

FAITH COMMUNITY

CHRISTIAN SCHOOL

Student/Parent

Handbook

2015-2016

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MISSION STATEMENT

Faith Community Christian School, under the direction of the School Board approved by the Board of Elders of Faith Community Church, operates as an extension of the ministry of Faith Community Church. The school is an important part of the Christian education program of the church. It is the stated purpose of Faith Community Christian School to assist parents in providing a Christ-centered, Bible-based education for their children in fulfillment of their God-given responsibility. The intent is to train the whole child—spiritually, mentally, physically and socially so that each student might acquire the necessary skills to meet the challenges of life and to fulfill his God-given purpose.

EDUCATIONAL OBJECTIVES

- To provide a Christ-honoring education which reflects a commitment to God's Word and to academic excellence.
- To train the student spiritually, mentally, physically, and socially so that he/she might acquire the necessary skills to meet the challenges of life and fulfill his/her God-given purpose.
- To pursue a curriculum which is dedicated to educational excellence and high academic standards.
- To build into its students qualities of character consistent with those taught in the Word of God and with those exemplified by Jesus Christ.
- To enable students to translate their educational experience into Christian living.
- To provide a safe, stimulating, encouraging, nurturing, and rewarding Christian educational environment.
- To establish a written curriculum that is defined by measurable goals and objectives which have a predetermined method of assessment.
- To establish a curriculum review process which maximizes the professional talent of the administrator and teaching staff and maintains accountability to the Board.

STATEMENT OF FAITH

1. We subscribe, in full, to the Articles of Faith of our parent organization, Faith Community Church. See Appendix A.
2. We believe that there are three basic institutions established by God on earth; the home (Gen. 1:28), the Church (Eph. 2:20), and the state (Rom. 13:1), and it was intended by God that all three should glorify Him among men (Ps. 86:9).
3. We hold that, since much evidence points to the fact that the present state does not have God's glory as its central purpose, it is the duty of the Christian home and the Christian church to defend, maintain, and promote the Glory of God in Christ Jesus (Phil. 2:14-15).
4. We believe that since the training of our children in the nurture and admonition of the Lord is a central theme of Scripture in both the Old and New Testaments (Gen. 18:19; Deut. 4:10; Eph. 6:4), the education of our children is the responsibility of the home and church (Prov. 22:6).
5. We recognize that most Christian families find it impossible to assume the total responsibility for the well-rounded education of their children, thus it is expedient that we, the members and friends of Faith Community Church, establish a Christian school under Church auspices, dedicated to the furthering of biblical beliefs.
6. We believe that the Christian school should be an extension of the ministry of Faith Community Church to its own families first, and then to those families in the area who may wish to participate (Acts 1:8).
7. We endeavor to keep the unity of the Spirit in the bond of peace among all believers and to maintain a loving, open concern for the needs of all men, that it may be said of Faith Community Church's Christian School, "and God saw and, behold, it was very good" (Gen. 1:31).

ACADEMIC OPERATING POLICIES

GENERAL POLICIES

GRADE LEVEL SCOPE OF FCCS

Faith Community Christian School will consist of classes preschool through eighth grade.

AFFILIATIONS

FCCS is a member of the Association of Christian Schools International (ACSI).

FCCS will not accept any Federal Funds that would cause our policies to be compromised.

FCCS will be in compliance with all applicable Wisconsin Statutes.

RELATIONSHIP TO PARENTS AND FAITH COMMUNITY CHURCH

Christian education involves the whole person, therefore it is desirable that all elements which affect the education of a child be consistent and properly reinforce one another.

With this in mind, it is of utmost importance that a Christian school is supported by a Christian home and a Christian church. Faith Community Christian School was founded to assist parents in providing a Christ-centered, Bible-based education for their children in fulfillment of their God-given responsibility. The school should not replace the training of the home or church. All three should be complementary, which means all three should be in Biblical agreement for a truly well rounded Christian education of the child. It is therefore necessary that the parents or guardian agree with the philosophy and teaching of the school.

The parents must state in writing (Appendix B) that they have read and acknowledge the school Mission Statement and the Statement of Faith (see pages 4 and 5) and agree to have their children educated therewith, and that they have read the Faith Community Christian School Parent Promise and will abide by it faithfully (see Appendix C).

SECURITY POLICY

FCCS has developed a security policy where the staff are properly informed of appropriate action to take. The following colors represent a different security risk and a plan of proper protection and care for all involved.

- Green . Outside Security Concern
- Yellow . Inside Security Concern
- Orange . Bomb Threat
- Red . Armed Intruder
- Blue . Medical Emergency

SCHOOL LIBRARY POLICY

In order to foster a love of learning and literacy, Faith Community Church (FCC) library is open to individual and class usage of our school.

Every week, we have a volunteer librarian, readers as well as our teachers that lead the children in library and literacy education. Each child comes into the library and is allowed to check out 3 items at a time:

Books for 2 weeks

DVDs, Videos, Cassettes for 1 week

If additional time is desired, an item may be renewed. Parents are asked to replace or to provide a donation to the library for any lost or damaged items.

TUTORING

Tutoring is offered, on an as needed basis. When there is a family requesting tutoring assistance for their student(s), the administrator will search for a qualified instructor. FCCS teachers will be contacted first. The cost is \$15/hour and should be paid directly to the tutor.

COMPLAINT PROCEDURES

In case of misunderstandings or problems between teachers and parents, the school board has established the following complaint procedure:

- First, bring the problem to the attention of the teacher.
- If the situation persists, contact the administrator.
- If the situation remains unresolved, the school board may be contacted.

ADMISSIONS

REQUIREMENTS FOR ADMISSION

Faith Community Christian School is a ministry of Faith Community Church. It is not an evangelical outreach as such, but as a secondary role, may provide through the total school/parent fellowship and other church ministry experience, an opportunity to evangelize those who are seeking and are viewed as receptive to the moving of the Holy Spirit.

All families are encouraged to participate in a Bible-believing church.

Prospective Kindergarten students must be five years old, and Preschool 4 students must be four years old, and Preschool 3 must be three years old by September 1 of the school year.

The school does not discriminate on the basis of race, color, or national/ethnic origin in its enrollment policy or in accessibility to all privileges and activities available to students. Students with severe disciplinary, psychological, or learning problems may not be admitted due to lack of resources available to meet their educational needs.

In order to comply with state regulations, all students (Preschool - 8th grade) must present immunization records within 30 school days as required by law (WI SS 252) or a written immunization waiver must be on file. In addition, all children entering school for the first time in kindergarten are required to have a physical examination by a qualified health professional and a report or a waiver on file by the first day of school. A Student Health History must be completed by parent/guardian at the time the child enrolls and then again at 5th grade. At the beginning of each school year, an emergency information card must be completed and on file.

