

<b>Welcome</b>	<b>5</b>
<b>Mission Statement</b>	<b>6</b>
<b>Equal Opportunity</b>	<b>6</b>
<b><u>Academics and Activities</u></b>	<b>6</b>
Chapel	6
Curriculum	6
Field Trips	7
Homework	8
Late Work Policy	8
Library	8
Testing	9
Textbooks	9
<b><u>Additional Services</u></b>	<b>10</b>
After School Care	10
Before School Care	11
Champ Camp	11
Champion Enrichment	12
Holiday Child Care	12
Homework Club	12
<b><u>Arrival and Dismissal</u></b>	<b>12</b>
Arrival at School	12
Dismissal from School	13
Leaving School Grounds	14
Parking	15
<b><u>Attendance and Tardies</u></b>	<b>15</b>
Attendance	15
Make Up Work	15
Family Vacations	16
Returning to School after an Absence	16
Tardiness - Chronic	16
Tardiness	17
<b><u>Communication</u></b>	<b>17</b>
Conferences	17
InfoDirect	17
Monday Folders	17

Parent-School Correspondence	18
Parent-Teacher Conference Day	18
Successful Communication	18
Email Teachers	19
Email School Office/Receptionist	19
<i>The Good News Gazette</i>	19
<b><u>Discipline</u></b>	<b>19</b>
Policy	19
Elementary School Success Code	20
Behavior Expectations	20
Honesty and Integrity	22
Treatment of Others	22
Bullying Policy	22
General Discipline Procedures	24
Consequences	25
Corporal Punishment	25
Expulsion	25
Areas Off Limits	26
Computers - Internet Policy	26
Major Offences	26
Items Not Permitted in School	26
<b><u>Dress Code</u></b>	<b>27</b>
Expectations - Our Hearts	27
<b><u>Finance</u></b>	<b>28</b>
Tuition	28
Multiple Payment Form	29
Fees You May Incur	29
BSC and ASC Payment Plans	31
Holiday Care	32
Lunch Voucher Program	32
Reimbursable Receipts	33
Scholarships	33
<b><u>Grades</u></b>	<b>34</b>
Academic Services	34
Grading/Procedures	35
Helping a Struggling Student	36

Outside Professional Evaluation	37
Promotions/Retentions	37
<b><u>Health and Safety</u></b>	<b>37</b>
Administration of Injected Medication	37
Administration of Oral Medication	38
Bus Evacuation Drills	38
Emergencies	38
Fire Drills	39
Illness Occurring during School Hours	39
Immunization Policy	39
Insurance	39
Lock Down Drills	40
Security	40
Severe Weather Closings	40
Tornado Drills	41
<b><u>Parent Information and Relations</u></b>	<b>41</b>
Access to Student Records	41
Child Custody	42
FACS Board	42
Parent Teacher Organization (PTO)	42
Parent Volunteers	43
Transfers	43
Visitors	43
<b><u>School Procedures and Policy</u></b>	<b>44</b>
Cell Phones	44
Class Parties	45
Class Selection	45
Lockers	45
Lost and Found	46
Lunch/Food Services	46
Safety Patrol	47
Telephone Privileges and Messages	47
Valuables	48
Video Policy	48
<b><u>Traffic Directions</u></b>	<b>48</b>



## Welcome

The FACS faculty and staff would like to welcome our students and their parents to First Assembly Christian School. FACS is an academic institution that is God ordained and Spirit led – a ministry that helps kids develop godly character and discover their personal gifts and talents. FACS provides an environment where each individual student can come to know Jesus Christ, mature spiritually, and achieve academic excellence. Each student is directed toward the acquisition of knowledge and skills as well as the pursuit of worthy interests, ideas, and attitudes essential for Christian maturity. *“Teach me Your ways, O Lord, that I may live according to Your truth! Grant me purity of hearts, so that I may honor You.”* (Psalm 86:11) The educational philosophy of the school centers around the development of the complete individual: spiritually, mentally, physically, and socially. *“And Jesus increased in wisdom and stature, and in favor with God and man.”* (Luke 2:52)

The elementary school years are years of challenge and change. Students are equipped with life skills and thinking skills to prepare them for success along the path on which God will lead them. Elementary school at FACS gives students the opportunity to balance freedoms with responsibilities and to make good choices based on God’s Word and principles. We are very proud of our children. We love watching them grow and develop into real Champions.

It is a privilege to be entrusted with the care and education of your child. It is essential that the school and the family work together to train and enrich the lives of our students. To do this effectively requires consistent communication, parental support, and involvement in the programs and activities at FACS. We are excited about all of the opportunities available to us in the coming year! We are glad you are a part of our school family.

This *Handbook* contains important information about this school and the activities that will occur this year. **Changes have been made from prior years, so please read carefully.** If you have any questions concerning the handbook or any aspect of our program, please feel free to contact a member of our staff.

## **MISSION STATEMENT**

### **FIRST ASSEMBLY CHRISTIAN SCHOOL**

**...to partner with parents in developing Champions through academic excellence based on Biblical truths in a supportive, safe, and Christ centered environment.**

Hebrews 12:1b-2a - *Let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus, the Author and Finisher of our faith.*

Philippians 3:14 - *I press toward the mark for the prize of the high calling of God in Christ Jesus.*

### **EQUAL OPPORTUNITY**

First Assembly Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students of the school.

It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

## **ACADEMICS AND ACTIVITIES**

### **CHAPEL**

Chapel is a very special time at First Assembly Christian School when students have an opportunity to collectively worship God. Chapel is held every Friday morning at 8:30. Students meet to sing praise and worship songs, share Scripture, and experience a story time or “sermon.” Parents are encouraged to join us for this time of worship. In addition, weekly mini-chapels—smaller group lessons—are held throughout the year.

### **CURRICULUM**

First Assembly Christian School uses a combination of Christian and secular educational curriculum and publishers to provide a diverse educational experience. Its texts include but are not limited to: Every Day Math, ABeka Book Publishers, Scott Foresman, Houghton-Mifflin, Glencoe, Aimes, and

Scholastic. In keeping with the philosophy that a Champion approaches life from a balanced perspective, education at FACS incorporates the discipline and high standards of a traditional classroom with a more creative “hands on” approach. We believe that children learn best by “doing” and therefore provide numerous opportunities (both in and out of the classroom) for our students to experience and apply the knowledge they are acquiring.

Elementary students participate in music, art, media/technology, Spanish, and physical education classes with specialty teachers throughout the week. The frequency of the instruction varies per grade level. Curriculum descriptions for each grade are available through the FACS office and on the website. We encourage parents to become familiar with the material being taught.

## **FIELD TRIPS**

Field trips are an important, planned part of our curriculum. Each grade has assigned trips that support classroom learning and specific curriculum objectives. Parent volunteers are needed and encouraged to accompany classes. However, parent chaperones may **NOT** bring siblings on field trips.

