

Foursquare Christian
Early Learning Center
2017-2018



Providing a Biblical Foundation for a Successful Future

Foursquare Christian Early Learning Center
144 Butte St.
Crescent City, CA 95531
(707) 464-9501
www.foursquarechristian.org
State of California Facility #: 085400291

FOURSQUARE CHRISTIAN EARLY LEARNING CENTER

(707)464-9501
144 Butte Street
Crescent City, CA 95531
www.foursquarechristian.org

Dear Parents,

Thank you for considering **Foursquare Christian Early Learning Center** for your child's education. FCELC is a quality caring Christian based environment that strives to meet the development needs of all kids 2 ½ years old – 2nd grade.

Our goal is to provide a Biblical foundation for a successful future by focusing on each child's social, spiritual, and educational needs in this unique stage of life.

A safe, secure, loving environment is provided through dedicated, caring and nurturing teachers and staff that are trained to encourage each child in his and her God-given value and abilities.

This handbook has been prepared as an informational guide to acquaint you with our program.

Please carefully read the information contained in this handbook and keep it for future reference.

Feel free to contact us with any questions you may have. We look forward to partnering with you in your child's education.

Serving joyfully,

Maria Guy
School Administrator
Colly Klein
Preschool Director

“Train up a child in the way he should go; and when he is old he will not depart from it.” Proverbs 22:6

TABLE OF CONTENTS

I. FOURSQUARE CHRISTIAN EARLY LEARNING CENTER

Organization.....	4
Goals.....	4
Statement of Christian Philosophy.....	5
Statement of Faith.....	6
Professional Membership.....	7
Accreditation.....	7
Licensing.....	7
Complaints.....	7
Faculty.....	7
Handbook.....	7
Visitors.....	7

II. ADMISSION AND FINANCIAL REQUIREMENTS

Non-Discrimination Policy.....	8
Enrollment.....	8
Legal Requirements.....	8
Fees.....	9
Payment Options.....	10
Re-enrollment.....	10
Optional, Special or Additional Fees.....	10
Delinquent Fees.....	10
Dismissal Policy.....	10
Fundraising.....	10

III. EMERGENCY PROCEDURES

Emergency Drills.....	11
Emergency Safety Plan.....	11

IV. HEALTH

Health Policy.....	12
Immunizations.....	12
Illness.....	13
Communicable Diseases.....	13
Medications.....	14
Injuries.....	14

V. DISCIPLINE

Positive Behavior Interventions & Support.....	15
Character Development.....	15
Clip Charts.....	15
Positive Reinforcement.....	16
Partnering with Parents.....	16

VI. COMMUNICATION

Home Envelopes	17
Parent Teacher Communication	17
Parent-Teacher Conferences	17
Questions and Concerns	17
Faculty-Student Relationships	17

VII. GENERAL

Confidentiality	18
Child Abuse	18
Child Custody	18
Field Trips	18
Recess	19
Milk Program	19
School Security	19
Volunteers	19
Birthdays & Parties	19
Chapel	19

VIII. PRESCHOOL

Hours of Operation	20
Schedule	20
Arrival and Departure	20
Closing Time	20
Cubbies	20
Naps & Rest	20
Snacks & Lunches	21
Curriculum	21
Clothing	22

IX. ELEMENTARY

Hours of Operation	23
Kindergarten Curriculum	24
1 st Grade Curriculum	25-26
2 nd Grade Curriculum	27-28
Homework	29
Grading	30
Progress Reports	30
Awards	30
Attendance	31
Tardy	31
Absences	32
Re-Admit	32
Planned Absences	32
Snacks & Lunches	32
Clothing	33
Map	34

I. FOURSQUARE CHRISTIAN EARLY LEARNING CENTER

ORGANIZATION

Foursquare Christian Early Learning Center (FCELC) is a ministry of the Crescent City Foursquare Church and serves the community of Del Norte County.

FCELC is governed with the bylaws of the Crescent City Foursquare Church. The governing leadership of FCELC is the Foursquare Church pastor, Church Council, Administrator, Preschool Director, and the School Advisory Council.

FCELC consists of four programs:

Preschool - students 2 ½ years – 4 years

Pre Kindergarten - students that will not be 5 years old by September 1st or for students that will be old enough for regular kindergarten but not yet developmentally mature enough to benefit from a structured environment.

Kindergarten - students who will be 5 years old by September 1st

Elementary - students entering the 1st and 2nd grade.

GOALS

The goals of FCELC are:

- to provide opportunities for children to grow in their understanding of Christ's love
- to provide a safe, nurturing environment, where children feel valued
- to provide opportunities for children to enhance social skills
- to encourage children to think, reason, question, and experiment
- to promote language development skills
- to guide children in initiative and decision-making skills
- to encourage and demonstrate sound health, safety and nutrition habits
- to model and encourage respect for cultural diversity
- to provide opportunities for physical development
- to encourage creativity
- to promote a life-long love of learning

STATEMENT OF CHRISTIAN PHILOSOPHY

FCELC seeks to partner with parents to nurture young children as they build a relationship with Jesus Christ. Godly principles are integrated into every aspect of our curriculum. Our responsibility is to provide an environment that facilitates growth in the social, emotional, spiritual, cognitive, and physical areas of development. Children are unique individuals and we respect their varying abilities and learning styles. It is our belief that children, given multiple opportunities to experience success, will attain a positive self-concept which will lay a foundation for future achievement.

FCELC is a “Christian” School, as opposed to a public or even a private school. One point that distinguishes a Christian school is its philosophy.

Our philosophy is to partner with parents and guardians to provide each student with a biblically-based spiritual and academic education that yields a biblical worldview.

We believe that the responsibility for a child’s education rests with the parents, not with the government or the church. Children belong to God and are given by God to parents. FCELC teachers and staff partner with parents to complement and supplement the home. When parents choose a Christian school for their children and go through the enrollment process, they affirm that they are in general agreement with the spiritual and academic mission of the school. They also affirm they will back the school in prayer support, financial support, and parental support of the school’s rules.

Parents who are not in harmony with the spiritual, academic and social purpose of the school should not enroll their children. Students will conform much better to the standards of the school if they know their parents and the school are united on the rules. The same is true in families where children know their parents are in solid agreement about family rules; they respond much better when they see united leadership. The leadership principles that apply at home also apply at school. Students must see the school and the home united.

STATEMENT OF FAITH

1. The Scriptures:

We believe in the plenary and verbal inspiration of the Scriptures, both of the Old and New Testament. By this we understand that the Holy Spirit not only inspired the thoughts of the writers, but also formulated the very word structure into which the thoughts were inerrant as to fact and infallible as to truth. (I Cor. 2:13; II Tim. 3:16-17; II Pet. 1:20-21)

We further believe that the Scripture is to be interpreted normally according to the grammatico-historical method.