PROCEDURES FOR ADMISSION

Parents must be interviewed by the administrator and may be interviewed by the board if requested.

Families will be accepted in order of receipt of application and registration fee. Students of church families have priority.

Children of FCCS teachers and staff will be accorded the same priority for admission as those from a church family.

New Students

Secure and review the enrollment packet.

Submit completed application and registration fee.

Schedule an interview with the administrator. Under certain circumstances, a second interview may be held which will include a member of the Board of Elders.

Continuing Students

Complete re-enrollment forms which are available at the end of the current year.

HOMESCHOOLERS PARTICIPATION POLICY

FCCS cannot supply materials to parents wishing to teach their children at home. The administrator is directed to refer them to a publisher.

Home-schooled children may participate in FCCS Art, Computer, Music and Physical Education and Spanish classes.

Applications shall be submitted prior to the start of a semester. No applications will be considered after the second week of a semester.

It shall be the school administrator's responsibility to screen and approve applications.

Students must adhere to the school's dress code.

Students must adhere to the school's conduct codes.

Attendance and promptness for all classes shall be mandatory. The school requires that parents or guardians of home-schoolers escort their students to and from assigned classrooms at the designated times.

Full payments must be made for each semester at the beginning of that semester. Rates will be established by the school board on a yearly basis.

One single rate will apply to kindergarten through eighth grade.

Discounts will be given to families with more than one child in accordance with the percentages used for regular tuition discounts.

Late enrollments must pay the regular full fee.

Once classes have started, no refunds will be given.

EXPECTATIONS OF STUDENT CONDUCT

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be mere conformity to man made regulations. See Appendix F for further current expectations.

CODE OF CONDUCT

Students will abstain from the use of all forms of drugs, alcohol, and tobacco products and from supplying the same to others.

Children will not deface or damage church/school property.

Students will not be allowed to use any electronic device including items such as MP3 players, iPod, cell phones or CD players. Any item used or displayed will be kept in the school office.

Respect for authority and for the rights and property of others must be maintained.

Pupils will not exhibit disruptive conduct in the classroom or on the school grounds.

Swearing and other questionable language will not be acceptable. (words such as: %Oh my gosh, shut up, and darn+will not be accepted.

Cheating will not be tolerated.

Children will always walk (not run) in the building; they will use %inside voices+within the school.

The administrator will define boundaries for the students to which they must adhere (e.g., %off-limit+areas such as any place outside the school grounds, other rooms within the building, etc.).

DISCIPLINE PROCEDURES

In order to provide a safe school for students to attend, FCCS will maintain a strong position on discipline and morality. Thus, parents will have no need to worry concerning drugs, violence, unwholesome influences, misconduct, etc. The school acts as an extension of the home while the children are attending.

If pupils do not exercise self-discipline, a discipline from without must be imposed. The latter will be used only out of love and concern for the child.

Individual teachers will handle discipline in accordance with school guidelines using a demerit/discipline system.

The school reserves the right to suspend any student for serious transgressions of its Code of Conduct. This will be handled by the administrator. In extreme cases, if a student persists in his unacceptable behavior, it will be necessary to permanently remove him from school.

Detentions: (refer to General Policies p.7)

In all disciplinary action and in all violations of the FCCS Code of Conduct, every attempt will be made to resolve any problems via parent-school cooperation. (See Appendix F) STANDARDS OF ACADEMIC AND BEHAVIORAL PERFORMANCES

DRESS CODE

RATIONALE

The dress code of Faith Community Christian School is one of the first rules of the school to which an entering student will respond. For the younger children, lifetime habits of taste and dress are greatly affected by their childhood dressing patterns. Therefore, the school board has chosen some standards, which bear to this very important issue. The dress and grooming standards of FCCS have been given as minimum guidelines to be followed by all students. The girls dress to complement their gender identity, free from distracting or offensive peculiarities or extremes. To this end, we have developed our dress and grooming standards and provide them for your guidance.

There is an appropriate way to dress for school. A well-groomed, attractive student should come with an attitude that prepares him/her for neat, conscientious work. The student's attire should give him/her self-respect, respect for fellow students, and for teachers. The way a person dresses reflects attitude; attitude influences actions; actions govern performance; performance affects witness.

All students are expected to use good taste, neatness, and modesty in their dress. The school dress code is enforced during all school hours and school activities unless otherwise specified.

The FCCS Board will assess the dress code on a yearly basis and modify the specific requirements if required in keeping with the rationale and general guidelines. See Appendix D for current general dress code.

ATTENDANCE POLICIES

Regular school attendance is not only required by law, but also absolutely critical to good scholarship. It is also a key ingredient in the development of character, job responsibility, and commitment to the educational process. A relaxed attitude in this area not only compromises all of the above, but makes things very difficult for the teacher in the classroom.

To be effective and consistent, therefore, FCCS establishes the following policies and procedures:

ARRIVAL AND DISMISSAL

Students should not arrive at school prior to 15 minutes before the start of school (the only exception would be bus students) and should be picked up by 15 minutes after the completion of school. The school cannot assume liability for students arriving or departing before or after these times and the staff of FCCS will not be available to supervise outside of this time frame.

TARDINESS

Students who are late to school (arriving after 8:00 a.m.) will be logged as tardy in the school office's attendance book. This will include a record of the number of minutes the student is late. If a student accumulates more than 4 tardies in a quarter, parents may be contacted for a conference with the administrator. 4th tardy. A letter will be sent home. Beginning with the 5th tardy, the child will stay at school until 3:30 p.m. to make up for missed time. Habitual tardiness may become grounds for suspension or dismissal.

A signed note, verbal explanation, or phone call from the parent (or supervising guardian) is required when a student is tardy.

Arrivals after 10:00 a.m. will be recorded as a ½ day absence, not as a tardy, and a note will be required from the parent so that it can be determined whether the absence is excused or unexcused.

EXCUSED ABSENCES

The only absences which will be excused are: (1) illness, (2) death in the immediate or extended family, (3) medical appointments (dental, eye appointment, etc.), (4) pre-arranged family vacations, and (5) pre-arranged and approved special trips.

Excused pre-arranged special trips require a 5 school-day notification. A Pre-arranged Absence Form must be completed and filed in the office prior to the date of the absence. The administrator reserves the right to excuse absences due to unusual circumstances.

Parents should notify the school office by 10:00 a.m.

It is the student's responsibility (the parent's responsibility for 1st-2nd grades) to get all homework assignments when school is missed. (Amount of time allowed for make-up will be situation-based and according to the teacher's discretion.)

UNEXCUSED ABSENCES

Any absence for any reason other than those listed above will be considered an **un-excused absence**. All work for that day will receive a zero.

The administrator will handle unexcused absences and truancies.

ACCUMULATED ABSENCES

(does not apply to preschool)

Absences from class must not exceed 10 days per semester without a written doctor's excuse.