Students are transported via FACS buses. Occasionally, parents want their child to ride with another parent chaperone. In this situation, please send a signed permission slip identifying the parent driver and granting permission for him/her to transport your child.

Parent drivers must be approved and trained to drive the buses. Information is available through the school office. Micro buses (15 passenger) do not require a CDL; however, the two larger buses do (a CDL with Passenger and air brake certification).

Drivers transporting FACS children and/or FACS staff must agree to NOT talk on their cell phone (or text) while driving.

**State law requires that children under the age of 8 and under 80 lbs. who travel by car ride in a car seat or booster seat. All children over the age of 8 or that weigh more than 80 lbs. must be buckled into a seat belt. When you are transporting FACS students, please make sure you comply with the law. Students under the age of 12 are not allowed to ride in the front seat of a car, if that car has a passenger side airbag.**

## **HOMEWORK**

Research shows that homework helps develop independent study skills (important for success in high school, college, and most careers), improves academic success, and reinforces skills taught in class. Teachers assign homework to reinforce concepts taught in class, to practice skill development, and to master concepts/information for assessment. Homework assignments are given on a regular basis. Students in grade 3 and above are **REQUIRED** to record assignments in an assignment notebook daily. Upon completion of the assignment, the homework pad **MUST** be signed by the parent indicating that the child has finished the assignment to the best of his/her ability and returned to the teacher. Assignment books are checked daily by the teacher and failure to submit a signed homework pad may affect the student's grade. Homework is rarely given on Wednesday and a reduced amount of homework is given on Friday evenings (although projects and assignments may carry over the weekends).

Homework assignments will be posted weekly on InfoDirect.

The general rule of thumb for the amount of homework is 15 minutes of homework per grade level. Example: 1st grade = 15 min., 2nd grade = 30 min., 3rd grade = 45 min., 4th grade = 1 hour, 5th grade = 1 ¼ hours

**Homework Club:** In a small group setting, students can work independently under the supervision of a teacher who is available to encourage and assist when necessary. It is available Monday, Tuesday, and Thursday from 3:30-4:30 pm. See Finance section for payment details.

## **LATE WORK POLICY**

We feel that it is important for each student to actively participate in and be responsible for his/her part of the learning process. Late work acceptance is at each teacher's discretion. If there are extenuating circumstances, the teacher should be notified in writing or email by the parent. Participation in extracurricular activities does not qualify as an extenuating circumstance.

## **LIBRARY**

Students in grades one through five will have the opportunity to visit the library weekly. During this time, students may check out books (up to two

books at a time) and learn library skills. Students will not be able to check out additional books until prior ones have been returned.

All library books will be due back one month prior to the end of school. A list of books not returned by this deadline will be turned in to the school office. Parents will be notified in writing if their child has an overdue book. A replacement fee per book will be added to your account if the book has not been returned by the deadline. All books or replacement fees must be taken care of before report cards will be released.

## TESTING

First Assembly Christian School participates in standardized testing (Stanford Achievement Test 10th Edition) in 2nd - 8th grades every spring. The week of testing is announced in advance, and students are encouraged to be rested and alert to show true capability. During testing week the academic curriculum is light and fun, and no homework is given. Results of all testing are mailed to the parents with the final report card. The Curriculum Coordinator is available to assist you with any questions you may have concerning testing or test results.

## TEXTBOOKS

Textbooks used by First Assembly Christian School come in two forms: consumable and non-consumable. Consumable texts are workbooks in which the students are allowed to write. These may be taken home at the end of the year. The majority of the textbooks used are non-consumable and are the property of the school. **In an effort to keep tuition costs down, many paperback texts are used. Students are encouraged not to mark in these books and to protect them from abuse and excessive wear. Textbooks are issued to students the first day of school and are their responsibility.** Students will be charged for lost and/or damaged books (beyond normal wear and tear). A lost book must be paid for before the replacement is provided. The charge for damaged books will range from a minimum of \$5 up to the actual cost to replace the book. Report cards will not be issued until the student's account is cleared of all charges. Students are responsible for assignments even when textbooks are missing.

## **ADDITIONAL SERVICES**

### **AFTER SCHOOL CARE**

After School Care (ASC) is designed to provide a safe, fun environment for children with working parents. Children eat snack, play outside, participate in crafts and activities, and have a designated homework or story time.

**Parents/Guardians must use the lobby computers to sign out all students in ASC starting at 3:30 pm.**

**For Kindergarten students:** Kindergarten ends at 2:45 pm. ASC begins at 3:00 pm, but no fees are levied until 3:15 pm. If a kindergartner has not been picked up by 3:00 pm, he/she is automatically sent to ASC.

**For grades 1-4:** School ends at 3:00 pm. ASC begins at 3:15 pm, but no fees are levied until 3:30 pm. If a student has not been picked up by 3:15 pm, he/she is automatically sent to ASC and will need to be checked out at the lobby computers.

**For grade 5:** School ends at 3:20. ASC begins at 3:30 pm, but no fees are levied until 3:40 pm. If a student has not been picked up by 3:30 pm, he/she is automatically sent to ASC and will need to be checked out at the lobby computers.

After School Care is available for FACS students on a monthly or drop-in basis.

**IMPORTANT NOTE: After School Care closes at 6:00 pm. All children must be picked up prior to 6:00 pm. Parents of children remaining past 6:00 pm will be charged a flat \$15.00 charge for the 1<sup>st</sup> fifteen minutes or part thereof and \$1.00 for each minute thereafter, for each child that remains. Business that needs to be conducted in the school office should be completed by 5:00 pm.**

After 5:00 pm if parents need to reach the ASC program, they can call the director at (336) 416-2073.

## **BEFORE SCHOOL CARE**

Before School Care (BSC) will open at 7:00 am and is operated by FACS personnel. Upon arrival at school students should report directly to the gym. BSC is available for FACS students on a monthly or drop-in basis. Elementary students who arrive prior to 7:45 am will be charged for BSC.

## **BSC AND ASC PAYMENT PLANS**

1) **Drop-in:** Any time that you need to bring your child prior to school start time or you are not able to pick up your child when school ends, we will provide care (from 7:00 am until 6:00 pm). BSC: Your child should check in with the BSC Director in the lobby and will then go to the gym/chapel. ASC: Following dismissal, your child will check directly in to ASC.

2) **Monthly BSC/ASC Club:** We also offer the Club plan – our most economical ASC/BSC plan where you pay the same amount each month – at the lowest rate. The monthly rates have been averaged over the 9 months of school (September – May); August and June costs have been averaged in also but you do not pay a Club charge for those months. You will be billed on the first day of each month, and if not paid by the 15th, a late fee will be assessed on the 16th.

