



Fountain City

Christian School

**Making a world of difference,
one student at a time.**

Parent-Teacher Handbook
School Year 2008-09
Soli Deo Gloria

Dear Parent,

We praise God for all that He is doing at Fountain City Christian School. We have been blessed with growth and have experienced first hand the fruits of our labors. Through God's infinite wisdom, this board has been established to enable us to better deal with the growth of this school. We all know that it is difficult, at best, to pull this many families together and agree on a set of standards that would please everyone. It is the goal of this board to establish policies that will develop the character traits outlined in the **Philosophy of Education Statement**. It is important that you understand the philosophy of this school and support it so that unity between parent, teacher, and administration can be obtained. This support is essential to achieve effective instruction, character building, and discipline of your children. If you have questions and concerns about any policy at Fountain City Christian School, you may address the board according to the enclosed procedure. We ask that you be patient and understanding as we continue to seek God's guidance in all school matters.

Fountain City Christian School Board,

Garry L. Courtney

Ron Dean

Kimberly Hollin

Dr. James V. Garrett

Matt Rupp

Kip Winzeler

Dear Parents and Students,

Fountain City Christian School was founded as Living Word Christian School in 1985 by Living Word Fellowship Church; and in 1993, Living Word Christian School became a separate corporation governed by a school board. In 2007, Fountain City moved from its original location in Stryker, OH into the more centrally located downtown area of Bryan, OH.

FCCS' entire curriculum is Biblically-based using ABeka, Bob Jones, ACSI, and other curricula. These are designed to emphasize the fundamentals of contemporary education: reading, writing, and arithmetic, all via a Christian-worldview. The results of using this eclectic curriculum are well above the average. Actually, our students have consistently tested one and one-half years above the national average on standardized tests.

Our teachers are individuals who are both academically and spiritually gifted and qualified; they are born again and dedicated to the Lord, Jesus Christ and to His Church.

At FCCS in both the classroom and chapel, we teach character values including honesty, respect for authority, obedience to parents, and discipline ... all based on Biblical truth.

FCCS is continuing its mission of assisting parents to educate their children spiritually and academically. We continually see the fruits of our cooperative labor and we give God the glory.

This handbook will explain to you the rules and expectancies of the student, as well as the commitment on the part of the school to you and your child(ren). Please study this handbook carefully, and accept the responsibility of instructing your child(ren) its contents.

Student, abide by the stated rules, and be governed by the intended spirit of this handbook.

Radically Serving Him,

Dr. James V. Garrett
School Administrator

Motto

SOLI DEO GLORIA (To God alone be the glory)

Core Values

Academic Excellence
Christian Dedication
Community Involvement
International Commitment
Spiritual Formation

Mission Statement

Fountain City Christian School exists to assist parents in training their children to be conformed to the image of Jesus Christ by providing Truth-based academic instruction and character training in an atmosphere of excellence and cooperation, enabling students to succeed as loving family members, contributing citizens, productive employees, and Christian representatives to the honor and glory of God.

Fountain City Christian School strives to offer enrichment and to develop character through both curricular and extracurricular offerings, to nurture the student's spirit, mind, and body with the constant view to the enabled, empowered follower of Christ.

The curriculum and pedagogy direct student achievement toward mastery of the basics, exploration of the arts and sciences and understanding of the foundational tenets of our Christian heritage.

The curriculum by purpose and design is a survey of the best spiritual, intellectual and cultural traditions as they have been developed and refined over countless generations.

Vision Statement

Fountain City Christian School will aggressively pursue its vision for:

Academics – We will offer an academic experience that is rich, substantive and challenging for our students. We will continually present the Bible as the source of truth to be integrated into all that we teach. We will intentionally and selectively expose our students to the best of language arts and literature. We will challenge our students in mathematics and in the sciences. We will help them understand the wisdom to be found in possessing an historical perspective of God's providence. Above all, as we endeavor to enable our students to become both discerning and articulate critical thinkers, we will help them develop a biblical, Christocentric perspective.

Community – We will engage to develop and nurture an atmosphere that encourages, communicates, and celebrates our common goals and achievements. We will seek to be inviting and gracious as we constantly challenge ourselves to improve and expand our efforts to fulfill our mission of being both an asset to our community and an agent of change within our community. We will be diligent to seek out partnerships with families and churches from a broad range of backgrounds in order to enrich the FCCS community experience, faithfully serving those who desire a Bible-based, Christian education.