2. The God Head:

We believe in one Triune God: Father, Son and Holy Spirit; eternal in being, identical in nature, equal in power and glory, and having precisely the same attributes and perfections. (Deut. 6:4; II Cor. 13:14)

3. Man's Creation and Fall:

We believe that man was created in the image and likeness of God but through Adam's sin became alienated from God, acquired a sin nature, and came under the judicial sentence of death.

(Gen. 1:25-27; Rom. 3:22-23; Eph. 2:12)

4. The Person and Work of Jesus Christ:

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the virgin Mary, in order that he might reveal God and redeem sinful man. We believe that the Lord Jesus Christ accomplished our sacrifice, and that our redemption is made sure to us by His resurrection from the dead in the identical though glorified body in which He was crucified. (John 1:1-2; Luke 1 1:35; Rom. 3:24-25; I Pet. 1:3-5)

We believe that the Lord Jesus Christ is now in heaven exalted at the right hand of God where, as High Priest for His people, He fulfills the ministry of Representative, Intercessor, and Advocate. (Heb. 9:25; Rom. 8:34; I John 2:1-2)

We believe in the personal return of our Lord Jesus Christ and in His kingdom reign.

(I Thes. 4:13-18; Zach. 14:4-11; Rev. 20:6)

5. The Holy Spirit:

We believe that the Holy Spirit, the third person of the God-head, in the present age, regenerates and indwells all believers in the Lord Jesus Christ, baptizes them into the Body of Christ and seals them unto the day of redemption, and we believe that every believer is commanded of God to be filled with the Holy Spirit. (Rom. 8:9; I Cor. 12:12-24; Eph. 1:13-14, 5:18-20)

6. Salvation

We believe that salvation is the gift of God offered to man by grace and received by personal faith in the Lord Jesus Christ, and that this faith is manifested in works pleasing to God. (Eph. 2:18-20; Titus 2:11-14).

We believe in the spiritual unity of all believers. We believe that all who are saved shall have eternal life. (Rom. 8:1, 38-39; John 10:27-30)

7. The Church:

We believe that the church is a spiritual organism made up of all born-again persons in this age irrespective of their affiliation with Christian organizations. (Eph. 1:22-23, 5:25-27; I Cor. 12:12-24)

We believe God's plan for this present age involves world evangelism through the church and through the witness of every believer in Jesus Christ.

8. The Final State:

We believe that the condition and retribution of the lost and the salvation and blessedness of the saved are conscious and everlasting. (Mark 9:43-48; Rev. 20:15, 22:3-5, 11)

PROFESSIONAL MEMBERSHIP

FCELC is a member of the Association of Christian Schools International, which offers teacher development opportunities, curriculum and teacher education materials, as well as legal advice.

ACCREDITATION

We are accredited through the National Association of Private Schools (NAPS).

LICENSING

The FCELC is licensed by the State of California and meets all the State of California licensing requirements as specified in the general licensing requirements for Childcare Centers Title 22, Division 12, Chapter 1 and 2, including educational requirements for staff. The licensing agency has the authority to inspect and audit client and facility records without prior consent. The Department of Licensing also has the authority to observe the physical condition of students, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical physician examine the student.

COMPLAINTS

Complaints concerning the licensing organization, staffing or program of a licensed child care setting which are not able to be resolved directly with the preschool director or staff may be filed through the Department of Social Services Community Care Licensing - (707) 588-5020. Our state license number is 085400291.

FACULTY

As Christian role models, our teachers communicate Christian values, not simply in words, but with their lives. Each teacher provides challenging learning that supports the mission and values of FCELC. A team of dedicated instructional aides, playground supervisors and office staff support the teachers.

HANDBOOK

Although every effort has been made to ensure the accuracy and completeness of the information in this handbook, students and parents should note that laws, rules, and policies change from time to time, and these changes may alter the information contained in this publication. This handbook does not constitute a contract or the terms and conditions of the contract between the student or parent and FCELC.

VISITORS ON CAMPUS

All visitors must sign in at the school office to obtain a visitors pass, which must be worn at all times. It is required that all visitors sign out at the office before they leave campus.

II. ADMISSION AND FINANCIAL REQUIREMENTS

NON-DISCRIMINATION POLICY

The FCELC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

ENROLLMENT POLICY

Families wishing to enroll a child in FCELC should proceed through the following steps:

- **Schedule a tour!** We would love to have you come visit us and see how we put our philosophy and methods into practice. The Administrator or Director will meet with you and your family, give you a tour of our campus, and introduce you to our staff. We will provide you with any additional information about FCELC and answer any questions you may have.
- **Obtain a Registration Packet**
 - A parent handbook
 - Enrollment forms (all forms need to be complete and on file before the first day of school)
 - Tuition agreement form
 - FACTS Management Tuition form
- **Return the Registration Packet and Registration Fee to the Office**
With a copy of their immunization record and a copy of their original birth certificate
- **Meet with the Administrator or the Director**

LEGAL REQUIREMENTS

1. Kindergarten

State law requires that a student entering kindergarten must turn five years old by the coming September 1st.

2. Immunizations

State law requires that students entering kindergarten must have satisfactory evidence on file of having met all immunization requirements, unless they are exempt. The verification of immunizations by a medical record is required before final acceptance.

3. Records

The Federal Family Education Rights and Privacy Act of 1974 requires a school to have written consent from a parent or guardian before records may be obtained or transferred to another school.



Foursquare Christian Early Learning Center

Providing a Biblical Foundation for a Successful Future

Tuition Worksheet

We are beginning enrollment for the 2017/2018 school year. Please let us know how we can serve you. **Please fill one out per student** and mark all the boxes that apply.