Students who have been absent for more than 25 days in the school year may be considered for retention. A parent conference will take place with the administrator. To justify promotion, each student must have so many hours of face-to-face classroom instruction. The integrity of a student's education is severely compromised when this many days of school are lost.

MEDICAL/DENTAL APPOINTMENTS

These should be arranged so that they will not interfere with classes. If this is impossible, the student should miss as little school time as workable (e.g.: 1 hour, $\frac{1}{4}$ day, $\frac{1}{2}$ day). Absences for medical/dental/optometry appointments will be honored as ~~un~~excused+.

Notes will be required for...

- A doctor's appointment (let us know as soon as you know)
- A student to be excused from Physical Education (due to illness or a medical problem)

Regular attendance is essential both to the student's well being and to that of his/her class as a whole. Make-up work is no substitute for being in class; however, it is important that work be made up if a child is absent. Tardiness disrupts a class; every effort must be made to have the children at school on time. In case of illness or injury at school, the FCCS Nursing Policy will be followed. See Appendix E.

SCHOOL CALENDAR

The FCCS calendar will coincide with the Fort Atkinson public school calendar as much as possible.

WEATHER RELATED CLOSINGS

Decisions for both early closings and school cancellations are based on road conditions determined by Double Three Bus Transportation and are announced on the following radio/TV stations. It will be the same as the Fort Atkinson School systems unless announced otherwise.

WFAW	940 AM	Fort Atkinson
WSJY	107.3 FM	Fort Atkinson
WNWC	102.5 FM	Madison
NBC	CH 15	Madison

A phone tree will be used to notify parents of early closings.

HOLIDAYS

Celebration of holidays will be handled in the following manner; the staff of Faith Community Christian School will teach and stress the reason for the holiday.

FCCS emphasizes the holidays that glorify Christ. Holiday activities will be planned with full advantage to be taken to honor Christ at Thanksgiving, Christmas, and Easter. For example, the birth of Jesus and the biblical stories surrounding that event will be emphasized during the Christmas season. The crucifixion, burial, and resurrection of Jesus Christ will be stressed during the Easter season.

Non-Christian, secularly based holidays are to be evaluated differently. Halloween observance (including all related activities) has no redeeming value relative to Christian school philosophy. The symbolism relating to witches, goblins, jack-o-lanterns, etc. is actually counter-Christian. Staff shall not observe Halloween in the classroom or decorate with any of the aforementioned symbols. Harvest themes may be substituted for this time of year. At the upper grades (junior high) it may be appropriate to give instruction concerning the historic and spiritual origins of the symbols, but this should be done in such a way that God, not Satan, is glorified.

GRADING

The school keeps a permanent cumulative record of each child's health, grades, and parent-teacher reports, etc. In order to maintain confidentiality of all student records, these records will remain in the school office. Teachers are not to copy or otherwise reproduce or share information outside the school.

LETTER GRADE SCALE

Progress reporting (via Report cards) will be done at the end of each quarter, 9-week period.

Keys to grades

A-Excellent (90-100)

B-Above Average (80-89)

C-Average (70-79)

D- Below Average (60-69)

F-Failing (59/below)

I-Incomplete

HONOR ROLL

Honors are given to students in the Fourth through Eighth Grades and are based on core subjects. (Math, Reading, Science, Bible, History, Language, Spelling, Penmanship) Students receive a certificate.

Keys to Honor Roll

First Honors (100-94)

Second Honors (93-90)

Third Honors (89-83)

CONFERENCES/RECORDS

Parent/teacher conferences will be held at the close of the first and third quarters of the school year. Additional conferences may be scheduled, as needed, by request of either parents or teacher.

The school keeps a permanent cumulative record of each child's health, grades, standardized test scores, parent-teacher conference reports, etc. In order to maintain confidentiality of all student records, these records will remain in the school office. Teachers are not to copy or otherwise reproduce or share information outside the school.

STANDARDIZED TESTING

In addition to regular periods of testing by the teachers, FCCS will periodically administer the Terra Nova 3 Test in conjunction with the ACSI program.

Also, the InView (School Ability Test) is administered to children at some grade levels.

Confidential records of student scores will be maintained in the school office.

THOMAS HACK CITIZENSHIP AWARD

The Thomas Hack award is the most prestigious of awards at Faith Community Christian School. It is based on citizenship.

Its origin is from the year 2001 and derived its name from a former student at FCCS who died during the school year of a fierce battle with cancer. The student body, the parents and the school staff were intimately involved in praying and supporting both Thomas and the Dempsey/Hack family. He lived for a total of 6 years and went to be with Christ on April 18, 2001.

Thomas was characterized as a model of Godly witness here in the school in the areas of academic excellence and Godly character.

Two trees were planted and dedicated to Thomas by the school and PTF. The PTF dedication included the following acronym composed by Julie Nachtigal on May 25, 2001.

<i>T is for THANKFUL</i>	<i>We are very thankful to have had Thomas as part of our FCCS family</i>
<i>H is for HOPE</i>	<i>Thomas put his hope and faith in our Lord and Savior Jesus Christ, and we should too!</i>
<i>O is for OFFERED</i>	<i>Each day Thomas offered us his smile and wonderful sense of humor.</i>
<i>M is for MAY</i>	<i>The month that Thomas was born, and the month that we make this special dedication in his memory.</i>
<i>A is for ANGELS</i>	<i>Thomas is now in heaven with Jesus and His angels.</i>
<i>S is for SPECIAL</i>	<i>Because Thomas was so special to each of us; we offer this special tree as a gift in his memory.</i>

The award is determined by the criteria listed and awarded only to students in eighth grade. This criteria must be met to be considered.

Criteria: Citizenship

- Godly Character
- Gets along with others
- Obedience to teachers
- Diligent student
- Christian
- Awarded to an eighth grade student

Selection: Nominated by teachers submitted to administrator for first and second.
 Staff screens all nominees. Administrator makes the final decision.

A Plaque is displayed in the school office. A certificate is given to student along with their name on a Plaque.

CURRICULUM

Faith community Christian School will provide a traditional educational experience in which the following core subjects will be emphasized: Bible/Christian character, reading, language arts/grammar, spelling, mathematics, social studies, and science. Bob Jones Press, Abeka and Association of Christian Schools are our main sources for curriculum.

Memorization and rote learning will occur in such a manner so as to enable the student to apply the information to their lives. It is important that the student learns how to think critically, creatively, and develop Christ-like insights that go beyond memorization and rote learning. Students will be guided, encouraged and nurtured in such a way that they will be able to apply the scripture verses that they memorize.