Excellence – We will, by God’s grace, pursue excellence in our mission academically, aesthetically, athletically, and administratively to the glory of God.

Formation – We will provide an intentional, purposeful guidance to students for a deeper faith in Christ. We will provide study of the Bible, classroom devotions, and chapel services, as well as purposeful Christ-focused readings, prayer, silence, and other intended methods in order to achieve this task. While the axiom states that a journey of a thousand miles begins with the first step, it is our intention that spiritual formation at Fountain City Christian School not only presents a first step to the students, but that it also presents them with a methodology for such a journey that will last them the thousand miles and beyond ... even to an entire lifetime and beyond.

Resources – We will be diligent stewards of the people and finances that God has graciously entrusted to us. We will recruit, mentor, encourage, and refresh a faculty who is passionate about academic discipline and who share the joy of learning with students. We will make every effort to manage and develop our financial resources so that a FCCS education is affordable to any family desiring a quality Christian education for their student.

Fountain City Christian School Philosophy of Education

Fountain City Christian School is a ministry that aids parents in their scriptural responsibility to educate their children. The responsibility and authority are clearly given to parents for the education and training of their children in Proverbs 22:6 and Deuteronomy 6:6-9.

Often, parents delegate part of this responsibility to teachers. The teacher, therefore, stands in the place of and as an extension of the parent. Consequently, the parents must carefully choose for their children the kind of school whose philosophy is compatible with their own moral, spiritual, and educational convictions.

At FCCS every subject area, teaching method, attitude, and action of students and teachers will be a means of training character. Character training will take place throughout the day, regardless of what else is being taught. Teachers will maintain an orderly, structured classroom and will expect the students to work hard to learn content ... and in the process, they will teach them to develop the following character traits:

1. Love wisdom	7. Apply themselves to the task
2. Choose things that are excellent	8. Obey willingly and immediately
3. Respect authority	9. Work hard to get the right answer
4. Love hard work	10. Finish the job at hand
5. Do their best	11. Pay attention
6. Learn rules and apply them	12. Develop the Fruit of the Spirit according to Galatians 5:22-23

Cooperation between the home, church, and school is essential for effective instruction and discipline of children. Open communication and reinforcement in all three areas bring effectiveness to help parents fulfill their educational responsibilities.

In working together, it is our purpose to build upon what parents desire to achieve in the life of their child. FCCS is committed to support the growth and life of the whole family. "And all thy children shall be taught of the Lord and great shall be the peace of the children." Isaiah 54:13

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, I John 5:7, 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 judgement. (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, Isaiah 9:6, Acts 2:38,4:12,8:12-16,10:48, 19:4-5, Col. 3:17).
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, 6:11, Heb. 12:14, II Cor. 7:1, II Tim. 2:21).
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 5:29).

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.

State accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of the individual students, not in the name of the school from which they graduated. They evaluate each applicant's academic aptitude through nationally standardized tests. Fountain City Christian School is a non-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 a member of Association of Christian Schools International (ACSI) and Oral Roberts University Educational Fellowship (ORUEF). FCCS is accredited by International Christian Accrediting Association (ICAA), a branch of ORUEF.

Admissions Policy

Fountain City Christian School admits students of any race, color, nationality, and ethnic origin. FCCS does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, school-administered programs, or student activities.

The following criteria must be met in order for a student to be accepted:

1. Written applications must be made and accompanied by a registration fee. This fee is non-transferable. No student currently enrolled in the school can be reserved a place for the next school year until an application has been received and processed by the school office.
2. When applying for entrance, first-time students and their parents will have a personal interview with the school Administrator, Principal, and/or an age-appropriate teacher. During this interview, it will be determined if Fountain City Christian School will be able to meet the needs of the student.
3. The parents of the student must display a willingness to assume their responsibilities where the school is concerned and to support fully the school in word, attitude, and behavior as set forth in the school policies. Parents must be in accord with the educational philosophy of FCCS.
4. Enrollment indicates a commitment to attend class for a period of one school year. Prepaid tuition will be non-refundable except in the case of a job relocation occurring in the home that requires the family to move from the area.
5. All parents will be required to sign the **Statement of Cooperation**.
6. If entering FCCS for the first time, the student must have the following:
 - a. A photocopy of his/her **official** birth certificate.