Student Name _____ Date of Birth _____ Last Grade Completed _____

Parent/Guardian Name _____ Phone Number _____

<input type="checkbox"/> Preschool Mornings 5 Days Monday – Friday = 7:45 am – 12:00 pm					
Annual Tuition \$3500.00	Registration \$120.00	Total Tuition \$3620.00	9 monthly Payments <input type="checkbox"/> \$402.22	10 monthly Payments <input type="checkbox"/> \$362.00	11 monthly Payments <input type="checkbox"/> \$329.09
<input type="checkbox"/> Preschool Mornings 3 Days Monday, Wednesday & Friday = 7:45 am – 12:00 pm					
Annual Tuition \$2500.00	Registration \$120.00	Total Tuition \$2620.00	9 monthly Payments <input type="checkbox"/> \$291.12	10 monthly Payments <input type="checkbox"/> \$262.00	11 monthly Payments <input type="checkbox"/> \$238.18
<input type="checkbox"/> Preschool Mornings 2 Days Tuesday & Thursday = 7:45 am – 12:00 pm					
Annual Tuition \$2000.00	Registration \$120.00	Total Tuition \$2120.00	9 monthly Payments <input type="checkbox"/> \$235.56	10 monthly Payments <input type="checkbox"/> \$212.00	11 monthly Payments <input type="checkbox"/> \$192.73
<input type="checkbox"/> Preschool and Afternoon Daycare 5 Days Monday – Friday = 7:45 am – 5:30 pm					
Annual Tuition \$5500.00	Registration \$120.00	Total Tuition \$5620.00	9 monthly Payments <input type="checkbox"/> \$624.44	10 monthly Payments <input type="checkbox"/> \$562.00	11 monthly Payments <input type="checkbox"/> \$510.90
<input type="checkbox"/> Preschool and Afternoon Daycare 3 Days Monday, Wednesday & Friday = 7:45 am – 5:30 pm					
Annual Tuition \$4000.00	Registration \$120.00	Total Tuition \$4120.00	9 monthly Payments <input type="checkbox"/> \$457.78	10 monthly Payments <input type="checkbox"/> \$412.00	11 monthly Payments <input type="checkbox"/> \$374.55
<input type="checkbox"/> Preschool and Afternoon Daycare 2 Days Tuesday & Thursday = 7:45 am – 5:30 pm					
Annual Tuition \$3000.00	Registration \$120.00	Total Tuition \$3120.00	9 monthly Payments <input type="checkbox"/> \$346.67	10 monthly Payments <input type="checkbox"/> \$312.00	11 monthly Payments <input type="checkbox"/> \$283.64
<input type="checkbox"/> Kindergarten 5 Days Monday – Thursday = 8:00 am – 3:00 pm Friday 8:00 am - Noon					
Annual Tuition \$4000.00	Registration \$300.00	Total Tuition \$4300.00	9 monthly Payments <input type="checkbox"/> \$477.78	10 monthly Payments <input type="checkbox"/> \$430.00	11 monthly Payments <input type="checkbox"/> \$390.90
<input type="checkbox"/> Kindergarten & After School Care 5 Days Monday- Friday = 8:00 am – 5:30 pm					
Annual Tuition \$5500.00	Registration \$300.00	Total Tuition \$5800.00	9 monthly Payments <input type="checkbox"/> \$644.45	10 monthly Payments <input type="checkbox"/> \$580.00	11 monthly Payments <input type="checkbox"/> \$527.27
<input type="checkbox"/> 1st Grade 5 Days Monday – Thursday = 8:00 am – 3:00 pm Friday 8:00 am - Noon					
Annual Tuition \$4000.00	Registration \$300.00	Total Tuition \$4300.00	9 monthly Payments <input type="checkbox"/> \$477.78	10 monthly Payments <input type="checkbox"/> \$430.00	11 monthly Payments <input type="checkbox"/> \$390.90
<input type="checkbox"/> 2nd Grade 5 Days Monday – Thursday = 8:00 am – 3:00 pm Friday 8:00 am - Noon					
Annual Tuition \$4000.00	Registration \$300.00	Total Tuition \$4300.00	9 monthly Payments <input type="checkbox"/> \$477.78	10 monthly Payments <input type="checkbox"/> \$430.00	11 monthly Payments <input type="checkbox"/> \$390.90

For your convenience tuition can be divided into monthly payments

To pay over 11 months the contract needs to begin no later than August 15

To pay over 10 months the contract needs to begin no later than September 15

To pay over 9 months the contract needs to begin no later than October 15

Tuition is based on enrollment, not on attendance.

FCELC has taken holidays and vacations into consideration when establishing rates; no additional adjustment will be made for months with holidays.

RE-ENROLLMENT OF STUDENTS

A form is sent to parents in the spring of each year concerning re-enrollment for the following year. Upon receipt of the completed re-enrollment form, the school administrator will review each student's record with regard to their spiritual, academic and social progress. If, during this review, it is determined that the student's needs might be better met elsewhere, the parent will be notified.

OPTIONAL, SPECIAL OR ADDITIONAL FEES

- Fall/Spring & Sports Portraits - The school contracts with professional photographers for individual and class portraits and also sports portraits for participants.
- Special Activities/Field Trips - The cost of these programs will be kept to a minimum so that all students may participate. Please read school notices to keep informed of activities.
- Classroom Supplies - Supply lists are available in the school office.

DELINQUENT FEES

Accounts are considered delinquent 5 days after the due date to the FACTS Management Tuition Company. A \$25.00 late fee will be charged to any account delinquent 5 or more days. The school reserves the right to dismiss a student whose account is delinquent. Students whose accounts are delinquent may not be allowed to re-enroll until the accounts are paid in full.

DISMISSAL POLICY

Services may be terminated for one or more of the following:

- failure to complete in full, all enrollment forms
- falsification of or withholding of any information requested by the Director or Administrator
- failure to pay fees
- child continues disruptive behavior after parent/staff conferences and attempts to modify child's behavior have been made

Any such termination will be preceded by a 2-week warning period during which families may correct the situation or find alternative care.

FUNDRAISING

Active participation in school fundraising efforts are required as part of the privilege of attending FCELC. The School Advisory Council tries to keep fundraising to a minimum. We participate in two large fundraisers a year. If we all take an active part in the support of these events, we believe God will bless our efforts. This helps keep tuition as low as possible, while still giving our children an academically sound, Christ-centered education.

III. EMERGENCY PROCEDURES

EMERGENCY DRILLS

Fire and earthquake drills are held regularly. Teachers discuss exit procedures with their classes the first week of school and regularly thereafter throughout the school year. The school's emergency care and disaster action plan are posted on the licensing bulletin board in the classroom.

EMERGENCY SAFETY PLAN

In the event an emergency or disaster situation should arise in our area while school is in session, we want you to be aware that our school has made preparations to respond effectively to such situations. Many of our school staff have been through Crisis Response Team training with the Del Norte Unified School District and we have formulated a plan to respond to major catastrophes. Your cooperation is necessary in any emergency. Please adhere to the following guidelines:

1. DO NOT telephone the school. While we do have a back-up battery so that our phone system is available during an emergency, the phones will be needed for emergency communications.
2. In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been indicated as such on the Identification & Emergency Information Form (completed at the beginning of each school year).
3. Tune your radio to KPOD 97.9 FM (1240 AM) or KCRE 94.3 FM for emergency announcements. Whether students are to be kept at school or released, the radio stations will be notified.
4. Communicate to your children the need for them to follow the directions of any school personnel in time of an emergency.