Faith Community Christian School realizes that there is a core of knowledge and concepts that is foundational to every student's success in today's society and will strive to provide these. FCCS also realizes that there are many effective methods for teaching students and encourages the development of creative strategies that produce an excitement for learning and a mastery of the core knowledge. FCCS is open to innovation as long as there is a predetermined method of assessment that is measurable and quantifiable. FCCS believes that innovation must foremost serve the needs of the students and enhance the learning process.

FCCS believes that teaching is an art and that the teachers must be encouraged and enabled to be creative and enthusiastic in their methods of teaching. FCCS also recognizes its obligations to describe to the parents what their child will be taught and to be accountable for giving feedback on how well their child is achieving and growing.

CURRICULUM SELECTION RATIONALE

A Christian, Bible-based commercial curriculum will be used as the primary instructional set. It is not the intent that only one curriculum publisher be used necessarily, but that a variety of sources be evaluated for the wide variety of instructional needs at FCCS. This purchased curriculum may be supplemented with teacher-provided materials if required to meet all instructional needs.

Secular curriculum for specific areas of need is acceptable provided it is superior to Christian published curriculum and if it does not contradict our school philosophy and mission statement.

The FCCS administrator and the Curriculum Committee of the FCCS Board will make the final choice of commercial curriculum. The administrator will also approve all supplemental materials, publications, and audio-visual aides used by the teaching staff. The FCCS teaching staff annually evaluates the current curriculum with the purpose of identifying those areas that need upgrading/improvement. The feedback from this process is then communicated to the FCCS Curriculum Committee for review. The committee will recommend changes/modification for FCCS board approval.

CORE COURSES

Christian Bible based curriculum will be used as the primary institutional set. The core subjects will be emphasized: Bible/Christian character, reading, language arts, spelling, mathematics, social studies, and science.

Bible

The Bible, God's inspired Word, provides the basis for the school and is used in chapel. Bible, as a discipline, is taught through stories, scripture study, and memorization. We emphasize Godly character traits to strengthen students in their daily walk with the Lord.

Reading

Reading is not only critical to educational success but for all of life's experiences. At FCCS, the process begins in kindergarten with the fundamentals of letter/sound relationships, rhyme, and sense of story. Throughout the grades, phonics and decoding skills continue to be emphasized as tools to aid in comprehension. Students are taught a variety of strategies to construct meaning from print. Our goal is have students develop a love of reading as well as a taste for good literature.

Language Arts

Grammar, written and oral expression, penmanship, and spelling are incorporated in this area. Penmanship is taught as a formal class from grades K-3. Our desire is that each student have the ability to communicate effectively and accurately.

Mathematics

This area includes a blend of memorization, application, and mathematical reasoning used in problem solving. We strive to develop students who are skilled not only in computation, but also in the application of mathematics as required in daily life.

Social Studies

The curriculum includes U.S. and World History, geography, American Government, as well as economics. The student will explore historical events and demonstrate an awareness of God's sovereignty in human affairs. The instructional approach involves both analyzing cause and effect and understanding concepts and themes.

Science

This discipline is based on the intelligent orderly design of God's creation. The scientific method, along with a hands-on approach, is emphasized. Both physical and life sciences are included in the course of studies.

Computers

Computer use will be integrated into classroom instruction. This is not a core subject.

Special Disciplines

It is our greatest desire that each student be able to participate in art, music, computer science, physical education and Spanish. The offering of these classes will be based on staff availability. These are not core subjects.

SALARIED TEACHING STAFF

REQUIREMENTS

All teachers of FCCS must be licensed and/or certified and committed Christians (Spiritually mature) who look upon this occupation as a ministry rather than a job.

The teaching staff is an extension of our church. This is played out each day in interaction with students, answering questions, offering explanations and examples, and using those opportunities that the Holy Spirit provides to guide individual students who are seeking the Lord.

All teaching staff (full time, part time, aides, and volunteers) must be born-again Christians who worship at a church that shares a common doctrinal position with Faith Community Church (as defined in the Faith Community Church Articles of Faith). There must be unanimous agreement by the FCCS Administrator, the FCCS Personnel Committee, and the full FCCS Board, that these requirements have been met.

- Teachers of core subjects must possess an education degree and be licensed in the subject area that they are teaching, with the exception of Bible class.
- Teachers of non-core subjects must possess a college degree (4-year) and be licensed in the subject area that they are teaching.
- Hourly teachers must be degreed in the subject area that they are teaching.
- Core subjects are Bible, history, science, math, writing, and reading.
- Non-core subjects are music, art, computer, Spanish and physical education.
- Volunteers will be accepted at the discretion of the administrator. However, the administrator must inform the school board if volunteers, other than parents, are working with the children and teachers.

PARENT-TEACHER FELLOWSHIP (PTF)

PURPOSE

- To support the staff, and parents of FCCS spiritually, emotionally, and physically.
- To communicate clearly to the parents and staff of FCCS the blessings and needs of the PTF ministry
- To enhance the relationship between the home and the school in order that parents and teachers may cooperate in the Godly teaching and training of the child.

OBJECTIVES

- To uphold all aspects of FCCS in prayer.
- To provide voluntary assistance to the staff of FCCS when needed.
- To raise funds to be used by FCCS.
- To promote a sense of unity among the staff, parents, School Board, and students.
- To promote a positive image of the school to the church and community.

(PTF will coordinate various activities and fundraisers throughout the school year to support the purpose and objective of PTF. Scrip is allocated to tuition reduction. All other fundraising goes to curriculum, equipment, and other school sponsored activities.)

SCRIP

Faith Community Christian School offers a program called SCRIP, the purpose of which is to provide tuition assistance. A variety of both local and national merchants participate in this program. Individual supporters of FCCS purchase gift certificates at face value through the school and use them the same as cash. (i.e. there is no difference between the purchase price or the redemption value of these certificates.) Specific details and order forms are available at the school office. Any questions about the program can be answered by the Scrip coordinator.

SCRIP DISTRIBUTION POLICY

The policy on SCRIP distribution is being revised. More information will be available soon.

FINANCIAL INFORMATION

TUITION

Tuition payments are not tax deductible.

A current tuition schedule shall be available in the school office.

DISCOUNTS

Discounts will be given families (with students in grades K-8th) with more than one child enrolled at FCCS. In grades kindergarten through eighth grade, the first child or child with highest tuition rate will pay the full amount. The second child, or the child with the next highest tuition rate will receive a 10% discount. The third child shall receive a 15% discount. The fourth child and additional children will receive a 20% discount. There will be no multi-child discount for preschool.

A registration fee must accompany the application for admission and re-enrollment. The registration fee is non-refundable unless the application for admission has been denied.

The early registration fee (prior to April 30th) will be \$50 per family. The registration fee after April 30th will be \$100.00 per family. (Exception) If a family of a preschooler only applies after April 30th of the year, their registration fee would remain at \$50.00. However, if a family has a preschooler plus elementary students, the registration fee after April 30th would be \$100.00. Additionally there will be a book fee of \$250 per child for grades K-8 and a \$35 per child for preschool.