- b. Official documentation of immunization or a letter from the parent stating the reasons they desire to be exempt from this state law.
 - c. Former school records – All outstanding fees must be paid in full to the school your child previously attended in order for these records to be released. If your child is transferring from another school, you will be asked to sign a release form when you register your child for school here. This will be sent to the former school and upon receipt, they will forward your child's school records to FCCS.
 - d. Academic assessments before entrance to determine his placement unless the child has B (3.0 point) average on his previous (grades 3 – 12) year's grade card. All children entering kindergarten, first, and second grades will be assessed.
 - e. A recommendation form signed by the pastor of the church you attend regularly.
7. Those entering kindergarten must be five years old on or before August 1.
8. If parents find they need to withdraw a student due to a job relocation or move from the area, they must contact the school Administrator or Principal and sign a release form so that grades and records may be transferred to the new school. All outstanding school financial obligations must be met before any records will be released.

**Fountain City Christian School
2009-2010 Tuition Schedule**

February registration fee for present families is \$50.00 and includes the privilege of being “grandfathered in” the their previous tuition rate. New families will pay \$75.00. After March 1st, “grandfather clause” is forfeited and all registration will be \$75.00 until June 1st when the registration fee becomes \$100.00. Only one fee per family is required; this fee is NON-REFUNDABLE and NON-TRANSFERRABLE.

Grade Level	Tuition * Oldest Child	Payments begin August 1st		
		2nd Child	3rd Child	4th Child
9 th -12 th	\$310	\$245	\$200	FREE Monthly
	\$3,100	\$2,450	\$2,000	FREE Yearly
7 th -8 th	\$300	\$240	\$195	FREE Monthly
	\$3,000	\$2,400	\$1,950	FREE Yearly
K5 -6 th	\$290	\$230	\$185	FREE Monthly
	\$2,900	\$2,300	\$1,850	FREE Yearly

***Note:** To figure your tuition cost, add the rate for the oldest child first, then the 2nd child and the 3rd child. There are 10 monthly tuition payments due on the first of each month August through May.

Note: In order to keep tuition prices low, parents must agree to fully participate in all school-wide fundraising projects. This means active, minimum plus involvement. (For instance, if students are doing the golf-walk, each family sends out a minimum of 20 brochures.)

Book Fee

*** K5	\$175
Grades 1 -8	\$160
Grades 9 -11	\$180
*****12	\$255

*** K5 book fee includes daily snack and graduation expenses.

***** This is normal book fee plus Graduation fee and includes cap and gown, and other graduation expenses

Workbooks will be the property of the student but the textbooks will be the property of FCCS and will remain at the school at the end of the year. Books must be paid for by check or by cash at Orientation Night

P.E. - Grades 5-12 P.E. uniforms are required at the following costs:

Royal Blue shorts- \$10.00

Grey Tee-shirts- \$10.00

*Blue Sweat pants- \$17.00

*P. E. shorts and shirts are required. Sweat pants are optional. XL may require additional costs.

Bus Fee

\$100 per family per month (morning and evening runs) - \$50 per family per month (one way - either morning or evening). There are 9 monthly bus payments September through May. (This fee is contingent upon current gas prices. In the event that gas prices rise, adjustments will be necessitated.)

Registration for the 2009-2010

Registration for the 2009-2010 school year will begin February 1, 2009. The non-refundable registration fee is \$75 before June 1 and \$100 thereafter. Early registration allows FCCS to plan for staff, supplies, and classroom space. The student's account for this year must be paid in full in order to register for the next year.

Fountain City Christian School Financial Policy

Tuition payments are made on a 10 month schedule, following 1 of 2 schedules:

Schedule 1

Payments are due on the 1st of each month starting August 1st with the last payment due on May 1st.

Schedule 2

Payments are due on the 20th of each month starting July 20th with the last payment due on April 20th.