During the winter it is likely that we will encounter a power outage. Should this event occur the following guidelines will apply:

1. If the event occurs before the start of school, the school administrator will contact the local stations by 6:00 a.m. if school will not be in session and a voice recording will be on the school's phone system.
2. If the event happens while school is in session, students can remain at school for up to 2 hours. However if, Pacific Power determines that the power will be out for a long period of time, students will be released. The local radio stations will be informed and then parents will be contacted using the Identification & Emergency Information Form (completed at the beginning of each school year).

IV. HEALTH

HEALTH POLICY

California state law requires your child to have a physical examination. A physician's report of that exam is required for our files within thirty days of enrollment. All immunizations must be current prior to enrollment. Failure to comply may result in your child's suspension from FCELC until the forms are acquired.

IMMUNIZATIONS

State law requires all students attending school to have satisfactory evidence on file of having met all immunization requirements. Parents must present their child's Immunization Record prior to enrollment. Below is the schedule of immunization requirements.

18 months–5 years	3 Polio 4 DTaP 3 Hep B 1 MMR, on or after the first birthday ¹ 1 Hib, on or after the first birthday ^{1, 3} 1 Varicella (chickenpox) ²
4-6 years	4 Polio (3 doses meet requirement for ages 4–6 years if at least one was given on or after the 4th birthday). 5 DTP, DTaP or any combination of DTP or DTaP (4 doses meet requirements for ages 4–6 years if at least one was on or after the 4th birthday). 3 Hep B 2 MMR 1 Varicella

Effective July 2016, SB 277 eliminated personal and religious exemptions from immunization requirements for children in child care and public and private schools. The law will also allow personal belief exemptions (PBEs) submitted before January 1, 2016, to remain valid until a pupil reaches Kindergarten or 7th grade.

ILLNESS

For the protection of the children in our program, a staff member will greet your child upon arrival and assess their general health. Please keep your child home if they have any of the following symptoms:

- diarrhea or vomiting during the previous twelve hours
- fever during the previous twenty-four hours
- heavy nasal discharge
- heavy or persistent cough
- sore throat
- rash
- swollen neck glands
- displays drowsiness, listlessness or unusual behavior such as loss of appetite

WHEN A STUDENT BECOMES ILL AT SCHOOL

Students who feel ill during school hours may ask permission of their teacher to lie down in the school office. The student's temperature will be checked and a staff member will pray with them. If a student needs further care, the parent will be contacted. It is essential that you have a plan for alternate care for your child when ill.

COMMUNICABLE DISEASES

If it is determined that a child has been at school with a communicable disease, parents of all children exposed will be notified within 24 hours.

Immediately upon recovery of the following, a child must have a signed medical release from either a physician, the Health Department or have approval from FCELC administration.

- Chicken Pox
- Conjunctivitis (Pink Eye)
- Head Lice
- Impetigo
- Measles
- Mumps
- Pinworms
- Pneumonia
- Ringworm
- Scabies
- Whooping Cough

MEDICATIONS

FCELC does not permit self-administration of drugs by students, whether prescription or not. Prescription medication may only be administered by designated school personnel if the following conditions are met: (1) All medication must be in the original bottle, complete with the physician's instructions and given to the office for dispensing. (2) The student's authorized health care provider completes the Physician's Statement of Need. (3) The student's parent or legal guardian must fill out a Request for Medication Administration (forms can be obtained in the school office). Over the counter medications will be administered if the student's name is on the package and permission is given by the parent or guardian by completing the Request for Medication Administration form.

INJURIES

All staff are certified in First Aid and Pediatric and Adult CPR. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the staff. If further treatment is deemed necessary, the parent, guardian or emergency contact person will be notified.

The teacher or director will handle minor injuries sustained at the school. Soap, water, Band-Aids and ice will be the extent of first aid rendered. An accident report will be filled out to notify the parent or guardian of any injury that requires attention and care at FCELC. A duplicate will be placed in the student's file. Parents or guardians will be notified immediately in the case of severe bumps, cuts, bites, etc.

In the case of a serious injury to a child, the following steps will be taken in this order:

1. We will attempt to reach a parent or guardian specified as an emergency contact.
2. If parents or guardians cannot be reached, we will call the emergency names listed on the emergency form.
3. If the emergency is such that immediate care is needed, a call to 911 will be made.

Until the arrival of a parent or guardian, the administrator or director will make all decisions about the care of the child. Please keep the school-up-to date on phone numbers and other pertinent information for this purpose. You are expected to assume financial responsibility for any expenses, as our insurance is secondary to any coverage you may have. List your preferred physician and hospital names and numbers on the emergency form.

V. DISCIPLINE

Positive Behavior Interventions & Supports

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, gym, and restrooms).

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children by making targeted misbehavior less effective, efficient, and relevant and desired behavior more functional.

Our teachers view discipline as a plan involving a combination of alternatives that will teach children how to regulate behavior. We use techniques such as:

- setting clear, consistent, fair limits
- positively reinforcing desired behaviors
- redirecting children to more acceptable behavior or activity
- guiding children through conflict resolution by modeling appropriate words and actions
- valuing mistakes as learning opportunities

CHARACTER DEVELOPMENT

Our program at FCELC is designed to develop the spiritual as well as academic qualities that characterize your child. We appreciate your confidence in our program. In order to carry out your wishes for total character development, we believe it is necessary to follow scriptural admonition to correct a student when his behavior is in violation of proper or reasonable rules under the following guidelines:

1. The offense will be clearly discussed with your student.
2. Staff members will discuss scriptural applications and pray with your student.

CLIP CHARTS

Each classroom has a clip chart with clothes pins attached to it. Each clothes pin has a student's name written on it. Every student begins the day in the middle in the ready to learn section. During the course of the day, the pin moves up or down the chart according to the behavioral choices the student makes. Good behavior moves the clip up one level. Conversely, inappropriate behavior will cause the pin to move down one level.

POSITIVE RE-ENFORCEMENT

Different types of positive reinforcement techniques are used throughout the year. Some examples are:

- Social rewards which can include a smile/thumbs up, verbal praise, allowing the student to choose a partner for an activity
- Tangible rewards such as earning points towards a classroom party or stickers
- Activities such as reading a story, drawing, extra computer or recess time
- Intrinsic rewards such as reaching a personal goal, exploring a topic of interest

PARTNERING WITH PARENTS

It is our belief that the basic responsibility for loving discipline resides with the parent. Therefore, parents will be informed when circumstances warrant parental follow-through. Your active support of school discipline is important to your child's learning process and respect for standards and responsibility. Withholding food or bathroom privileges will never be used as a disciplinary measure. Our staff will never physically or verbally punish or intimidate a child. FCELC is a safe and nurturing environment.