Tuition rates for children of full-time salaried FCCS personnel, full-time salaried FCC staff, and home-based FCC missionaries shall be 50% of first child rate for each child except preschoolers. If a parent of children enrolled at the regular rates be hired by the school as a qualified salaried staff member during the school year, they shall not be eligible for the discount until the following school year.

FCC missionary families on furlough whose children attend FCCS shall pay the book fee for each child they enroll.

PAYMENTS

All tuition payments may be made to the school in one of three ways:

1. **YEARLY PAYMENT:** A 3% discount will be given for full year tuition payments which are due the first day of the first semester.
2. **SEMESTER PAYMENT:** Semester tuition payments are due the first day of the first and second semester respectively.
3. **MONTHLY PAYMENT:** Ten/twelve equal monthly payments may be made beginning August 15th and ending May 15th/July 15th. A \$10 or \$12 handling fee will be charged those who pay by the month.

PAYMENT DELAYS

All monthly, semester, and annual payments are subject to a late payment penalty of \$15.00 per occurrence if not received by the 25th of the month. The late payment penalty becomes tuition due to FCCS.

If late payments are not received by the 5th day of the next month, the Delinquent Tuition Policy will be enforced. It is the responsibility of the parent owing tuition to make sure the payment is in the school's possession when it is due.

DELINQUENT TUITION POLICY

1. The Treasurer will make phone contact notifying delinquency after the 25th of the month. A letter will be sent if the delinquency continues after the 5th of the next month.
2. If no response is received as a result of the letter or phone calls by the 25th of the month, the following steps will be taken:
 - a) The student will not be allowed to come to school on the first of the month unless tuition is current or other arrangements have been made with the treasurer.
 - b) If progress is not made in collecting past due tuition and the delinquent party is a member of Faith Community Church, the board of Elders will be asked to intervene to make payment arrangements.

The school board will be kept informed monthly on the status of all delinquent tuition payments. The board considers that all unpaid tuition is still due FCCS. No parent shall enroll or re-enroll children until all past due obligations have been paid in full. Until full payment is received, letters will be sent monthly to those with delinquent accounts stating the amount due.

MID-YEAR ADMISSIONS

Tuition rates and payment schedules for students enrolling during the school year will be determined by the Administrator and Office Manager on an individual basis.

DONATIONS

All donations to FCCS are tax deductible. The Office Manager shall issue a receipt (signed by the Administrator or Treasurer) to all cash donors for tax purposes.

Donations other than cash: A receipt for the donated item will be issued. It shall be the responsibility of the donor to obtain a value assessment for tax purposes. The school will not issue a dollar amount receipt.

Memorial gifts to the school will be endowed for special school needs and projects.

ECONOMIC ASSISTANCE

NON-DISCRIMINATION POLICY

It is the policy of Faith Community Christian School not to discriminate on the basis of sex or ethnic origin in the selection of applicants or distribution of financial aid, tuition aid or scholarship funds.

TUITION AID FUND

The Tuition Aid Fund is established to assist families with financial aid and is funded solely by donations. In compliance with IRS regulations governing tax-deductible contributions, donations may not be directed toward a specific student. *In order to encourage trust for God's provision, assistance from the fund will not exceed 50 percent of a student's tuition.*

Interested parties may contact the FCCS Administrator on the amount of aid that is available for the upcoming school year. A 3-person Selection Committee consisting of the FCCS Treasurer, School Administrator, Elder Board Liaison, and another Board Member or will review applications and determine those recipient(s) who will receive aid.

All information provided will be regarded as confidential by the Selection Committee.

ELIGIBILITY

Selection of a recipient(s) will be made based on the following considerations:

- Financial need. Level of need will be determined from information provided on application form.
- Hardship circumstances to be considered at the discretion of the Selection Committee.
- The amount available in the fund will be divided proportionally among all qualified applicants if each applicant cannot be given the exact amount requested. Priority will be given to:
 - a) A previously enrolled student.
 - b) A member of Faith Community Church.
 - c) The greatest need.
- Students must be enrolling in Kindergarten through eighth grade.
- Proof of household annual income required.

SPECIAL REQUIREMENT OF RECIPIENT(S):

None.

ANDREA RAASOCH MEMORIAL SCHOLARSHIP

The moneys given initially to Faith Community Christian School in memory of Andrea, and all subsequent donations, will be directed to a separate interest-bearing fund to be known as the %Andrea Raasoch Memorial Scholarship fund.+

The Andrea Raasoch Memorial Scholarship is established as an ongoing memorial scholarship fund to provide tuition assistance for continuing students of FCCS. The scholarship moneys are to be used to provide complete or partial tuition for enrollment at FCCS. It is not to be used as a one-time award to assist with an immediate short-term financial need. The scholarship is funded with interest income from the principal of the original memorial contribution.

The Scholarship Committees responsibilities are to:

1. Oversee the fund\$ existing and future donation, investing to meet the objectives of maximizing long-term income and protecting the principal.
2. Invest the principal to provide monthly interest income.
3. Protect principal.
4. Annually publicize the existence of the scholarship to secure applicants.
5. Provide monthly reports to the FCCS board on the status of the scholarship program.
6. Following selection of a scholarship recipient, provide an annual report to the Raasoch family on the status of the fund.

Interested parties may contact the FCCS administrator after June 15 to determine the moneys available for the upcoming school year.

A four-person Scholarship Committee consisting of the FCCS Board treasurer, school administrator, an FCC pastor, and one additional board member appointed by the committee will review applications and determine those recipient(s) who will receive tuition assistance.

All information provided will be regarded as confidential by the selection committee.

ELIGIBILITY

Initially, moneys provided by the scholarship fund shall be used to assist only one student. When proceeds of the fund exceed a student\$ full tuition, then additional student(s) will be considered.

The award is to be made for an amount covering up to a complete academic year. The amount available will be determined by the previous year\$ interest accumulation. This amount will be deducted from the tuition payment plan selected by the family.

Selection of a recipient(s) will be made based on the following considerations:

1. Applicant must be an existing FCCS student family.
2. Financial need. This will be the primary selection criterion. Level of need will be determined from information provided on the application form.
3. Students must be enrolling in Kindergarten through eighth grade.

SPECIAL REQUIREMENTS OF RECIPIENT(S):

None.

REFUNDS

TUITION

If a student withdraws or is expelled from school, no refund for the current semester will be given. All prepayments beyond the current semester will be refunded. Monthly pay plan students will be expected to pay through the current semester.

HOMESCHOOLERS PARTICIPATION FEES

There will be no refund once classes have begun.