## **CHAMP CAMP**

During the summer months, First Assembly Christian School sponsors “Champ Camp” for children entering 1st - 8th grades. Current students are given first consideration with regard to space availability. Champ Camp is a 10-week program, ending one week prior to the beginning of school. Students may enroll for any portion of the 10-week period. A Leadership Club is available to a limited number of FACS students entering 7th – 8th grades, who are willing to go through the training sessions prior to camp and willing to serve as assistants to the Champ Camp staff. In order to provide the campers with many fun and enriching activities, students whose behavior is disruptive or detrimental to the experiences of the other students will not be allowed to participate in the camp.

## **CHAMPION ENRICHMENT**

This exciting afterschool program is designed to allow students to acquire skills and develop a stronger relationship with Christ. They are created for Kindergarten through 8th grade students for the development of both mental and motor skills in a Christian environment. Classes have been offered in Karate, Fit Kids (aerobics), Tumbling, Art, Guitar, Percussion, etc. The Champion Enrichment Program's aim is to redeem family time in the evenings by offering enrichment classes during the after school hours. See brochure for details on classes offered each semester.

## **HOLIDAY CHILD CARE**

Child care is provided for most school holidays and professional days for students in K - 8th grades. Refer to the current FACS calendar for holidays without child care, holidays with child care, and professional days. Child care is not provided for the following holidays: Labor Day, Thanksgiving Day and the day following, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Good Friday, Easter Monday, and Memorial Day. Holiday care will be available the week before school starts.

## **HOMEWORK CLUB**

In a small group setting, students can work independently under the supervision of a teacher who is available to encourage and assist when necessary. It is available Monday through Thursday from 3:30 pm-4:30 pm. See Finance section for payment details.

# **ARRIVAL AND DISMISSAL**

## **ARRIVAL AT SCHOOL**

**Elementary school classes begin at 8:20 am.** Before School Care begins at 7:00 am. Students who arrive prior to 8:10 am should report to the gym. At 8:00 am all students will be brought together for prayer and then will sit by class to wait quietly for their teachers. **While we encourage parents to drop their child(ren) off at the front door,** parents are welcome to wait in the gym with their child(ren). At 8:10 am all teachers will lead their classes

to their classrooms. We ask that parents say “Good bye” in the gym (or car) and allow their child(ren) to go to the classroom on his/her/their own and prepare for the day. Our students should be calmly and quietly awaiting their teachers. Students arriving after their class has gone to the classroom should report directly to the classroom.

For the safety of your child, if your child is in the building, he/she must be in the care of a staff member or a parent – either in Before School Care or waiting in the gym. Please make sure that your child goes directly to the appropriate room. Students arriving after 8:20 am are considered tardy and must receive an “Admit Slip” from the receptionist before going to class. Any student arriving after 11:30 am or leaving before 11:30 am is considered absent.

## **DISMISSAL FROM SCHOOL**

At the beginning of the school year, parents will designate which persons are permitted to pick their child(ren) up from school. Please notify the school office if this information changes. During the year, the student will be expected to ride with that person(s) unless the parent sends written permission for the student to do otherwise. If another person is picking up your child, you have three options:

1. send a note or email to the office,
2. call the office, or
3. send the authorized person with your pick-up card.

**If you are going to walk in and pick up your child:** Please bring your pick-up card to FACS and show it to the dismissal teacher in order to pick up your child(ren). The dismissal teacher will call via walkie-talkie for your child to come to the lobby.

If you are driving through, please show your pick-up card to the dismissal teacher by having it visible in your windshield.

Kindergarten classes dismiss at 2:45 pm from the chapel. Parents should drive through the dismissal line to pick up their child. Kindergarten students remaining at 3:00 pm will be dismissed to the After School Care room, and parents will be charged starting at 3:15 pm. To pick-up a Kindergarten student after 3:00 pm, parents must park and come into the building.

Grades 1 - 4 dismiss at 3:00 pm from the chapel; fifth graders dismiss at 3:20 pm from the chapel. Whenever possible, parents should remain in their cars and drive through the dismissal line. ASC staff will assist children from the chapel to the car. Parents who come into the building to pick up their child(ren) must park and wait in the lobby until an ASC member calls for the child(ren).

1st – 4th grade students remaining at 3:15 pm will be dismissed to After School Care and **parents will be charged beginning at 3:30 pm.**

5th graders remaining at 3:30 pm will be dismissed to After School Care and parents will be charged beginning at 3:40 pm.

Students will not be allowed back in the classrooms or on the classroom halls after 3:30 pm unless accompanied by an adult.

## **LEAVING SCHOOL GROUNDS**

No student shall be authorized to leave the school grounds during the school day except with a parent/guardian or with written permission from the parent/guardian. Any parent planning to take his/her child out of school before the regular time should come to the receptionist in the school lobby and sign the departure sheet. You will be given a “permit to leave building” slip. Then using the intercom system, the office will call the classroom to have your child dismissed. After being called, your child will walk directly to the school lobby to be picked up.

If a parent/guardian is designating another individual to pick up his/her child, written permission must be sent to the office prior to departure. Any child leaving before 11:30 am and not returning will be considered absent for the day.

We regard parent/child off campus lunches as a special treat and encourage working parents to enjoy these times. However, we do request that you be aware of classroom schedules and possible missed work. We also request that these special times be limited to your own child and not be extended to other students.

Returning students should check in with the front lobby receptionist and receive an admit to class ticket to give to the classroom teacher.

## **PARKING**

With over 500 students coming to this campus on a daily basis, it is important that we all work together to ensure the safety of all of our children. We ask that you overlook any minor inconveniences designed to protect our children. The parking spaces closest to the building are reserved for our parents. It is ok for our parents to park in the spaces marked "handicap." Unoccupied cars should not be left running. Children should not be left unattended in parked cars. Please do not park adjacent to the building or under the canopy to either pickup or drop off a student.

## **ATTENDANCE AND TARDIES**

### **ATTENDANCE**

Students under the age of 16 are required by law to attend school punctually and regularly. Pupil absences shall be classified in the following types:

**Excused:** absence, which occurs such as personal illness, dental, or doctor appointments, death in the family, or dangerous weather conditions.

**Unexcused:** absence, which occurs with the knowledge and approval of the parent but is not acceptable under state law.

**Absences exceeding 20, whether excused or unexcused, may result in the retention of a student unless cleared with the Administration. In such cases, tutoring may be required for promotion or readmission. North Carolina state guidelines authorize schools to press charges against parents whose children have ten (10) or more unexcused absences.**

Attendance is very important to your child and to our school. The State Department of Public Instruction requires a 96% average daily attendance in order to maintain our accreditation status.