If a behavioral situation continues to be disruptive to the class, we shall then respond in this order:

1. Parents will be contacted to assist in communication of the necessity for change
2. A conference will be scheduled with parent, child and staff member
3. Possible dismissal

VI. COMMUNICATION

HOME ENVELOPE

A home envelope is used weekly to send notes and letters home for signatures and other responses. It is important that the envelope be returned the next day. This envelope system is our lifeline with each family. It is imperative that materials be reviewed and responded to immediately. Many of the communications are duplicated via a virtual home envelope sent to each family by email.

PARENT-TEACHER COMMUNICATION

Good communication between staff and parents is vital to a child's success. We value your input and feedback about your child. We will strive to keep you informed about daily activities and how your child is doing in a variety of ways including the parent bulletin board, monthly newsletters and during drop-off or pick-up.

Parents are encouraged to contact their child's teacher whenever questions or concerns arise pertaining to their child's progress. If a parent has a complaint about a teacher, it is recommended that they schedule a meeting with the teacher. If a resolution is not reached, the teacher and parent may schedule a meeting with the administrator or director.

The teachers and the staff will only contact the parent or guardian that their student is currently residing with concerning academic, physical, emotional or disciplinary concerns. When notified, the parent or guardian of residence has the responsibility to communicate academic, physical, emotional or disciplinary concerns or their progress with the other parents or guardians.

PARENT-TEACHER CONFERENCES

To provide for communication between parents and teachers, conferences will be scheduled at the end of the first and third quarter of each year. Conferences are mandatory for the first and third quarter, and thereafter as deemed appropriate by the teacher, parent/guardian or administration. All parents and guardians are encouraged to attend conferences. We consider it a privilege to pray with and for you. Please notify any of the staff with any specific prayer request.

QUESTIONS AND CONCERNS

At FCELC, we have an open door policy and welcome the opportunity to address your concerns. We realize that in any school there may be times when a parent or guardian has questions. The teaching and administrative staff at FCELC desires to assist our families when these situations arise.

If you should have a concern about anything that is happening in the classroom, discuss it directly with the teacher. If your concern is about general school policy, please discuss it with the school administrator or director.

It is the belief of FCELC that all conversations between parents and school personnel should be in a civil manner using the fruit of the Spirit as the Biblical model. "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control." (Galatians 5:22-23a) This is the model for staff, parent, and student communication.

FACULTY-STUDENT RELATIONSHIPS

Students are expected to maintain an attitude of respect when communicating with school staff members. The terms Miss, Mrs., or Mr. should be used when addressing staff and volunteers.

VII. GENERAL

CONFIDENTIALITY

The staff of the FCELC is aware of the professional ethics of their jobs. Staff will maintain confidentiality about enrolled children and their families. Staff will not give out phone numbers, addresses or information about children or families without written permission from the parents or guardians.

CHILD ABUSE POLICY

As mandated by law, all FCELC staff are required to report suspected physical, emotional, sexual child abuse, and neglect of a child to a Child Protective Agency.

FCELC supports and maintains a zero tolerance policy against child abuse and neglect. All employees will immediately document and report any incident of suspected abuse or neglect which they observe and/or are informed of by a child.

Steps taken by an employee to make a report:

1. The employee reporting an incident will immediately contact the administrator who will then contact the parents or guardian of the alleged victim to inform them of the incident.
2. The administrator and employee will take steps to ensure the safety of the child.
3. Child Protective Services will be notified by the administrator or other staff member about the suspected abuse or neglect.

CHILD CUSTODY

FCELC recognizes that in most situations both parents have a legal right to be a part of their child's life. FCELC staff will deny a parent access to their child ONLY if there is a legal document that addresses that denial. The custodial parent stating that the other parent is not allowed to pick up the child must provide a copy of a certified legal restraining order stating that limitations have been placed on a parent. Without such documentation, any legal parent (natural or adoptive) is entitled to pick up the child.

FIELD TRIPS

Each class plans field trips throughout the year that they are educational in nature, and reflect what is being taught in the classroom. Parents and guardians will be notified in advance of each activity. Permission slips are to be completed and returned to school.

We rely on parents to drive for field trips. If you are interested in driving, you must clear a Background Check, fill out a Volunteer Driver Application and show proof of:

- A valid driver's license
- Insurance liability limits
- DMV Record Report

Travel and Activity Authorizations signed during registration will serve as formal release forms each year. In addition, a permission slip will be sent home before each planned field trip. If you do not wish for your child to participate in a particular trip, please inform the school and make other arrangements for your child's care that day. Parent and guardian volunteers are welcome to attend.

RECESS

Our recess breaks are an extension of the classroom experience. Students continue to develop important social and gross-motor skills as they interact in the indoor and outdoor play area. In the case of inclement weather, students will use the gymnasium. Parent volunteers are welcome to attend.

MILK PROGRAM

Milk is sold in half-pint cartons, individually and by 20-carton milk tickets. Milk tickets may be purchased in the school office.

- \$11.00 for a card of 20 white milks
- \$13.00 for a card of 20 chocolate milks
- \$12.00 for a card of 10 white/10 chocolate

SCHOOL SECURITY

Parents, guardians and students entering the building between 7:45 a.m. and 8:00 a.m. are asked to use doors A, B, and F (see the map on page 33). After 8:00 a.m. all doors except door A will be locked. Parents, guardians or students who arrive after 8:00 a.m. will need to stop by the school office and check in. These same doors will be the only doors parents, guardians will use when picking up their students and the only doors students will be allowed to use when leaving the building.

VOLUNTEERS

FCELC appreciates the opportunity to partner with parents. Each parent is encouraged to become involved in our school and take part in activities. Please let us know if you have a special gift, talent, profession, or cultural activity that may be of special interest to children. Other volunteer opportunities include assisting in fundraisers or helping in the classroom.

BIRTHDAYS AND PARTIES

Your child's birthday is an important day. We encourage you to celebrate your child's birthday at school with a simple treat. Please inform your child's teacher at least two days before you plan to celebrate. Invitations that are handed out at school must include all students in the class. Summer birthdays will be recognized the last week of school. Additional celebrations will be held throughout the year. We invite you to participate with planning and helping in the classroom on those days. *Food must be store-bought or prepared in the school kitchen.*

CHAPEL

On the first Wednesday of the month we gather together to celebrate Jesus and each other. We enjoy music, games and stories. We also will celebrate the accomplishments of each other with our award ceremonies. Parents, grandparents and extended families are invited and encouraged to come.