APPENDIX A

ARTICLES OF FAITH OF FAITH COMMUNITY CHURCH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. II Timothy 3:16; II Peter 1:19-21.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Ghost. Matthew 28:19; II Corinthians 13:14.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. John 1:1-3; Matthew 1:23; Hebrews 4:14; Romans 5:11; I Peter 1:18,19; I Corinthians 15:3-8; Acts 10:1-9; I Thessalonians 4:16,17; Titus 2:12-14.
4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. John 3:3.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. I Corinthians 3:16; Galatians 5:16-25.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. John 5:28,29.
7. We believe in fellowship with all churches who believe that the blood of Jesus Christ alone cleanses from sin.

APPENDIX B

STATEMENT OF PARENT OR GUARDIAN

In signing, I (we) agree that:

1. I have read and acknowledge the Mission Statement and the Statement of Faith of the school and am willing to have my children educated accordingly.
2. It is my responsibility to strive diligently toward the observance of the Parents Promise as God enables me by the power of His Holy Spirit.
3. The school may discipline my child in accordance with its discipline policy.
4. The school may recommend grade placement of my child.
5. The school reserves the right to dismiss any student who does not cooperate with the educational process.
6. I understand that tuition rates do not cover the cost of operating the school and thus my participation is needed in lending practical help and prayer support in a mutual effort to train our children.
7. I have read the Policies Relating to Tuition Payments and agree to pay all tuition fees, and other financial obligations to Faith Community Christian School on or before the due date without a reminder and in accordance with these policies.

APPENDIX C

FAITH COMMUNITY CHRISTIAN SCHOOL PARENT PROMISE

1. I promise to pray earnestly for Faith Community Christian School.
2. I promise to cooperate fully in the educational functions of FCCS, doing my best to make Christian education effective in the life of each of my children that he or she may live and serve the Lord Jesus Christ all of his or her life.
3. I promise to pay all of my financial obligations on or before the due date. If I am unable to pay on time, I will notify the treasurer in advance, explain the delay, and state when payment can be made.
4. I promise to undertake volunteer duties and responsibilities for FCCS as opportunities arise and as God provides strength and time.
5. I promise to attend meetings and parent functions regularly, even though I may not be able to achieve perfect attendance.
6. I promise to seek the advancement of Faith Community Christian School in all areas, spiritually, academically, and physically, recommending FCCS to other Christian families as opportunities arise.
7. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved rather than to begin to spread criticism or hold a negative attitude in my heart.

APPENDIX D

DRESS CODE

RATIONALE

We believe a student's appearance has much to do with his/her attitude and that dress code is an integral part of a student's education. We also believe, though, that the approach taken will make all the difference in the world as to whether this will be a positive or negative experience in the child's education.

Our desire is to take a low-key approach that will set and enforce dress code through example (we as teachers must look and dress sharp), emphasis (on modesty, cleanliness, neatness, tastefulness and appropriateness from both parents and teachers) and encouragement (when a student's apparel is in question, it should be handled privately, politely and positively).

If violations or questionable situations become chronic, the student would be referred to the administrator who would then make the final judgment call.

We are committed to the proposition that students must never be embarrassed, attacked or made to feel uncomfortable should their dress attire be in question. Again, it will be handled privately, politely and positively.

The FCCS Administrator will be charged with interpreting the dress code on a day-to-day basis. Discussion with the teaching staff of potential or observed dress is an appropriate first step. Any dress determined to be inappropriate will be brought to the attention of the parents or the student individually.

Dress codes described are applicable to K-8 and should be considered as a guide for preschool.

These dress code requirements apply to all school functions and/or activities (field trips, holiday programs, concerts, fairs, etc).

GIRLS

Dresses and skirts must have hemlines to the knee. Any slits must end at knee length or below. Necklines of dresses and blouses must be modest.

Slacks and denim jeans are acceptable so long as they fit modestly. Pants must not have holes in them.

Shorts and skorts will be allowed provided they are denim or casual dress shorts. Shorts must be no shorter than mid thigh.

Halter-tops, tube tops, spandex shorts and sundresses are not acceptable.

All shirts must have sleeves. No midriff is to be exposed. T-shirts and sweatshirts are permissible providing they fit, are tastefully selected, are without holes and inappropriate symbols such as, but not limited to alcohol, drugs, profanity, sarcasm, Satanism, or secular music groups. This also applies to backpacks and lunchboxes. Shirts will be tucked in at all times if intended by the style.

Hats and sunglasses will not be worn inside the building.

Socks must be worn with all footwear, except sandals. Backless shoes, flip flops or roller shoes are not permitted. Shoes must be worn during all classes and activities.

Make-up, in moderation, is allowed for 6th, 7th and 8th graders only. Jewelry may be used tastefully and in moderation. Rings should be worn on fingers only.

BOYS

Slacks and denim jeans are acceptable. Pants must not have holes in them. Pants must be worn at the waist or hip level with no undergarments visible.

Shorts will be allowed provided they are denim, or casual dress shorts or athletic shorts in good taste. Shorts must be worn at the waist or hips at least mid thigh in length, and with no undergarments visible.

All shirts must have sleeves. T-shirts and sweatshirts are permissible providing they fit, are tastefully selected, are without holes and inappropriate symbols such as, but not limited to alcohol, drugs, profanity, sarcasm, Satanism, or secular music groups. This also applies to backpacks and lunchboxes. Shirts will be tucked in at all times if intended by the style.

Socks must be worn with all footwear except sandals. Backless shoes, flip-flops or roller shoes are not permitted. Shoes must be worn during all classes and activities.

Hair will be neatly trimmed and combed. Eyes and eyebrows must be visible.

Hats and sunglasses will not be worn inside the building.

Earrings may not be worn.

APPENDIX E

SCHOOL BOARD POLICY ON EMERGENCY NURSING SERVICES

All staff of FCCS may not give medicine to students in baggies, etc. They must be clearly marked and in proper container due to safety factors and the increased liability of FCCS. Parents are requested to fill out a form regarding the issuance of prescription and nonprescription medicine by teachers. (See also Emergency Nursing Services Policy.) The First Aid Box and the cot (fold-out bed) will be located in the school office which has been temporarily designated as the isolation area for the ill and/or injured student according to the Emergency Nursing Services statute.

The Wisconsin Department of Public Instruction has forwarded information on the Emergency Nursing Services law found in Section 121.02(1) of the Wisconsin Statutes. This statute states that each school board shall provide for emergency nursing services.

According to Administrative Rule PI 8.01 (2)(g), emergency nursing service shall be provided under the direction of a nurse(s) registered in Wisconsin. Arrangements shall be made with a physician to serve as medical advisor for the emergency nursing service. Written policies for emergency-nursing services shall be established. These policies shall include procedures for dealing with accidental injury, illness, and medication at all school-sponsored activities. An annual review shall be made of the emergency nursing services. Emergency nursing services shall be available during the regular school day including curricular and co-curricular activities of pupils. Equipment and supplies for the emergency nursing services shall be readily accessible.