### **MAKE UP WORK**

Students are responsible for completing all assignments. If a student is absent, a parent may email the teachers prior to 12:00 pm and request that assignments be left at the front desk. **(Assignments may be picked up**

**from the front desk from 4:00 – 5:00 pm.)** The student is expected to turn in all assignments and make up any missed tests within the prescribed time or a zero will be given for the assignment. **The student is responsible for communicating with the teacher and for completing all assignments in a timely manner.**

Once a student returns to school after an absence, make up work will be completed on the following schedule:

- A student will be given two calendar days for every day absent to make up classroom work.
- Tests and quizzes will be made up in class or before/after school. (It is the student's responsibility to schedule any make up work with his/her teachers.)

## **FAMILY VACATIONS**

Families are encouraged to take vacations while students are not in school. In the event a family must be away for a period of time during a school week, the family should notify, at least one week in advance, the teacher(s) and the school office of the days that will be missed. The student is responsible for all work missed. If the student turns in a trip journal documenting the daily activities and sights seen, then the trip can be viewed as educational, and the days absent will be recorded as excused.

## **RETURNING TO SCHOOL AFTER AN ABSENCE**

Students are **REQUIRED** to bring a note from parents to the front desk receptionist on the day they return to school following an absence. The excuse should include the date, the student's name, and the reason for the absence, along with the signature of the parent. Students who are absent three (3) or more days due to illness should bring a doctor's excuse unless an appropriate incubation period for the illness has passed.

## **TARDINESS – CHRONIC**

When a student's tardiness becomes excessive, his/her parent will be notified by the administration in writing. When a child continues to be tardy after parent notification, the parent will be required to meet with the administration.

## **TARDINESS**

Students are expected to arrive on time to school. It is beneficial to the students to have time to organize their supplies and settle into the class routine. If a student is tardy, they are still responsible for assignments missed. **Students arriving after 8:20 am must receive a tardy slip from the front desk receptionist in the school lobby before being admitted to class.**

## **COMMUNICATION**

### **CONFERENCES**

Parents or guardians are encouraged to email their child's teacher to request a conference. Teachers are not permitted to leave the classroom for phone calls during the day unless it is an emergency.

**Due to the nature of a teacher's position, parents are requested not to engage in impromptu conferences between 8:00 am and 3:30 pm.** Teachers are unable to adequately supervise students, and at the same time provide parents with the necessary information for a productive conference. If a crucial situation arises, please email the teacher or send a note requesting that he/she call you as soon as possible.

### **INFODIRECT**

InfoDirect contains information about assignments, grades, and your financial account.

### **MONDAY FOLDERS**

Parent/School Communication is essential, and Monday Folders are designed to keep parents informed. Every Monday, students will bring home "Monday Folders." One side of this folder will contain class work, memos, and messages from the office. Please read and keep these papers. The other side of this folder will contain tests and papers, which need to be signed and returned to the teacher. Please read, sign, and then reinsert these papers back into the folder.

Please take the time to read through these papers carefully. This is one way parents stay informed about their child's academic progress. Parent signatures indicate familiarity with the contents. **Monday folders should be returned (signed) to the classroom teacher on Tuesday.** Also, remember to check the school calendar and your child's grades through InfoDirect.

## **PARENT/SCHOOL CORRESPONDENCE**

Parent/school communication is essential. We are working together to help your child become a Champion. **Please update your information in InfoDirect and email the changes to [wfschool@wsfirst.com](mailto:wfschool@wsfirst.com).** (Please refer to your InfoDirect manual for instructions on updating information). Most of our memos and important school information (including Report Cards) will be emailed to you. Some flyers and letters may be sent home in Monday folders – so please check.

Please remember to check the school calendar and your child's grades through InfoDirect.

## **PARENT-TEACHER CONFERENCE DAY**

The Parent-Teacher team is a strong component of your child's education. Therefore, FACS has set aside one day after the end of the first quarter for teachers and parents to conference. Teachers will be available throughout the day. Conferences will be limited to 15 minutes and should be scheduled by emailing the classroom teacher.

Our teachers feel that this time together will be very beneficial for your child and will help ensure a good start to the school year. Please make every effort to attend. Parents and teachers are encouraged to schedule additional conferences through the year, as needed. Please schedule meetings by emailing or sending a note directly to the teacher.

## **SUCCESSFUL COMMUNICATION**

According to Matthew 18:15-16, *"If a fellow believer hurts you, go and tell him-work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again."* (The Message)

In the school setting, this means going directly to your child's teacher when you have a concern. If after working together, a solution cannot be achieved, parents are encouraged to contact the administration.

## **EMAIL TEACHERS**

To enhance parent teacher communication, every teacher has an email address. **We encourage you to communicate with your child's teacher through this system.** Teacher email addresses will be distributed at the beginning of the year. This is the quickest and most efficient way to communicate with teachers (Email responses via InfoDirect are not "real time." Please do NOT use InfoDirect to email faculty or staff).

## **EMAIL SCHOOL OFFICE/RECEPTIONIST**

FACS uses email to communicate quickly and accurately with parents throughout the school day. Please use [wsfschool@wsfirst.com](mailto:wsfschool@wsfirst.com) to reach the school office and/or the receptionist.

## **SCHOOL WEBSITE**

The FACS website contains valuable information – please use it regularly. [www.facschampions.org](http://www.facschampions.org)

## ***THE GOOD NEWS GAZETTE***

Each month ***The Good News Gazette*** will be emailed and made available in the school lobby. *The Gazette* contains important information concerning upcoming events, classroom news, and activities that have occurred throughout the school.

# **DISCIPLINE**

## **POLICY**

At First Assembly Christian School, we believe that all students can and should behave appropriately while they are on our school campus. We will not tolerate student behavior that hinders the learning process; therefore, we clearly define both school-wide expectations and individual classroom

rules. Positive behavior will earn rewards for our students; however, when a rule is broken, consequences will be enforced. It is our desire to help students learn to make appropriate behavior choices.

We are aware of the basic responsibility and influence of the home to teach manners and appropriate behavior; therefore, we ask parents to read and discuss with their children the following school-wide expectations. We will keep parents informed and involved in finding solutions to problems as they occur.

If a student's learning ability or other physical condition results in a behavioral challenge, no behavioral modification will be made. Behavioral expectations are the same for all students.

**Our behavior expectations are based on our motto: Honor God, His people, and His stuff.**

## **ELEMENTARY STUDENT SUCCESS CODE**

### **Honor God, His People, His Stuff**

1. Be present and on time.
2. Bring learning materials with you.
3. Respect others and their property.
4. Be prepared to participate.

## **BEHAVIOR EXPECTATIONS**

1. **Students are expected to show respect for all staff members in both words and actions.** Faculty and staff members will be appropriately addressed as Mr./Mrs./Miss. Name calling, arguing, and insulting or cutting remarks will not be tolerated.
2. **Students are expected to show respect for all fellow classmates in both words and actions.** Name calling and insulting or cutting remarks will not be tolerated. Students will not be allowed to show inappropriate physical contact to a fellow student.
3. **In the classroom** students are expected to follow the discipline plan established by their teacher.