VIII. PRESCHOOL

HOURS OF OPERATION

Our Preschool program begins at 7:45 a.m. and ends at 12:00 p.m. Monday through Friday. Our Afterschool Care program continues until 5:30 p.m.

SCHEDULE

Preschool Schedule

7:45 - 8:15 Opening Activities
8:15 - 9:15 Class Time
9:15 - 10:00 Snack & Recess
10:00 - 11:45 Class Time
11:45 - 12:00 Share/Dismissal

Afterschool Care Schedule

12:15 - 12:45 Lunch
12:45 - 1:30 Recess
1:30 - 3:30 Nap/Rest
3:30 - 4:30 Snack/Recess
4:30 - 5:30 Learning Centers

ARRIVAL AND DEPARTURE

Sign-in at arrival with your full name and time of arrival on your child's sign-in sheet. Be sure your child is left in the care of his/her teacher. Do not leave your child inside the classroom without notifying the teacher that your child is at school. Unattended siblings should not be left in vehicles at any time. **Sign your child out every day using your full signature and time of departure.** Make sure the teachers know you are taking your child.

***Your child will be released only to the parent or an authorized adult (authorization must be on file) unless we are notified otherwise in writing.** Every person picking up a child must sign out and notify a staff member upon departure from the FCELC. For the safety of your child, they may also be required to show picture identification.

CLOSING TIME

The preschool is scheduled to close at 5:30 p.m. We ask parents to please cooperate in picking up their children before 5:30 p.m. If for some reason, a parent or guardian should be delayed, please call the preschool at 464-9501 ext. 212 and inform the teacher in charge that you will be late. A late fee will be charged after 5:30 p.m.

While we do understand that emergencies do arise, we request that parents keep in mind the 5:30 p.m. closing time. Our staff is hired until that time and continuous tardiness may necessitate our requesting the child to be withdrawn from the program.

CUBBIES

Your child will be assigned a "cubbie" (a small shelf for personal items and parental communications) when registering for school. Please check this each day before leaving.

NAPS AND REST TIME

All children who attend the Afterschool Care program are required to nap or rest. Nap/rest time is scheduled from 1:30-3:30 p.m. daily. Parents will need to supply the school with a crib sheet, a small blanket and a small pillow. Bedding will be sent home each Friday to be washed and need to be returned each Monday.

VIII. PRESCHOOL (CONTINUED)

SNACKS AND LUNCHES

Please send your child to school with a healthy snack every day. Afterschool care students should bring a lunch. Teachers will encourage students to eat their nutritious foods first. Please do not send candy.

CURRICULUM

The teachers use biblically based, academically sound curriculum such as ABEKA and ACSI *Purposeful Design* curriculum to provide a readiness program with many opportunities to practice skills that are foundational to success in school.

The curriculum provides a frame work by which children are introduced to alphabet letters and sounds, sight words, thematic stories, and early literacy skills. The entire alphabet is presented twice during the year in a comfortable step-by-step progression.

The curriculum also provides readiness activities for mathematics and manuscript printing. The arithmetic readiness program focuses primarily on conceptual skills and includes patterning, graphing, measuring, estimation, attribute studies, etc., as well as the more traditional exposure to rote counting and set development.

Social Studies and Science are taught in thematic units. Some unit topics are:

- God Made Me Special
- Community Helpers
- Seasons
- Weather
- Christmas
- Staying Safe and Healthy
- Dental Health
- Ocean & Tide pools
- Plants
- Insects

Children will also learn academic content and art in learning centers. Learning centers provide an opportunity for children to apply and critically think about what they have learned, in a fun and age-appropriate way.

Besides what is taught from books children learn in play as well. Playtime provides children an opportunity to develop social and emotional skills like:

- Problem Solving
- Conflict Management
- Sharing
- Taking Turns
- Manners
- Self Regulation

VIII. PRESCHOOL (CONTINUED)

CLOTHING

- All clothing should be simple and comfortable. Self-help apparel is a real boost to your child's confidence, so clothing that is easily zipped, buttoned, or snapped is best.
- Socks and shoes are required. Flip-flops, slick-soled dress shoes, cowboy boots and open-toed sandals are not allowed.
- Girls may wear small simple post earrings.
- Please label jackets, sweaters, and caps with your child's name to avoid loss. Articles found will be placed near the main office.
- A complete change of clothing in a large zip-lock bag should be left at school in case of accidental soiling. If an accident does occur, please replace the extra set of clothing promptly.
- We understand and anticipate that accidents happen with children. However, repetitive accidents are an indication that the child needs more assistance with toilet training. If continuous accidents occur after a month of enrollment, FCELC may ask you to withdraw your child until they are more properly toilet-trained. We do this for the safety of other children and staff because it takes time and learning away from the other children if staff members have to continually assist a child in the bathroom.

IX. ELEMENTARY

HOURS OF OPERATION

The elementary program (kindergarten-2nd grade) begins at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday and 8:00 a.m.-12:00 p.m. on Friday. The Afterschool Care program continues until 5:30 p.m. and is available for preschool and kindergarten students.

CURRICULUM

At FCELC we understand that different students have different needs; therefore, we strive to meet those needs through a variety of programs.

We offer a diverse program to all our students in Kindergarten, 1st and 2nd grade. These students are taught as a group (*class size is approximately 20 students*) by a teacher working with the class as a whole. Teachers utilize a variety of instructional methods to address the needs of a multi-faceted student population.

The teachers use biblically based, academically sound curriculum such as *ABEKA* and *ACSI's Purposeful Design* curriculum to instruct the student in all the core subjects such as math, English, social studies, science and history. These courses of curriculum are built upon the firm foundation of scriptural truth and are written by dedicated and talented Christian scholars who are well grounded in the practical aspects of early literacy and classroom teaching.

Many extracurricular subjects include:

- Bible
- Physical education
- Health
- Music
- Computer technology

Teachers plan field trips and utilize many different types of manipulatives to create real life, visual and hands-on-learning opportunities for the students. This type of learning helps students understand abstract concepts, solve problems, and develop critical thinking skills.

The carefully researched and developed, cutting-edge instructional program in combination with our highly qualified, gifted and committed teachers provide your student with an excellent educational foundation while instilling biblical character qualities to help your student succeed.

IX. ELEMENTARY (CONTINUED)

KINDERGARTEN CURRICULUM

Although each child learns at a different pace the following are some of the things your child will be taught during the kindergarten year.