Definition of terms given by the DPI were:

EMERGENCY NURSING SERVICES The intervention or delegation to other qualified personnel by the registered nurse for the provision of the immediate care needed to protect the health or enhance survival changes of the injured or acutely ill and for administering necessary medications. (Not a legal definition; provided for guidance only.)

MEDICAL ADVISOR A medical doctor designated or contracted by the school district to act as a consultant to the district and the school nurse for the provision of emergency nursing services. (Not a legal definition; provided for guidance only.)

REGISTERED NURSE A professional nurse licensed to practice nursing in Wisconsin by the Wisconsin Department of Regulation and Licensing per Chapter 441, WI. Statutes. (Not a legal definition; provided for guidance only.)

To meet the standards required by this statute, Faith Community Christian School will adhere to the following policy:

1. The nursing services will be under the direction of a registered nurse (Currently, our nurse is Kathy Cheek with the Jefferson County Health Department.) The number and date of current license of the directing nurse, and documentation of qualifications for providing emergency care is on file at the Jefferson County Health Department.
2. A medical doctor will serve as our medical advisor. All school personnel will know the name, address, and telephone number of this designated medical advisor. (Currently our medical doctor is Dr. Harold F.(Rick) Anschuetz of Fort Atkinson.
3. Equipment and supplies for emergency nursing services are to be readily accessible during the regular school day and school-sponsored activities. At this time, the first aid supplies and a cot have been secured and have been placed in the school office. The school office is temporarily designated as the isolation area for the care and observation of the ill and injured students. In addition, a listing of available equipment and supplies will be maintained in the school office, posted in a clearly visible space on the wall next to the First Aid Box. No unauthorized use of these supplies and/or equipment is

permitted. The school Administrator is responsible for the maintenance of these supplies. Both the school nurse and the designated medical advisor should periodically determine what supplies are necessary. A first aid logbook will be kept in the first aid box. Whenever a child receives any kind of first aid or medication, the date, time, name of the child, and what was done must be recorded. There should also be an indication whether or not the parents were contacted.

4. Annually, in June, the Administrator will review the emergency nursing services plan of the school, and make a report of his/her review to the school board. He/she should make recommendations for revisions in the plans at any time during the year when a need has been identified.
5. At a minimum, one teacher and the Administrator should have certification in CPR. The administrator will appoint at least one teacher to obtain the necessary training. The school will pick up the expense for this training.
6. It is the responsibility of the school Administrator to inform all personnel (full-time, part-time, and substitutes) of the school's emergency nursing services plan.
7. The school staff shall notify the school Administrator who shall notify the registered nurse, medical advisor, and the Jefferson County Health Department of any case of suspected case of communicable disease in our school in compliance with Wisconsin Administrative Code Chapter HSS 145, Control of Communicable Diseases. The report shall be made immediately upon identification of a case or suspected case by phone if disease is classified as being urgent to the public health. If not, the report will be submitted within 72 hours of identification. The report will be kept in a school log.
8. Staff members should notify the school Administrator when a child is suspected of having a communicable disease or any condition having the potential to affect the health of other students and staff. The Administrator may send home the child for diagnosis and treatment and shall ensure that the parents are informed of the action.
9. The following procedure should be used to clean up after any child who has an accident or injury at school:
 - a) Blood or other bodily fluids emanating from any child should be treated cautiously.
 - b) All individuals should wear gloves when cleaning blood spills, vomitus, stool, or urine.
 - c) Blood or other spills should be disinfected with bleach and persons coming in contact with them should wash their hands afterwards.
 - d) Blood soaked items should be placed in leak proof bags for washing or further disposition.
 - e) Similar procedures are recommended for dealing with vomitus and fecal or urinary incontinence in any child.
 - f) Hands should always be washed after contact with any body fluid. SEE BLOODBORNE PATHOGENS: OSHA . On file
10. The school administrator has the responsibility to design and issue a form to parents in the event they would need/desire medication to be given their child during school hours. The school's designated medical advisor and nurse should examine this form. The form must be signed, returned, and filed before any faculty/staff member of the school may give the child the medication. No medication may be given to a child from a baggie or other container different from the pharmacy/store packaging. The medication must be clearly marked and in its proper container. (See also school policy III-1.) The name of the student, dosage, times to be given, and physician's name must appear on the container. According to the State of Wisconsin Statute 118.29, prescription medications may not be administered without the direction and signature of the attending physician. All medications brought to school must be locked up and administered to the student only by staff unless directed otherwise by the physician.
11. All pupil records shall remain confidential except as may be needed for the purposes of investigation, control, and prevention of communicable diseases to protect the public health. State/school penalties may result from the wrongful disclosure of confidential information.

12. If any faculty/staff member becomes aware of a safety hazard in or around our school, he/she shall immediately notify the Administrator and they shall attempt to immediately correct it, if possible. If not possible, the employee should inform the custodian, pastoral staff, and/or the board president who will implement corrective measures.
13. Annually, it is the Administrator's responsibility to enroll every student on an Enrollment and Emergency Information Card, which shall be kept in the school office for quick reference in the event of any emergency. Said file shall be located near emergency First Aid box.
14. In an emergency, immediate care will be given. Such care shall include assessment of the problem and administration of first-aid by trained personnel. If the emergency is deemed to be life threatening or severe, the Rescue Squad will be called, and the Administrator and designated medical advisor and nurse will also be notified immediately. In the event that parents/guardians are not at home, the name indicated on the emergency card, as being responsible will be notified. The Administrator or other designated person will continue efforts to locate parents/guardians or other responsible person.
15. The Administrator with the input of the designated medical advisor and nurse should design an appropriate Accident Report Form. The person administering first aid must fill out this report form. The report will then become part of the permanent record in the school log.
16. The seriously injured or potentially seriously injured student shall not be left unattended.
17. The parent/guardian must be notified of any head injury to a child.
18. Procedures for Death at School:
If a death occurs during school hours or at a school-sponsored activity, the Administrator or person in charge of the activity must be notified immediately. The Administrator or person in charge will immediately contact the Rescue Squad. The Police Department and the parents/guardians or next of kin should also be notified. The area should be cleared of all spectators. No news media people or other persons not mentioned above should be allowed in the area. No information shall be given out without proper authorization or before notification of the victim's next of kin.

If the parents/guardians or next of kin cannot be contacted, the directions of the Administrator, designated medical advisor or nurse, or coroner and/or Police Department shall be followed.
19. Every student enrolled in Faith Community Christian School shall be required to have a physical upon entrance to Kindergarten. Exceptions may be made in accordance with State Law. Students excused from physical education classes by a physician must present a written excuse at the beginning of each semester.
20. All students admitted to Faith Community Christian School must present immunization records as required by law. Except as otherwise provided, immunizations are required for measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, and mumps.