4. **In assemblies or chapel** students will enter the chapel in an orderly manner with their class and teacher and demonstrate appropriate behavior while in the chapel. A courteous reception to all assembly participants will be expected.
5. **In rest rooms** students are expected to use the facilities, flush toilets, throw all paper towels in the garbage containers, and immediately leave the rest room. Conversations should be held in quiet tones. Counters are not designed to support human weight, so students should not sit on the counters at any time.
6. **In the halls and stairways** students are expected to walk on the right side of the stairway going up and right side going down. When changing classes, students may talk quietly as they walk to their next class. Horseplay and loud noises of any kind are prohibited.
7. **During fire, tornado, and lock-down drills** students are to remain silent and follow the specific instructions of their teacher.
8. **On the playground/parking lot**, students are under the direction of their teacher. While crossing the parking lot, students are to remain in line. Games and activities are to be held in the protected areas only. Students are not to cross the boundaries into the street or parking lot. Students are not permitted to climb the fence, play on the traffic cones or gate, or climb trees. Students should not flip over or sit on top of the monkey bars or the chin-up bar.
9. **In the dining room**, students are expected to enter in an orderly manner with their class. After the students have been served and seated, they are to remain in their seats until they have finished their meal. After lunch, students are to leave their eating area clean and neat for those who follow by pushing in their chairs, cleaning up food, trash, etc., and returning plates to the designated area. All food trays must be stacked in an orderly fashion on the apron for washing. Students are to remain seated until their teacher dismisses the table. Students are to use appropriate table manners.
10. **During after school hours**, a student must be supervised by an adult at all times. This includes ALL afterschool activities such as After School Care, athletic events, Champion Enrichment, tutoring,

Homework Club, etc. Students are to remain with their group at all times and should follow the instructions of the adult leader.

**11. During arrival and dismissal** students will go to their designated areas in an orderly manner. The dismissal area should remain quiet during dismissal. Students who arrive to school prior to 8:00 am will report to the gym where their classroom teacher will escort them to their room.

## **HONESTY AND INTEGRITY**

Honesty and integrity are two important character traits that are expected of every student at FACS. Teachers are responsible for seeing that these traits are taught and maintained in the classroom. If students violate these standards, teachers will attempt to help the students learn from their first time violations. A student who consistently violates this policy is subject to more severe disciplinary actions.

## **TREATMENT OF OTHERS**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, discrimination, exploitation, and harassment, including sexual harassment. This school is prepared to take action and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion. Any student who feels they are being mistreated or harassed should immediately contact a teacher or administrator.

## **BULLYING POLICY**

Contrary to secular culture, First Assembly Christian School, advocates a zero tolerance of bullying. Zero tolerance means that there will be consequences for bullying up to and including expulsion from the school. Administrators, teachers, students, and parents are committed to creating a school community in which mutual respect, caring, friendship, forgiveness, and hospitality are practiced daily. We do not believe bullying is an inevitable part of childhood. We believe that children learn best in a nonviolent, positive, and caring community.

## Definitions of Bullying

- “Bullying is a behavioral manifestation of a **spiritual crisis** in which an individual bully or group of bullies seeks relation with another person or persons through **repeated acts of violence over time**. These acts of violence may be **physical and/or emotional** (threatened or carried out). There is always an **imbalance of power** between the bully and the bullied.” *Ronald Hecker Cram*
- “Bullying is the **repeated and ongoing negative action** toward one or more students. These actions can be **direct**, as in verbal or physical contact, facial or other body gestures or **indirect**, as in the intentional exclusion or refusal to comply with another’s wishes.” *National Middle School Association*

## Bullying Behaviors Defined

- Hitting, slapping, pushing, pinching, kicking persons over time
- Starting and/or perpetuating rumors, making suggestive or derogatory sexual comments, or making bodily gestures that intimidate or embarrass others
- Shunning or silencing others
- Demanding money, personal belongings and sexual favors by extortion
- Making emotional threats, including name calling and “dissing” (disrespecting another person)
- Belittling others because of religion, race, culture, speech, physical appearance, or emotional, mental, or physical disability.

## What Shall We Do Together to Prevent Bullying?

1. The entire school community (administration, teachers, students, parents, staff, and volunteers) will model hospitality, caring, and friendship in word and action.
2. The entire school community will refuse to be a bystander to bullying.

3. The Administrative team will conduct annual in-service training for the faculty and staff on the topic of bullying. Teachers will in turn educate their students about bullying.
4. The entire school community will be on the lookout for “acts of random kindness” (ARK). These will be celebrated in the Good News Gazette, in the classroom, and chapel services.
5. The Administrative team will develop the system of procedures to be followed should an incident of bullying arise.

### **What Shall Students Do to Prevent Bullying?**

1. Students will recognize what bullying is.
2. Students will not bully others, even if their best friends are bullying someone.
3. Students will report bullying to a teacher, their parents, or administrator.

### **GENERAL DISCIPLINE PROCEDURES**

The FACS staff will work to help our students adjust to school and learn our expectations. If, however, a student presents a problem in his/her behavior, we will make every effort to involve the parents and persons on our staff to help him/her improve the behavior and learn to make good behavior choices. We ask that parents assist and support the administrative team and teacher in administering consequences and encouraging appropriate behavior.

When a student exhibits disruptive behavior stemming from a failure to live by the expectations outlined previously, we will use the procedures listed below to deal with the student.

1. The teacher will follow the classroom discipline plan posted in the classroom.
2. The student will be sent to the school office.

**First visit:** The student will confer with a member of the administrative team or have “time-out” in the office, and a note or phone call will be made to the parent by the teacher.

**Second visit:** The second visit will require a phone call to the parent in addition to a conference with a member of the administrative team. Additional disciplinary actions may be used.

**Third visit:** A third visit will require a conference with the Administrative team and possibly that the parent remove the child from school for the remainder of the day. A behavior plan will be put in place. Outside counseling may be recommended.

**Fourth visit:** A fourth visit will result in a parent conference with the Administrative team and possible dismissal from the school.

At any time during this progression of discipline, the teacher or parent may schedule a conference to assess the problem and discuss intervention methods which may include, but are not limited to, having a professional staff member observe the student in class and developing a behavior improvement plan. Professional counseling and/or psychological assessment may be required. The school does not provide such counseling. During this process the administration may also implement additional consequences.

## **CONSEQUENCES**

Consequences are linked to behaviors and frequently occur as a natural response to inappropriate behavior. Our intent is to help students learn to make appropriate, godly choices. Consequences serve to get the student's attention and to deter further inappropriate choices.