You may choose which schedule you prefer. Some parents have indicated that it would be better for them to have their tuition payment due during the 2nd half of the month because it seems all other bills are due on the 1st of the month. Please give your preference when you register for next year. Once a schedule is chosen, it will be set up for the current year and can not be changed until the next year. If no preference is given **Schedule 1** will be followed.

A 12 month tuition payment plan is available by making the first monthly payment on June 1st. Please make arrangements with the Business Manager to receive a payment schedule.

Please be prompt with tuition payments. If the account is not paid by the 1st of the month, on schedule 1 or by the 20th on schedule 2, a service charge of 3% on the current balance will be added to the tuition payment due.

Each family is responsible for the timeliness and completeness of payments. Should hardships or circumstances prevent you from paying according to this policy, you should contact the school administrator regarding your situation. Following the last day of the month your child will be removed from the classroom and not permitted to return until the payment is made or acceptable arrangements provided. An exception can only be granted if the school is contacted before the end of the grace period. Report cards and/or records will be withheld until all accounts are brought up-to- date.

The cooperation of every parent is necessary if we are to maintain a positive Christian testimony as we grow and our student body becomes larger. Please join with us in your prayers and full cooperation.

Financial Aid: A limited amount of funds is available to assist families with tuition costs where a financial need exists. An application for tuition assistance may be obtained at FCCS Business Office.

Refund Policy: Prepaid tuition money received for students who are being withdrawn from enrollment at Fountain City Christian School under approved conditions shall be refunded to the payer on the following basis.

The student's annual tuition and bus fee (when applicable) is divided by the number of days in the school year (182) to determine the student's daily tuition rate. This rate is multiplied by the

number of days the student has attended in the month of withdrawal (tuition days used) then subtracted from the month of withdrawal's tuition. The resulting figure is the amount of tuition to be refunded.

For example, if a student's tuition rate is \$14.00 per day and he was enrolled for the first 10 days of a month that had 20 school days, the refund would be calculated as follows:

$$\$14.00 \times (20-10) = \$14.00 \times 10 = \$140.00$$

Parent's Financial Commitment

Tuition and fees cover less than one-third of the actual costs of educating your child(ren). We follow this policy because we desire tuition and fees to be as affordable to the largest number of Christian families. We, therefore, must rely upon 67% of the actual cost of educating your child(ren) being covered by monthly financial contributions by parents, grandparents, churches, friends, staff, and foundations and corporations. Please consider finding a sponsor for the deficit to keep tuition cost down. Also, **parental volunteers are crucial in offsetting operating expenses.**

Endowment Fund

An endowment fund has been established to help plan for the future. Interest generated from the investment will be used to perpetuate the school's self-reliance. When you give to this type of fund, your gift keeps on growing.

Standards of Conduct for Fountain City Christian School

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. There are adequate Biblical bases for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and the high law of love (Matthew 22:27-39; Romans 13:8-10; Galatians 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 such an environment.

- All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13; 10:32).
- The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led FCCS to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student.

The school, therefore, requests each student—whether at home, school, or elsewhere to maintain Christian standards in courtesy, kindness, morality, and honesty. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student; there is fine opportunity for development of strong Christian character.

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 the Christian School setting is an extension of the home, 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 receives Spirit-led direction 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 is given liberty of making and 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 manual 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 Principal.
- Using corporal punishment. Since the "rod of correction" has scriptural authority (Proverbs 22:15), the administration, standing in the parent's place, may use it. Whenever a spanking is administered by the school Administrator, one same-gender-as-child, adult witness is present. Whenever a student is sent to the administrator for disciplinary reasons, parents will be notified by a written note.
- In-school suspension.
- Suspending or expelling the student.

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 principal (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. If the problems is yet unresolved, fill out the Conflict Resolution form (found on line or in the school office) and proceed to step two.

Step Two: The parent and the staff member should agree to share with the Administrator or Principal. 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 chair of that board. Each request will be granted an audience or a written explanation.

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 9:30 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 principal.**

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

Three unexcused absences during a grading period will result in the lowering of the student's grades. Excused absences consist of illness, emergency, death in the family, and family vacation (if approved beforehand by the principal). Personal skip days, days at the zoo (or similar) other than educational, are not considered excusable. 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 principal 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 principal 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.