Phonics and Reading

- Recognition of name, sound, and picture of long and short vowels and consonants sounding of blends, one and two-vowel words, and words with special sounds
- Beginning phonics rules and special sounds
- Reading of sentences and stories from books containing one and two-vowel words and special sounds

Math

- Number recognition, counting, and writing 1-100
- Number concepts 1–100
- Numbers before and after 1–100
- Numbers largest and smallest 1–100
- Counting and writing by tens to 100
- Counting and writing by fives to 100
- Counting and writing by twos to 100
- Number sequences by ones
- Using number words 1–10 and first–tenth
- Value of coins and dollar bill
- Telling time
- Using the calendar
- Days of the week
- Addition facts through 10
- One-step story problems (addition)
- Beginning subtraction
- Sequencing numbers
- Same and different
- Basic geometric shapes
- Fractions—one half, one fourth
- Arithmetic symbols—plus, minus, equals

Language

- Recognition of sentences by capital letters and periods, rhyming words opposites

Science

- Plants
- Seeds
- Animals
- Health and Human
- Earth and Space
- Weather

Social Studies

- Community Helpers
- Children of the World
- America: Our Great Country (map studies, famous Americans and places)

IX. ELEMENTARY (CONTINUED)

1ST GRADE CURRICULUM

Although each child learns at a different pace the following are some of the things your child will be taught during the 1st grade year.

Phonics

- Review of vowels, consonants, blends, one and two-vowel words, consonant blends
- Recognition and use of all phonics special sounds in reading
- Spelling rules: doubling consonants, dropping silent e, changing y to i

Reading

- Oral reading
- Comprehension
- Vocabulary development

Language

- Capitalization of first word in a sentence, proper names, names of God, days of the week, and months of the year
- Correct punctuation at the ends of sentences
- Recognition of complete sentences
- Words using suffixes, prefixes, syllables, compound words, rhyming words, opposite words, same meaning words, and contractions
- Alphabetizing of words
- Writing complete sentences and short stories

Math

- Number recognition, counting, and writing (1–1,000)
- Greatest and least
- Counting and writing by tens, fives, twos, and threes
- Number sequences
- Ordinal numbers
- Addition facts through 13 and three-digit addition with carrying
- Subtraction facts through 13 and two-digit subtraction
- Story problems
- Numbers before and after by ones, twos, tens
- Counting and combining coins
- Telling time to the nearest five minutes
- Recognizing odd and even numbers
- English and some metric measures
- Place value in ones, tens, and hundreds
- Unit fractions $\frac{1}{2}$ $\frac{1}{3}$ $\frac{1}{4}$
- Reading a thermometer
- Using a ruler
- Concept of multiplication
- Calendars
- Reading pictographs and bar graphs
- Roman numerals

IX. ELEMENTARY (CONTINUED)

History and Geography

- Community Helpers
- America: Our Great Country
- Children of the World
- America's Freedoms
- Symbols of America

Science

- Health and Human Biology
- Discovering Myself
- Healthy Eating
- Exercising
- Rest
- Posture
- Care of body, clothes, home
- Safety
- Manners
- Energy, Forces, Machines
- Animals
- Insects Plants
- Seasons

IX. ELEMENTARY (CONTINUED)

2ND GRADE CURRICULUM

Although each child learns at a different pace the following are some of the things your child will be taught during the 2nd grade year.

Phonics

- Review of vowels, consonants, blends, one and two-vowel words, consonant blends
- Recognition and use of all phonics special sounds in reading
- Spelling rules: doubling consonants, dropping silent e, changing y to i

Reading

- Oral reading
- Comprehension
- Vocabulary development

Cursive Writing

- Writing review of letter formation
- Guided creative writing
- Creative writing journal
- Daily seatwork practice in all academic areas

Spelling

- Weekly phonics-based word list
- Vocabulary words and definitions
- Weekly test
- Reinforcement activities
- Spelling glossary

Language

- Capitalization of first word in a sentence, days of the week, months of the year, special holidays, people, and places
- Correct punctuation at the ends of sentences
- Words using suffixes, prefixes, abbreviations, compound words, rhyming words, opposite words, same-meaning words, singular and plural words, singular possessive words, and contractions
- Alphabetizing words and other dictionary skills
- Word usage rules
- Writing of complete sentences, questions, exclamations, and short stories
- Writing letters and thank-you notes
- Creative writing

IX. ELEMENTARY (CONTINUED)

Math

- Number recognition, counting, and writing 1–10,000 and beyond
- Numbers greatest and least 1–1,000
- Counting and writing to hundred thousands, threes to 36, fours to 48
- Ordinal numbers
- Addition facts through 18, column addition, four-digit addition with carrying
- Subtraction facts through 18, four-digit subtraction with borrowing
- Multiplication facts 0–5
- Division facts 1–5
- Story problems
- Multiple combinations
- Estimation
- Rounding numbers before and after by ones, twos, threes, fours, fives, and tens
- Counting and combining coins and bills
- Telling time to the nearest minute
- English and some metric measures
- Drawing and measuring lines to one-half inch
- Calendars
- Place value to thousands
- Unit fractions
- Making change
- Reading a thermometer
- Reading pictographs, bar graphs, and line graphs
- Roman numerals

History

- America: Our Home Our Flag Our Patriotic Holidays Our Songs
- The People Who Built America
- The Separatists
- America's Indians
- The Colonists
- America's Pioneers
- America's Cowboys
- The New Americans
- Tomorrow's America

Science

- Plants
- Animals
- Health and Human Biology
- Conservation
- Earth and Space
- Matter
- Energy

Health

- Posture
- Nutrition
- Exercise and Rest
- Cleanliness
- Manners-Politeness, Kindness, Cheerfulness, Respect, Thoughtfulness, Thankfulness, Patience

IX. ELEMENTARY (CONTINUED)

HOMEWORK POLICY

FCELC has a philosophy of learning that encourages the value of homework. We have outlined the purpose and scope of homework at FCELC and we highly encourage parental involvement in each student's educational experience especially during homework time.

THE VALUE OF HOMEWORK

- Learn to do research
- Learn to work independently
- Acquire habits of organization
- Develop good study habits and time budgeting

THE PURPOSE OF HOMEWORK

- To reinforce skills learned
- To improve skills
- To increase knowledge
- To connect the school environment with the home environment

RESPONSIBILITIES OF PARENTS

The attitude of a parent toward their student's homework is most important, for it has great influence on the way a student feels about it.

For parents to help their students make the best use of time we suggest:

- Set a definite time and place for study.
- Take an active interest in what the child is doing.
- Give encouragement, but do not do the work for the student. Give personal supervision where it is needed.
- Communicate with the teacher as to specific help needed.

The scope of homework will vary depending on the grade level. We commit to families that our homework assignments will be reasonable, appropriate and specifically oriented to the student's level of learning. We ask parents to commit to encourage each student to give his/her best effort to their homework assignments. We further request parents to stay in contact with the teacher should the student show obvious signs of stress or if the student spends excessive amounts of time with homework.