## **CORPORAL PUNISHMENT**

The discipline policy of FACS is intended to establish a classroom environment conducive to learning. Discipline is training that develops self-control and character, as well as an attitude of submission to authority. **Corporal punishment is not used at any time for any student.**

## **EXPULSION**

When the behavior choices of the student are extreme, detrimental to the safety of others, and/or working contrary to the discipline plan established, the student can be permanently expelled by the administration.

## **AREAS OFF LIMITS:**

**For safety reasons, under no circumstances except a fire, is any student allowed to open the fire escape windows in the classrooms. Violation of this policy will result in immediate and severe action by the Administration.**

## **COMPUTER AND INTERNET USAGE**

Computer and Internet users are expected to behave legally, responsibly, and ethically in using and accessing educational resources that support the curriculum of First Assembly Christian School. Students are also expected to abide by the student behavior guidelines of First Assembly Christian School, rules and regulations that have been established by the Internet service provider, and generally accepted rules of network etiquette. Students and parents will sign a computer/internet usage contract at the beginning of each year.

## **MAJOR OFFENSES**

The following offenses will **NOT** follow the above steps:

STEALING	DEFIANCE
PROFANITY	POSSESSION OF WEAPONS
FIGHTING	USE OF DRUGS, ALCOHOL, OR TOBACCO
PORNOGRAPHY	THREATS
CHEATING	INTERNET - INAPPROPRIATE USAGE

Students who commit one of these offenses will be sent directly to the office where parents will be notified and an appropriate action determined.

## **ITEMS NOT PERMITTED IN SCHOOL**

Toys, Gum, Glass Containers, Non-Christian Music or Magazines, Playing Cards, Electronic Devices, and other items deemed inappropriate by faculty or administration

The above items and any other inappropriate items will be confiscated and may be held in the office for the remainder of the school year. The parents will be contacted by the school administration.

# **DRESS CODE**

## **Expectations - Our Hearts**

Our criterion for our Elementary dress code is modesty and respect. Clothing should be comfortable but not a distraction to others (Romans 14:13). The Word says that our bodies are the temple of the Holy Spirit (I Cor. 3:16) and that while all things are lawful, not all things are good for us (I Cor. 10:23). As Christians, we have the privilege to dress modestly and appropriately in all settings. Clothing that might look cute at the beach will prove to be a major distraction in an academic class. We ask that parents help us create a focused and Christ filled learning environment.

In addition, research shows that clothing has a direct effect on human behavior and attitudes. When a person is nicely dressed, he or she acts more professionally and focused than when wearing more casual athletic attire. Therefore, FACS Champions are expected to dress modestly and neatly. Their appearance should reflect the Christian values of our school and support a positive learning environment.

## **In General**

Students should come to school neat, clean, and well groomed. Clothing must also be clean and neat, hemmed, and devoid of holes and advertisements of tobacco or alcohol products, or non-Christian themes. Midriffs and halter tops may **not** be worn. Shoes must be worn at all times. Elementary school students are **not** permitted to wear backless shoes/sandals for safety reasons. All hair should be neat and clean. Unconventional cuts, colors, and styles are not acceptable. No body piercing or tattoos. The exception is pierced ears. Hats, caps, and sunglasses should be removed upon entering the building. For safety reasons, students may **not** wear shoes with rollers.

## **Consequences**

It is the student's responsibility to dress appropriately for school. In the event that an inappropriate choice is made, we will discuss the violation with the student. If the infraction is minor, and is the first offense, a warning will be issued and documented in the computer, and the student will be allowed to remain at school. Parents will also be notified of the incident. If the

infraction is not minor and/or the student is a repeat offender, the student will be sent to the office. The Administration will make the final decision on the appropriateness of the student's dress choice. Parents will be contacted and given the option to either bring a change of clothes or to have FACS provide a change of clothes for the student.

## FINANCE

### TUITION

FACS tuition is payable annually prior to the beginning of school or may be divided into 10 monthly payments beginning August through May.

- FACS Tuition \$4,429.00
- WSFirst Active Church Member tuition \$3,842.00
- FACS Tuition 2nd child 5% discount \$4,207.60
- WSFirst Active Church Member tuition  
2nd child 5% discount \$3,649.90

Payment is due on the 1st of each month unless it falls on a weekend or holiday, in which case, payment is due the next regularly scheduled school day. A late fee of 10% will be assessed on the 16th of the month. Accounts still delinquent at the month's end will be considered for dismissal and will be turned over to Interstate Collections after 60 days.

Payments may be made in the form of a check, cash, debit/credit card, or money order. On-line payments may be made through the web site and may take up to four days if method of payment is via a check (due to the Right of Refusal Law). Please adjust your payment timing accordingly to avoid late fees.

If cash or a money order is received between 8:00 am and 5:00 pm, a cash receipt will be issued. Please give cash payments directly to school staff and wait to receive a receipt for your payment. The school is not liable for cash payments dropped in the after hours deposit boxes. **All forms of payment must be accompanied by a multi-payment form (see sample in the back of handbook).** No post-dated checks will be accepted. After one NSF (non sufficient funds) check has been received, payments must be made in the form of cash or money order. There is a \$40.00 processing fee for all NSF (insufficient funds) returns (including electronic transactions).

**If there is a balance on the account, then all payments will be applied to the oldest portion of the account balance.**

We understand that you may have questions regarding your account. Please monitor your account regularly and contact our Financial Manager, Jessica Mouzon, as soon as you notice any questionable charges or credits. In order to keep our accounts current and accurate, any disputable charges must be brought to the attention of the financial manager within 30 days of billing. After 30 days all charges are indisputable.

Questions about accounts should be directed to the Finance Office (759-7762).

## **FINANCIAL AGREEMENT CONTRACT**

Prior to the start of the school year, every family is asked to sign a financial agreement contract. Parents/guardians signing the contract agree to fulfill their financial responsibilities to the school for all expenses incurred. In cases of two household families (separate addresses for mom/dad), the parent(s)/guardian(s) signing the contract will be held responsible.

## **MULTIPLE PAYMENT FORM**

The Multiple Payment Form must accompany every payment made to FACS. Please complete this form when you submit money, whether by check or cash, of any amount to the school office. **If there is a balance on the account, then all payments will be applied to the oldest portion of the account balance.**

### **Fees You May Incur:**

**Activity Fee:** \$85.00 per student, billed in August and payable by the end of September. This fee covers the cost of day field trips, yearbooks, InfoDirect services, and computer supplies.

**Application Fee:** \$40.00 per student, non-refundable, payable at the time of application to FACS.

**Art Project:** 7th grade only – mosaics project supplies – around \$15.00 – students keep supplies/project.

**Athletics:** Athletic team fee \$35.00 per player. Provides some uniforms and supplies – varies per sport. See the Athletic Handbook for details.

**Birthday Book Club:** Students wishing to celebrate their birthday by joining the Birthday Book Club may do so by donating \$20.00 to the Birthday Book Club. Students select the book of their choice from the BBC cart. A special name plate will be placed in the book with the child's name and birthday.

