompanied by orders from the physician.
2. Medication must be delivered to the school office by the parent, in the container in which it was purchased. The label must indicate the student's name, name of medication, physician's name, dosage (amount), time (frequency). When the school secretary has checked to make sure all the criteria has been met, she will then have the parent fill out and sign the Medicine Authorization Form. Expired medication or medicine without doctor's instructions will not be administered. Parent must pick up medication bottle once the student is finished with the prescription.
3. A separate supply of medication must be kept at the school. Medication will not be transported between home and school on a daily or weekly basis.
4. If the medication requires equipment for administration (cup, spoon, dropper), the parent is responsible for supplying the articles, labeled with the student's name.

5. A new authorization form will be requested if the medications should change.
6. When the medication is discontinued or at the end of the school year, medication not taken home by the parent will be destroyed.
7. Students with symptoms indicating the possible presence of a communicable disease will be isolated from other students. The parent/guardian will be contacted and asked to take the student home. Please do not bring a child to school that has had a fever or vomiting within the past 24 hours.

Accidents

1. Should your child become ill or suffer an accident while at school, we will make every effort to contact you.
2. Please come promptly when notified of a student's illness or injury. We cannot "allow them to rest for the day" or provide continuous care. Should we call, we have already evaluated the student's condition and believe it necessary for the child to go home. If we cannot locate you, we will then try to contact the person you have designated to be notified in case of an emergency. If this person cannot be reached, we will then call your physician and follow their instructions. In the event your physician cannot be reached, the FCCS Administrator will make arrangements. We will make sure your child receives any special attention required.
3. In the event an accident occurs at school, a report will be sent home with your child by the teacher in charge.
4. Medical costs for accidents occurring at school are the parent's responsibility.

Delayed Opening and School Closing Policy

In case of snow, ice, fog, or other emergency reasons, delay or closing information will be available on the following radio station:

WBCL 89.5 FM Ft. Wayne

Toledo television channels 11 and 13 also carry FCCS delays and closings.

Parents are enrolled in Parent Alert through FCCS. This is an automatic enrollment in RenWeb if we have a current email address or cell phone number. This will send a text message or e-mail update in case of schedule changes.

1 Hour delay- Doors open - 8:40; tardy bell - 9:00; Dismissal-2:35
 2 Hour delay- Doors open - 9:40; tardy bell - 10:00; Dismissal-2:35

Field Trips

Individual teachers may be planning field trips throughout the course of the school year. These trips will be connected with their studies and are designed primarily to enrich and reinforce learning. Teachers may ask students to take notes, write compositions, or take tests upon returning to school.

A natural outgrowth of such trips is that the student is disciplined in self-control and gracious conduct in all kinds of situations.

Parents will cover the cost of such trips and may be asked about their availability to share in the driving. Parents will send money to cover the cost of their child's field trip no later than the day before the trip. If it is necessary due to the nature of a field trip for a student to not attend, the student will be given an excused absence from school. A note is required from the parents prior to the day of the field trip.

Recess

If a child must stay in for recess, he/she must have a note from a parent stating the reason. After three days, the student must have a note from a doctor stating that they must stay inside from recess because of health reasons.

Students will go out for recess unless the temperature is below 20 degrees or there are exceptionally cold winds.

Telephone Policy

Students needing to use the telephone must check with the school office for permission to use the phone.

Visitor Policy

Please feel free to consult the administration regarding any problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parent and student, and each teacher welcomes visits from the parents. We do require, however, that such visits be made by definite appointment with the teacher. Each teacher has the option of allowing or not allowing parental visitation during the first nine-week grading period. Teachers will be available for conference whenever a teacher or parent feels it is necessary.

Visitations are for those involved in the admissions process. Visitors are required to be dressed according to FCCS dress code during their visit.

Damage of Property

If any damage is done to school property by a student, the parents will be held financially responsible. The student will be subject to disciplinary action.

Lost and Found

Lost and found articles may be redeemed from the office. Unclaimed lost and found articles will be periodically donated.