Time spent on one night's homework should be no more than 30 minutes per evening including reading.

HOMEWORK WHEN ABSENT

Parents should communicate with their child's teacher to arrange for any missed assignments. If homework is desired while a student is absent, please call the school office by 10:00 a.m. for work to be picked up by 3:00 p.m. A student may have one day for every excused absence to complete his/her missing assignments. If a student is absent two or more days, he/she may have an additional weekend to make up the work. Administration will consider any special circumstances that may be communicated by the parent or guardian.

IX. ELEMENTARY (CONTINUED)

GRADING POLICY

Academic grades, conduct, effort indicators, and teacher evaluations will be reported on a nine-week basis. Please consult the school calendar for specific dates.

Kindergarten Grading Policy

Kindergarten progress is measured with an E, S, N, U system.

E = Excellent

S = Satisfactory

N = Needs improvement

U = Unsatisfactory

Each student is measured on their own ability and progress.

1st & 2nd Grades Grading Policy

A+	98-100	C+	81-83
A	94-97	C	78-80
A-	92-93	C-	75-77
B+	89-91	D+	73-74
B	86-88	D	71-72
B-	84-85	D-	69-70



PROGRESS REPORTS

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are sent home by teachers on a weekly basis.

AWARDS

Each month during our chapel time we will have an award ceremony where we will be recognizing students from each class that exemplifies positive social and academic achievements.

IX. ELEMENTARY (CONTINUED)

ATTENDANCE POLICY

Regular school attendance is vital to each student's educational success. The school calendar provides generous vacation opportunities and we encourage all families to plan out-of-town trips to coincide with the days in which the school is closed. Regular attendance fosters a positive attitude of commitment to a strong educational program. Unnecessary absences force students to miss valuable instruction, and unfairly increase the teacher's workload. Students with chronic absenteeism may be required to bring in a doctor's note before further absences are excused.

TARDY POLICY

Students who are tardy cause an interruption to the class, miss valuable instruction and require the teacher to give additional instruction to make sure that the student is prepared for class. A student arriving after the 8:00 a.m. bell is considered tardy and must report to the office for a tardy slip before they may enter the classroom.

To encourage students to establish the necessary habit of punctuality, we have developed the following policy for tardiness. Tardies will be excused for doctor/dental appointments or other extenuating circumstances as deemed appropriate by the Administrator. We will be reasonable, fair and consistent in the enforcement of this policy.

1st Tardy – Warning

2nd Tardy – Warning

3rd Tardy – Warning

4th Tardy – 15 minutes to be served after school

5th Tardy – 15 minutes to be served after school

6th Tardy – 30 minutes to be served after school a conference with parents or guardians/teacher/administrator

7th Tardy – 1 hour detention after school and restrictions placed on student's enrollment



The above disciplinary actions are in effect on a quarterly basis.

IX. ELEMENTARY (CONTINUED)

ABSENCES

Excused Absences:

Absences for the following reasons are considered **excused**, when documented by a note or a phone call from a parent or guardian **within 5 days** of returning to school:

- Illness of the student
- Bereavement
- Dental or medical appointment – **These should be scheduled after school; please notify your teacher in advance if your child has an appointment during school hours**
- Emergencies deemed valid by the administration
- Planned absences (please see “Planned Absence” section below)

Unexcused Absences:

- Indifference (student is improperly absent with parent knowledge/consent)
- Truancy (student is improperly absent without parent knowledge/consent)
- Illness in the family or illness of the parent
- Unapproved “planned” absence
- Uncertified illness (more than 5 days without documentation)

The administration will make the final determination of the correct status (excused or unexcused) for each absence. Students will be allowed three unexcused absences per quarter. Students who accumulate numerous absences will have restrictions or conditions placed upon their enrollment. A doctor’s note verifying illness is an example of such restrictions. Likewise, local and state authorities may be notified.

RE-ADMIT

A re-admit slip must be obtained from the office upon returning to school following all absences.

PLANNED ABSENCES

If a parent or guardian knows ahead of time that their student will be out of school for two or more days (i.e. vacation, family outing) they should fill-out a “Homework Request Form” in the office at least one week prior to the absence. Teachers will decide whether the assignments to be missed will be completed while the student is absent, prior to the absence or upon returning to school. Parents or guardians and students are ultimately responsible for the completion of assignments in the time allotted by the teacher.

SNACKS AND LUNCHES

Please send your child with a healthy snack and lunch every day. Afterschool care students should bring a lunch. Teachers will encourage students to eat their nutritious foods first. Please keep sugary treats to a minimum.

IX. ELEMENTARY (CONTINUED)

CLOTHING

There appears to be a definite relationship between appropriate dress, good work habits, and proper school behavior. Recognizing the relationship between personal dress and personal attitude, students are encouraged to dress in a manner that demonstrates pride, both in themselves and in their school.

The following guidelines shall apply to attendance at school and all school activities and events:

1. Students are expected to be neat, clean and appropriately attired for school.
2. Pajamas are not allowed at school, unless an approved spirit day.
3. Shoes appropriate for school activities must be worn at all times. Closed toed and closed back shoes are to be worn at all times. No slippers, house shoes, shoes with high heels, or boots are allowed. Students must have proper shoes for to play in the gym or on the playground safely. (Crocs, Uggs, Flip-flops, slick-soled dress shoes, cowboy boots and open-toed sandals are not proper play shoes).
4. Clothes shall be sufficient to conceal undergarments at all times. See-through fabrics, sheer, fishnet fabrics (clothing with large holes), halter tops, off the shoulder, low cut tops, and bare midriffs are not allowed. See through shirts may be worn over t-shirts that meet dress code. Tank tops should be approximately 1” wide at the shoulder to cover undergarments.
5. Undergarments may not be visible (i.e. boys – underwear/boxers; girls – bras, undershirts or underwear).
6. ALL skirts, dresses or shorts must be as long as the longest finger when hands are placed to the student’s side. Students must wear shorts or tights under a dress or skirt for modesty reasons.
7. Sagging and/or baggy pants or shorts are not to be worn. Pants need to be properly fitted and/or worn with a belt. Pants may not drag on or touch the ground.
8. Girls may wear small stud earrings.
9. Dress, accessories and jewelry which contain obscene symbols, signs or slogans, and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability or sexual orientation, contain language or symbols supporting sex, drugs, alcohol, or tobacco, and impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.

The final decision regarding appropriate dress will be made by FCELC administration.

Students appearing on school grounds in violation of the dress code will be counseled and will receive a dress code violation.

A student who willfully and continuously violates the dress code may be subject to disciplinary action, including but not limited to detention or a suspension from school.