**Champ Camp Registration Fee:** \$50.00 per student, non-refundable, payable at the time of application.

**Champion Enrichment:** Fees vary per the activity, supplies provided, and number of sessions. See the semester brochure for details.

**Christmas Program:** around \$15.00 each student - for grades K – 4th – to cover the cost of costumes, music, etc. Students keep music/costumes.

**Clothing Fee:** If a middle school student comes to school inappropriately dressed, a baggie T-shirt may be issued and the parent's account will be charged a fee of \$3.00 to cover the cost of cleaning. This process will repeat each additional time a student is determined to be out of dress code.

**Detention Fee:** Middle School student accounts will be charged \$10.00 each time detention is served.

**Graduation Fee:** \$75.00 per student for all 8th graders planning to complete their 8th grade year at FACS, Charged to accounts January 1st and due by January 30th.

**Homework Club:** Drop-in daily rate is \$8.00. Monthly Club rate varies per month depending on the number of days – cost is approximately \$6.00/session. Contracts for the monthly club rate are available in the school office.

**PE Uniforms:** (Required for all middle school students) \$25.00 per outfit (shorts and shirt). Replacement uniforms ordered after the initial order will cost \$45.00. The same PE uniforms may be worn throughout the middle school years. Parents can order new PE uniforms at Open House and during the first week of school. If any part of the uniform is lost or misplaced the student must purchase a replacement uniform. Please write your child's name on the tag of each uniform.

**Recorders:** Grades 4, 5, and 6 - \$15.00 each student - for recorder and book – may use same ones throughout the 3 years.

**Registration Fee:** \$199.00 for each student, non-refundable, due at the time of acceptance/registration or re-enrollment.

**Retreat Fee:** for 6th – 8th graders - \$50.00 - \$75.00. Get Real Spiritual 2-day retreat and possibly a team building day trip.

**Returned Check Fee:** \$40.00 for every returned check or rejected credit card/on-line transaction.

**Spring Praise Program:** around \$15.00 each student - for grades 5– 8 – to cover the cost of costumes, music, etc. Students keep music/costumes.

**Testing Fees:** \$55.00 entrance test fee for new students.

**Textbook Damage or Replacement:** Textbooks are issued at the beginning of each year. Student accounts will be charged for lost or severely damaged books. Fees range from \$5.00 to the actual replacement cost – maximum \$95.00.

**Tutoring:** FACS teachers schedule individual tutoring sessions after school. If interested contact Mrs. Beauchamp at [tbeauchamp@wsfirst.com](mailto:tbeauchamp@wsfirst.com) to schedule. \$18.00. for 30 minute session; \$30.00 for 50 min. session. Barton Spelling Program: \$25.00 per session

## **BSC AND ASC PAYMENT PLANS**

1) **Drop-in:** Any time that you need to bring your child prior to school start time or you are not able to pick up your child when school ends, we will provide care (from 7:00 am until 6:00 pm).

**BSC:** Your child should check in with the BSC Director in the lobby and will then go to the gym/chapel. The drop-in rate for BSC is \$6.50/day.

**ASC:** Your child will check in with the ASC staff upon dismissal. The drop in rate is \$10.90.

2) **Monthly BSC/ASC Club (Averaged):** Our most economical ASC/BSC plan where you pay the same amount each month – at the lowest rate. The monthly rates have been averaged over the 9 months of school (September – May); August and June costs have been averaged in also

but you do not pay a Club charge for those months. You will be billed on the first day of each month and, if not paid by the 15th, a late fee will be assessed on the 16th.

**BSC:** Monthly Club rate is \$70.00 beginning September – May.

**ASC:** Monthly Club rate is \$135.00 beginning September – May.

**PLEASE NOTE:** After School Care closes at 6:00 pm. All children must be picked up prior to 6:00 pm. Parents of children remaining past 6:00 pm will be charged a flat \$15.00 charge for the 1st fifteen minutes or part thereof and \$1.00 for each minute thereafter, for each child that remains.

## HOLIDAY CARE

Holiday Care is offered on professional and leave days when normal school classes are not in session. (Please see the FACS calendar for specific dates.) For children who are registered a week in advance, the daily rate is \$30.00. The drop-in daily rate is \$35.00.

## LUNCH VOUCHER PROGRAM

Lunch Vouchers: Each student has a lunch voucher account. Parents deposit any amount into the voucher account and the student's lunch choices are subtracted from the balance as the student desires. Parents can monitor voucher account balances daily on InfoDirect. Parents will also receive a notification in their InfoDirect mailbox when the voucher account balance drops below \$15.00. (Payment for lunch vouchers must be made separately from tuition payments).

Once the voucher account has been depleted, the parents will be contacted, and the student will have to bring their lunch from home until the voucher account is replenished. If a student forgets to bring lunch, we will attempt to call parents, and then provide a very basic lunch.

Payments for Lunch Vouchers must be made separately—**they may not be combined with other payments**, such as tuition, athletics, etc. Please attach the lunch voucher payment form when paying on a lunch voucher account.

Student Lunch:	\$3.25	Extra entrees:	\$1.00
Extra sides:	\$ .50	Adult Lunch:	\$3.75
Extra milk/juice:	\$ .75		

Payments may be made in the form of a check, cash, debit/credit card, or money order. On-line payments may be made through the web site and may take up to four days if method of payment is via a check (due to the Right of Refusal Law). Please adjust your payment timing accordingly to avoid late fees.

Questions about accounts should be directed to the Finance Office (759-7762).

## **LUNCH VOUCHER PAYMENT FORM**

In order to make a payment into your child's lunch account, please complete a Lunch Voucher Payment Form and submit it with your payment. Lunch Voucher payments must be done separately from other payments such as tuition. If paying on-line, please submit a separate transaction for lunch voucher payments. All negative lunch voucher balances will be transferred to your tuition account on the 15th of the month.

## **REIMBURSABLE RECEIPTS**

Upon your written request to the Accounting Office ([jmouzon@wsfirst.com](mailto:jmouzon@wsfirst.com) or noting on the Multi-payment form), a receipt of your reimbursable payments will be made available to you on InfoDirect within 5 working days.

## **SCHOLARSHIPS**

First Assembly is able to offer partial scholarships to families in need. The monies for the scholarships are provided by an endowment fund created by FACS parents. To apply for the scholarship, parents may pick up an application in the school office in the spring of each year. FACS uses a Christian company, FFNA to assess the applications, providing confidentiality and third party objectivity.

The James E. Dogan scholarship fund will be open to families who qualify under FFNA standards and submit an additional application and a student written essay. Due to market losses, the James E. Dogan scholarship fund is not generating enough income to assist with tuition. Therefore, this program is on hold until the principle builds to its original account balance.