A student may be waived from the immunization requirements when the student, if an adult, or the student's parent, guardian or legal custodian submits a written statement objecting to the immunization for reasons of health or personal conviction.

The Administrator shall be responsible for notifying the student, parent, guardian, or legal custodian of the immunization requirement and shall inform such persons in writing of their right to an immunization waiver. The Administrator or other designees, shall also be responsible for maintaining complete and up-to-date immunization records for each student attending the school.

(Legal Ref.: Section 140.05(16), Wisconsin Statutes)
21. Students who have contracted communicable diseases will not be readmitted to school until health care officials determine that the risk of transmission has subsided.

APPENDIX F

STANDARDS OF ACADEMIC AND BEHAVIORAL PERFORMANCES FOR STUDENTS WITH NORMAL ABILITIES AT FAITH COMMUNITY CHRISTIAN SCHOOL

A primary goal of Faith Community Christian School (FCCS) is to train and equip students for a productive, God-honoring life as they pass through the various stages leading to maturity. The academic and behavioral standards that are maintained are intended to direct students toward becoming suitably trained and self-disciplined in life, and enable them to function honorably in the workforce and community.

The academic standards of Faith Community Christian School are intentionally high. The curriculum is selected from among publishers whose materials will motivate students to achieve according to their highest possible level. It is the goal of FCCS to train students to achieve above the norm on standardized testing.

Students attending Faith Community Christian School will be held accountable to the following standards of performance:

ACADEMIC EXPECTATIONS

1. Every student at FCCS will be expected to perform to the best of his/her ability.
2. Students will produce appropriate quality in all written work:
 - a) Writing
 - b) Expression
 - c) Neatness
 - d) Accuracy (according to grade level expectations)
3. Students will come to class daily having prepared themselves for the day's work. (Homework will be assigned on a regular basis according to the grade level of the student as a means of developing good study habits for future academic success).
4. Students will show diligence in completing and returning homework on the date due.
5. In all subject areas, students will work to maintain grades in line with intellect and ability. Under normal circumstances students will maintain at least a C+ average in order to obtain satisfactory achievement. Exceptions may be made to this standard on the basis of a student's special needs.

PROCESS FOR MAINTAINING ACADEMIC STANDARDS

Students not meeting the above academic standards will be required to submit to the following process designed to assist them in improving their skills and enabling them to comply with the academic standards of the school.

1. An assessment of student academic progress will be made sometime during the first five weeks of each quarter. Parents will be notified of deficiencies within that period of time. A deficiency is determined by any significant reduction in grades and/or performance at any time during the quarter. Students showing a deficiency in their grades within the first five weeks of any quarter will have the remaining weeks of the quarter to bring the grades up to a satisfactory level.
2. Students with two or more failing (F+) grades on a report card at the end of any quarter will be placed on academic probation for the following quarter.
3. During the probation period, the student will be required to show improvement by the end of next quarter in both effort and academic performance and will be subject to a prescribed evaluation process to be determined in cooperation among the parent, teacher, and administrator.
4. Students showing repeated unacceptable academic performance resulting in three or more referrals will be subject to the following process:
 - a) First and second occurrences . referral sent home for parent signature.

- b) Third occurrence . parents will be called for a conference with the administrator. Further appropriate action will be taken including any of the following:
 - i) Detention . required attendance in study hall either during or after normal school hours.
 - ii) A planned program to improve academic performance.
 - c) Subsequent occurrences . student will be placed on academic probation with a specific plan for improving academic performance.
 - i) The terms of probation will be spelled out in a contractual agreement signed by the student, teacher, administrator, and parents.
 - ii) A periodic review of progress will be made during the probation period.
5. Failure to improve academic performance after due process has been administered may result in further action including any of the following:
- a) Detention . required attendance in study hall either during or after normal school hours.
 - b) Suspension . either in-school or at home, which may be determined by the severity of the situation.
 - c) Retention . not passed on to the next grade without completing specific requirements that may include completing a summer school program in the student's local school district.
 - d) Retake class or classes where the deficiency occurs without full retention.
 - e) Expulsion . dismissal from attendance at Faith Community Christian School.

BEHAVIORAL EXPECTATIONS

1. Students will come to school daily willing and ready to learn.
2. Students at FCCS will treat others with respect and honor (I Thessalonians 5:11) endeavoring to follow the biblical commands as conveyed in I Timothy 4:12 ~~Let~~ no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.+
3. Students will contribute appropriately to class discussions and activities.
4. Each student will maintain a positive attitude toward the school, faculty, staff, and fellow students, and will respond in accordance with the rules and guidelines of the school.
5. Students will respond cooperatively and obediently to school regulations and to anyone in authority who is in the position to administer discipline.
6. Students will maintain morally upright conduct with respect to social relationships, language, and honesty.
7. Students will care for the facilities and equipment provided through the church and school.

SPIRITUAL MATURITY EXPECTATIONS

FCCS endeavors to train students who will:

1. Show evidence that they have acquired biblical knowledge appropriate to their grade-level through testing and life application.
2. Endeavor to live the Christian life on a daily basis.
3. Exhibit a willingness to participate in prayer as opportunities arise.
4. Exhibit the ~~fruit~~ fruit of the Spirit+ (Galatians 5:22, 23).

PROCESS FOR MAINTAINING BEHAVIORAL STANDARDS

Students not meeting the above behavioral standards will be required to submit to the following process designed to guide them in the development of appropriate Christ-like behaviors.

1. An assessment of student behavior will be ongoing throughout the year through quarterly reporting via the report card and incident reports as appropriate. Parents will be notified of behavioral concerns as they arise.
2. Students showing repeated unacceptable behaviors resulting in three or more incident reports will be subject to the following process:
 - a) First and second offenses . incident reports sent home for parent signature.
 - b) Third offense . parents will be called for a conference with the administrator to determine further appropriate action including any of the following:
 - i) Detention . required attendance in study hall either during or after normal school hours;

- ii) Suspension . either in-school or at home length will be determined by the severity of the situation.
- c) Subsequent offenses . student will be placed on probation with a specific plan for improving behavior.
 - i) Terms of probation will be spelled out in a contractual agreement signed by the student, teacher, administrator, and parents.
 - ii) A periodic review of behavioral improvement will be made during the probation period.
 - iii) Terms of the suspension will be lifted upon satisfactory compliance.
- 3. Students whose behavior continually rebels against the behavioral standards of the school will be subject to dismissal from attendance at Faith Community Christian School.

The expectations of academic and behavioral performance as outlined above are intended to build within your child(ren) a strong desire to learn and the motivation to achieve at the highest possible level. It is our hope that every student will become a self-disciplined individual who has set high standards for his/her behavior and whose life will be a godly example for others to follow.

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