After a student has missed fifteen unexcused days, he/she will be considered truant and his/her grades will be lowered accordingly.

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.

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 the class. Three instances of unexcused tardiness in a grading period will result in the lowering of grades in the class/classes in which they arrived late or were not present. 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 bell8:25 A.M.
Tardy Bell.....8:30 A.M.
Dismissal.....3:15 P.M.

A copy of the yearly school calendar will be sent to parents and will post to the internet (www.fccschool.com) before the school year begins. It also appears at end of this handbook.

August 20 will be the first day of school for the 2008-09 school year.

Before and After School Guidelines

School doors on the south end will be unlocked for the students to enter the building at 8:10 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. Kindergarten through grade six students should enter by south doors. (These doors will open at 8:10 AM and will be locked at 8:35 AM). Junior and senior high students, as well as late students and guests, will use the east lobby doors.

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 3:20 P.M.

There will be a charge of \$3.00 per day for any student who is picked up between 3:30 and 4:30; there will be a charge of \$4.00 per day for a student who is picked up between 4:30 and 5:00 P.M. There will be a charge of \$6.00 for any student who is picked up after 5:00 P.M.

Students are not permitted to stay after school to wait to take a 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. Although this statement is, to some, self-explanatory, there may be some need for clarification. Therefore, the following guidelines are given in order to clearly state our objectives:

General Dress Standards K5 through 12

1. Hair should be clean and groomed daily.
2. **Students in grades 7-12** are required to wear dress slacks, dresses, or skirts/blouses Monday through Friday. This means no jeans, utility, parachute or similar pants. Jeans are frequently permitted on Fridays. All clothing should be neat, clean, properly fitting, and properly worn. (Specifically, this means no chains or ropes on pants, no “parachute” pants, and no pants worn on or below the hips .)
3. **Elementary students (K-6)** daily are permitted to wear jeans that are neat, clean and properly fitting and properly worn.
4. **No white tee-shirts or tank tops** (even with Christian messages). No short, cropped shirts are to be worn unless an undershirt or camisole is both worn underneath and tucked in.
5. No clothing with writing (small trademarks of approximately 2 inches in diameter are acceptable) or pictures, unless it is part of the material design and not offensive. No cartoon characters.
6. Socks or nylons must be worn when wearing shoes other than sandals.
7. No sandals without back strap, flip flops, or clogs.
8. No athletic looking apparel, shorts, camouflage clothing, and sleeveless tops. Sweatshirts without writing are acceptable.
9. Shoes must be laced and tied properly.
10. For grades 5-12 the physical education uniform is royal blue shorts and grey tee shirts which will be purchased on Orientation Night.
11. Chapel dress for grades 7-12: girls- dress, skirt, or dress slacks and a blouse; boys- dress pants and a collared shirt.
12. The regular dress code (See points 1-9 above under General Dress Standards K5 through 12.) 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. Hemlines are to be at the middle of the knee or lower. Full split skirts must be below the knee.
2. No sundresses, shorts, or skirts with slits above the knee.
3. No stirrup, stretch pants.
4. Makeup should be used in moderation.
5. Shirts must be tucked in unless they have a banded bottom. (The rule of thumb is: if it is made to tuck in or if it looks like it was made to tuck in, *tuck it in.*)
6. Clothing is not to be tight, form fitting, suggestive, immodest, or revealing.
7. 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 unless it has a banded bottom.
4. No body piercing.

We encourage parents to inspect the dress of their children before they leave for school each day. Students wearing improper dress will be sent home or will bring a note home from the school stating the offense. The note is to be signed by the parent and returned to school the following school day.

The administrator and the Principal reserve 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

Parents are responsible for the transportation of their child to and from FCCS. Bus transportation from central pick-up points in nearby towns is available at a cost of \$100 per family per month for both morning and afternoon travel.

We work continuously on the problems 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.

1. Prior to loading:

- a. Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- b. Bus riders should conduct themselves in a safe manner while waiting for the bus.
- c. Be careful in approaching the bus stop. Students should wait until the bus comes to a complete stop before attempting to board the bus.
- d. The driver cannot stop except at scheduled stops. Do not expect the driver to pull over if you have missed the bus at the scheduled stop.
- e. No student should board the bus without the driver being on board.
- f. Only registered Fountain City Christian School students are allowed to ride the bus. No brothers, sisters, or guests will be allowed to ride the bus unless they are enrolled students.