Electronic Devices

Electronic devices are permitted to enter the building but must be turned “off” by 7:40 and remain “off” until the school day ends. They are to remain in student lockers throughout the day.

Laptop computers are allowed for schoolwork, but may not be plugged into the school network. These computers, however, should be limited to school work and study, not for the purpose of watching videos (other than school assignments) or playing games. Please see FCCS policies for student lap top guidelines.

Personal listening devices are not allowed during school hours or on the bus. It is important that students are able to hear instructions at all times.

Any student caught using a cell phone or personal listening device during school hours will have that item confiscated and can collect it from the office at the end of the day on the first offense. The second offense requires a parent to pick up the device after one week. On the third offense, the student loses the device until the end of the school year.

Change of Address

It is the parent’s responsibility to make changes through Parent’s Web in order to notify the office of any address/email/telephone change at home or work. Please do so immediately so that we can reach you if we need to.

Volunteers

We encourage parents to become actively involved in the school and their child’s education. There are many opportunities for parents to volunteer their time and talents to the FCCS ministry. Don’t overlook this opportunity to make a difference in your school and your child’s education.

We welcome volunteer workers to help in various jobs throughout the school year. These areas of need may include playground supervision, lunchroom supervision, helping prepare and serve an occasional hot lunch, teacher's aide, working with children who need extra help, supervising on field trips, planning parties, or disassembling and reassembling classrooms on weekends and any other times needed for school functions. The more we are willing to give, the more our children will be blessed.

Please contact the school office to receive the volunteer handbook and to participate in training.

F.C.C.S. – TAPS (Teachers and Parents of Students)

The Teachers and Parents of Students organization works along with the school to enhance programs and activities for education and fellowship within Fountain City Christian School. The organization works to promote, establish and maintain open, cordial and effective communication between parents, teachers, school administration and the children to bring about a warm, close relationship with the home and the school. We also endeavor to develop and promote an interest in Christian education among other Christians and the general public.

Throughout the school year TAPS will hold meetings. The purpose of TAPS is to provide a time when parents and staff meet together to plan, discuss, pray, and fellowship for the good of the students, their families, and the school.

TAPS is a wonderful way for parents and families to become involved in helping to enhance the Christian school and to work at promoting Christian education in the public eye.

Student Employment during School Hours

Students will not be allowed to work at a job during school hours unless special permission has been given by the Administrator. Permission will be given only if the student has last period study hall and brings a note from the parents stating that he must leave early because of his job. We would discourage students from allowing jobs to interfere with school hours and homework.

Excessive Display of Affection

Any excessive display of affection between students that attracts undue attention to them shall not be considered in accordance with Christian principles. Such actions as holding hands, kissing, or hugging will not be permitted; students violating these rules will be subject to corrective disciplinary action.

Fire, Safety, Lock Down, and Calamity Drill

Fire drills are held once a month in accordance with state rules and regulations. If parents are present during a drill, they should also participate. Directions for exiting each room are posted in the room. Be certain you know the procedure for leaving each room and the building. Leave the rooms in an orderly manner; in single file proceed to the proper locations without any talking. Tornado drills are also practiced in the fall and spring and are coordinated with the tornado alarm system in Bryan, OH. A Lock down drill will be observed by December of each year.

Asbestos Hazard Emergency Response Act

This Act requires that an initial inspection and management plan be prepared unless the school is in a new building with an occupancy permit dated after October 12, 1988. Bryan City Schools has copies of the initial inspection and management plan for this building. Constituents of FCCS may come to the school office to inspect the management plan.

College Visits

- Any junior or senior is eligible to make two college visits during a school year.
- All college visits must be pre-approved by the school office in order for it to be an approved absence. (See guidance counselor for a form.)
 - Complete and submit pre-approval form to guidance counselor at least one week prior to college visit.
 - Student will be responsible for any missed class work.
- Student is required to complete an evaluation form within a week of the visit. (See guidance counselor for a form.)

*Administration has the right to make changes to this document as needed in order to address immediate needs or concerns.

2/8/2018