2. 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 are 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.

3. After leaving the bus:

- a. Students should cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) and then cross only when the driver signals it is safe. The student should then look to be sure that no traffic is approaching from either direction.
- b. The driver will discharge students only at the regularly assigned bus stop. Students will be permitted to get off at a different stop provided they have written permission from parents to do so. The written permission note must be taken to the school office where a bus permit will be issued.
- c. The bus driver cannot wait until each parent is at the scheduled bus stop in the evening. In the event that you are late to pick up your child, you need to have an arrangement worked out with another parent to wait with your child until you arrive.

In the event that your child at any time does not adhere to any one of the regulations listed, a “Bus Conduct Notice” will be given to him/her and must be returned to the school with your signature before transportation will be resumed.

Reminder to parents who drive: Parents do not unload by the north doors of FCCS, only on the south entrance (during appropriate times) and at the parking lot on the east side of the building. This is for the children’s safety.

**The following is a proposed schedule of bus pick ups/drop offs and will be refined and revised in the first two weeks of school.

Bryan/W. Unity/Montpelier Route

A.M. Bus Schedule

Leave Bryan	7:05 A.M.	Loving Words Preschool/Day Care
Bryan	7:10	Community Center on Buffalo Rd.
Bryan	7:15	Culler home – Co. Rd. 13
Montpelier	7:25	River of Life Church, 14426 SR 20A
West Unity	7:45	Winzeler home – 207 E. North St.
Arrive FCCS	8:10	

P.M. Bus Schedule

Load FCCS	3:15 P.M.	
Bryan	3:35	Loving Words Preschool/Day Care
Bryan	3:45	Community Center on Buffalo Road
Bryan	3:50	Culler home
Montpelier	4:00	River of Life Church
West Unity	4:10	Winzeler home
West Unity	4:15	Morgan home

Defiance/Archbold/Stryker Route

A.M. Bus Schedule

Leave Defiance	7:05 A.M.	Temple of Praise Church
Defiance	7:10	Defiance Mall on SR 66
Archbold	7:30	Valero Gas Mart- SR 2
Stryker	7:45	Post Office Parking Lot
Arrive FCCS	8:10	

P.M. Bus Schedule

Load FCCS	3:15 P.M.	
Stryker	3:35	Post Office Parking Lot
Archbold	3:50	Valero Gas Mart- SR 2
Defiance	4:10	Defiance Mall on SR 66
Defiance	4:15	Temple of Praise Church

Times and locations are subject to change.

Parents must give permission by note or phone for their child if not riding the bus home that day or if riding a bus home with another student. This note must be taken to the school office where the student will be issued a bus permit, which he will give to the driver when boarding the bus. A copy of the bus route schedule will be sent to parents before the first day of school.

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.

Grading Policy

A+ 99-100%	B+ 92-93%	C+ 84-86%	D+ 75-77%	F 0-69%
A 97-98%	B 90-91%	C 81-83%	D 72-74%	
A- 94-96%	B- 87-89%	C- 78-80%	D- 70-71%	

A student's report card will be withheld if his account is not paid up to date or if the birth certificate, immunization record, statement of cooperation, or other necessary papers have not been supplied to the school office. If an elementary student does not return his report card to the teacher after each grading period, there will be a \$3.00 charge to replace the lost card.

Honor Roll qualifications – No letter grades are given to kindergarten students; therefore, they do not qualify for honor roll. The requirement for grades one through six students is that they must have all A's and B's in all subject areas. Junior high and high school students must have a B average, but have only one C in an academic subject (a subject worth one credit hour) if they have one A in an academic subject (excluded are music, physical education, and art). Students earning all A's are noted on the honor roll.

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 22 credits. Note that these requirements are minimal requirements. College entrance requirements and Honors Diploma Requirements are built upon these minimal requirements. For instance, even though Bible is not listed in the College Entrance or Honors Diploma requirements, Bible classes are necessary for graduation. Credits must include the following:

- | | |
|---|----------------------------------|
| 4 credits Bible | 4 credits English |
| 3 credits Social Studies (American Government, U.S. History, and World History) | |
| 3 credits Science | 3 credits Mathematics |
| 1 credit Health and Physical Education | 1 credit Understanding the Times |
| ½ credit Economics | 2 credits electives |
| ½ credit Rhetoric | |

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.

- 1 English – 4 credits (emphasis on Composition)
- 2 Mathematics – 3 credits (Algebra I, Algebra II, Geometry or Pre-Calculus)
- 3 Social Studies – 3 credits

- 4 Science – 3 credits (Physical Science, Biology, and Chemistry)
- 5 Foreign Language – 2 or 3 credits

Honors Diploma 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 to submit it to the High School principal for approval.

Honors courses and the honors diploma are not to be taken lightly. They both require a lot of dedication and a lot of 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:

- 1 English – 4 credits
- 2 Rhetoric – ½ credit
- 3 Mathematics – 4 credits (Algebra I, Algebra II, Geometry, and Pre-Calculus)
- 4 Social Studies – 3.5 credits
- 5 Science – 4 credits (Physical Science, Earth Science, Biology, and Chemistry)
- 6 Foreign Language – 2 credits of one language
- 7 P.E./Health- ½ credit P.E., ½ credit Health

Academic Requirements:

- 1 Minimum ACT score of 25
- 2 Minimum of 6 credits of Honors Coursework
- 3 Minimum 3.5 GPA

Academic Schedule and Course Offerings

Students in grades seven and eight are in the transition years between elementary and high school. As they progress through each grade, students will move from having a single teacher all day to participating in the class changes in the junior high school. The course of study for these grades is almost entirely dictated by the school, the only exception being optional participation in band. However, in high school there are several electives available.

Grade 7

- Bible
- English 7/Literature
- History – *Since the Beginning*
- Pre-Algebra
- Science – *Order and Reality*
- Music
- Physical Education/Health
- Band (elective)
- Latin I

Grade 8

- Bible
- English 8/Literature
- History – *The Modern Age*
- Algebra I
- Science – *Matter in Motion*
- Music
- Physical Education/Health
- Band (elective)
- Latin II

Grade 9

Bible
English & Literature
Physical Science or Biology
American Government
Geometry or Consumer
Math
Physical Education & Health
Latin I or II*
Spanish I*
Orchestra*
Journalism/Yearbook*
Choir*

Grade 10

Bible
English & World Literature
Physical Science or Biology
U.S. History
Algebra II or Consumer Math
Physical Education & Health
Spanish I*
Spanish II*
Beginning Accounting*
Keyboarding*
Choir*
Orchestra*
Physical Education & Health*
Journalism/Yearbook*
Latin I or II*

Grade 11

Bible
English & American Literature
Chemistry or Earth Science
World History
Pre-Calculus
Spanish I*
Spanish II*
Beginning Accounting*
Keyboarding*
Choir*
Physical Education & Health*
Band*
Journalism/Yearbook*
Latin I or II*

Grade 12

Bible
English & English Literature
Economics (1st semester)
Rhetoric (2nd semester)
Algebra II, Geometry or Business or Consumer Math
Understanding the Times
Chemistry or Earth Science
Spanish I or Spanish II*
Keyboarding*
Beginning Accounting*
Pre-Calculus*
Physical Education & Health*
Choir*
Journalism/Yearbook*

*Electives

Missions Trips

Mission trips are available each March to our students in grades 9-12. We have visited and ministered in Guatemala, Costa Rica, Nicaragua, Mexico, the Apache Indian Reservation in Arizona, Colombia, Jamaica, Haiti, Northern Ireland, Canada, Trinidad, Belize, Appalachia, Kentucky, Tampa, Florida, South Africa, and New York. This is a valuable experience both spiritually and academically.

Post-Secondary Educational Opportunity

House Bill 215 allows our high school juniors and seniors to participate in the post-secondary enrollment options program. This enables our honor students to take college courses for high school credit and then receive credit for college courses when they enter college. These courses may be provided at public expense.

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 summer school prior to re-enrolling in the fall.

Textbooks

All textbooks are purchased by the school. Each student is given a book and is expected to keep it covered with a book cover at all times. 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 (grades K5-6).

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 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 assignments are and help him establish good study habits at home. This is an important aspect of home and school cooperation.

Sports Eligibility Policy

A student is ineligible to participate in sports if his averages for the previous week were F in any subject or D in two subjects. Grades will be reviewed every three weeks during applicable sports seasons.

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

Lunch

Each student may bring his own lunch. Providing your child with nourishing lunches will be beneficial to his learning and classroom activities during the school day. In addition, hot lunches are available on a daily basis for a nominal fee (usually \$2.00) through a cooperative effort with Bryan City Schools. Milk will also be available for each student at a reasonable cost.

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.
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. A health screening activity will be scheduled in the school year. This screening will include the following: vision screening, hearing screening, scoliosis screening. Permission slips will be sent to the parents prior to the screening.
8. 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 who 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 his 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, keep your radio turned to the following stations:

WMTR	96 FM Archbold	WONW	1280 AM Defiance
WBNO	100 FM Bryan	WBCL	89.5 FM Ft. Wayne
WDFM	98 FM Defiance	WNDH	103 FM Napoleon
YESFM	88.5 FM Toledo	WKJHLP	103.5 FM Bryan

Listen for Fountain City Christian School announcement. Do not turn your radio off too soon as announcements may change. Toledo television channels 11, 13, and 24 also carry FCCS delays and closings.

Field Trips

Individual teachers may be planning field trips throughout the course of the school year. These trips will be in connection 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, then that student will be required to be in school on that day.

Library Policy

Library books may be checked out for two week time periods. Each book may be renewed one time if no other student is waiting for it. When a student would like to renew a book, he/she needs to bring the book in for the date slip to be stamped with a new date. Magazines may be checked out for a one week period and renewed like books.

The late fee for students in grades K-6 is 20 cents per day after the due date of the book. The fine will not exceed \$2.00 per book. The late fee for junior and senior high school students is 20 cents per day after the due date of the book. The fine will not exceed \$4.00 per book. If a student would like to renew an overdue book or magazine he/she needs to bring it in to the library, pay the late fee, and have it stamped for another one or two week period.

If a student loses a book, he needs to pay the replacement cost of the book. The replacement cost will vary from book to book. Any damaged books will be assessed a fee depending on the damage to the book.

Telephone Policy

Students needing to use the telephone must check with the school office for permission to use the phone. If the student is calling long distance, he will need to call collect or use a calling card. Cell phones are permitted but must be turned off during school hours. In other words, students

may possess cell phones during school hours but are not to be using them. They should be adequately packed away during school hours.

Visitor Policy

Please feel free to consult the administration regarding any problem 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.

Parent-teacher conferences will be scheduled after the first nine-week grading period, and at the end of the third nine-week period. However, teachers will be available for conference whenever a teacher or parent feels it is necessary.

Pupils who have friends who wish to visit the school may not bring visitors during the first month of the school year. After that time they must have permission from their teacher and Administration before bringing friends. Visitors are not permitted the day before Christmas vacation or the last day of school. Other persons interested in visiting the school should schedule an appointment with the principal. Visitors should 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 for .25 cents. This is a policy we have established in order to teach the students the responsibility of their personal possessions.

Unclaimed lost and found articles will be periodically donated to Grace Thrift Store in Bryan.

Electronic Devices

Cell phones are permitted, but must remain “off” from the time students enter the building at the beginning of the school day until they leave the building at 3:15 P.M.

Laptop computers are allowed during study halls to do their schoolwork, but may not plug 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 listening to music.

Students may use PDAs as personal organizers; however, any alarms must be shut off during school hours.

Personal listening devices are not allowed during school hours, nor 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 Principal at the end of the day.

Student Automobile Policy

It is a privilege to be able to bring a car 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 bringing a car to school.

Change of Address

It is the parent's responsibility to notify the school office of any address change and new telephone number at home or at work. Please do so immediately if there is a change 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 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.

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.

Student Employment

Students will not be allowed to work at a job during school hours unless special permission has been given by the principal. 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.

Recess

If a child must stay in for recess, he must have a note from his parents stating the reason. After three days, the student must have a note from a doctor stating that he 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.

Fire, Safety, and Calamity Drills

Fire drills are held once a month in accordance with state rules and regulations. These drills will be conducted throughout the school year. 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.