# GRADES

## **ACADEMIC SERVICES**

The FACS Academic Services program is designed to help students be more successful in the classroom. The tutoring and enrichment options are available for an additional fee. See the Director of Academic Services for more information.

**Homework Club:** In a small group setting, students can work independently under the supervision of a teacher who is available to encourage and assist when necessary. It is available Monday, Tuesday, and Thursday from 3:30 pm-4:30 pm.

**Tutoring:** All families interested in utilizing afterschool tutoring services should contact the Director of Academic Services for an enrollment form. Once the form is completed, a tutor will be assigned, and the Director of Academic Services will notify parents. The tutor and parent will meet to determine needs and tutoring schedule. Both parties will sign a tutoring contract at the beginning of services. **All tutoring sessions will be one on one.**

All sessions are taught/supervised by FACS faculty or other approved teachers. The Director of Academic Services will oversee the program and will work with parents, teachers, and tutors to ensure quality and appropriate instruction.

Tutoring is also available during the summer months. Information will be mailed with final report cards.

**Mandatory Tutoring:** The first time a student earns below a C- at the end of any marking period in one of the following core subjects (Literature, Language, Math, Science, History), he/she will receive a letter from the administration, highly recommending afterschool tutoring in that area. Each subsequent time a student earns below a C- at the end of a marking period in that same core subject, he/she will be required to attend afterschool tutoring in that area. This will occur during the next quarter for the duration of one hour per week/per subject at the parents' expense. FACS Tutoring Services or outside services (i.e. Sylvan Learning Center) may be used.

**Susan Barton Spelling Program:** The Barton Reading and Spelling System is a one-on-one, multi-sensory tutoring system of ten levels that helps improve the **spelling, reading, and writing skills** of children, teenagers, or adults who struggle due to dyslexia or a learning disability.

A formal diagnosis by a psychologist is helpful but not required. Students are tutored 2-4 times per week for 50 minutes each session for the entire school year. This can be scheduled during the school day or afterschool. FACS has several teachers trained to implement this program. Contact the Director of Academic Services for more information.

**Discovery Learning:** NILD Educational Therapy® was developed to treat assumed, underlying causes of learning difficulties rather than simply treating the symptoms for students with average or above average IQ. It is a true therapy in that it aims the intervention just above the student's level of functioning and raises expectations for performance. Students are trained to view themselves as competent, confident learners. The goal of NILD Educational Therapy® is to help students develop tools of independent learning in the classroom and in life.

Students in NILD Educational Therapy® receive 160-minutes of intensive educational therapy per week during the school day. These sessions include a variety of techniques designed to address students' specific areas of difficulty and to improve their overall ability to think, reason, and process information. Techniques emphasize basic skill areas such as reading, writing, spelling, and math—applying reasoning skills within each area.

Students are taught by an educational therapist, who is trained specifically in NILD methodology and receives on-going, graduate level training leading to NILD certification. Regular collaboration between the educational therapist, parents, and classroom teachers is encouraged in order to assess progress and appropriately adjust educational programs for each student. Students must have a formal educational assessment by a licensed psychologist before entering the program. The program is limited to 8 students per school year and is directed by a NILD Therapist. Please contact the Director of Academic Services for more information.

## **GRADING PROCEDURES**

Reports cards are available through InfoDirect within a week of the end of the quarter. Parents will be e-mailed when they are accessible (The final report card is mailed to the students within two weeks following the close of school). Monday folders are maintained to help keep parents informed of daily work and test grades.

In addition, all families will have the ability to view their students' grades, homework assignments, and upcoming events through InfoDirect. This

system allows parents to view current grades in each class and to get an email notification when individual grades are above 93 or below 76. Teachers will post the grades to the Info Direct at least once a week.

### **Kindergarten and 1st Grade**

#### **For Social Development and Academic Achievement:**

O = Outstanding, S = Satisfactory, N = needs improvement,  
U = unsatisfactory

O = a child consistently models outstanding behaviors and/or academic achievements above grade level.

S = a child is satisfactory in performing at grade level either behaviorally or academically.

N = a child's behavior or academic achievement needs improvement and is slightly below grade level.

U = a child is consistently disruptive and/or uncooperative or performs significantly below grade level.

**The following standard for grades is used for 2nd through 5th grades.**

A+	99-100	B+	90	C+	80	D	70-74
A	92-98	B	82-89	C	76-79	F	69 & below
A-	91	B-	81	C-	75		

If a student has a learning difference that requires curriculum modification, the report card will be so noted for the affected subject(s).

### **HELPING A STRUGGLING STUDENT**

Our desire is to help all students succeed at FACS. The following is a step-by-step process that should be followed when dealing with concerns about student achievement.

1. Contact your child's teacher to share your concern.
2. Work with the teacher to develop a strategy to address concerns.
3. Include the Curriculum Coordinator early in this process for observation, assessment, and strategy planning.

If the child continues to struggle, FACS Academic Services may be suggested or outside evaluations may be recommended.

## **OUTSIDE PROFESSIONAL EVALUATIONS**

If your child is assessed by an outside professional (academic, psychological or medical), our teachers are willing to complete evaluations and provide feedback to assist these resources. Please contact the curriculum coordinator to help facilitate this process. Evaluations will be mailed directly to medical professionals. A self-addressed stamped envelope needs to be provided.

## **PROMOTION/RETENTIONS**

At the end of the year, students will be promoted to the next grade unless work performance is not up to standard for their grade level. Failure to pass one or more core subject areas (Literature, Language, Math, Science, History) for the year may be just cause for retention. Grades, standardized testing, and daily application indicate performance levels. Teachers will alert parents to behavioral and/or academic difficulties they observe and will work with the parent and child to address these concerns. Recommendations for tutoring and/or testing may be made. Requirements for attendance in Summer School can also be made. Passage of a grade via Summer School is only permissible once.

Retentions are reviewed by the Administration with input from the teachers involved. Skill level testing may also be used to confirm placement, and other educational options may be considered. All decisions of the school administration are final.

**Summer School:** If a student earns a final grade of a "F" in a core subject area (Literature, Language, Math, Science, History), he/she will be required to attend FACS Summer School. A maximum of two classes can be taken in summer school. Based on the report card, SAT10 scores, and teacher recommendations, the Administration will develop an individualized educational plan to be completed during the summer. If appropriate progress is made during this period, the student will be permitted to go to the next grade level.

## **HEALTH AND SAFETY**

### **ADMINISTRATION OF INJECTED MEDICATION**

Medication that needs to be taken during school hours via injection must be supervised by a parent /guardian or appointee. Needles must be placed

in a non-penetrable container and removed from campus. Medications and supplies must be secured at the front desk. Please notify school administration and your child's teacher if this applies.

## **ADMINISTRATION OF ORAL MEDICATION**

Documentation of medicines administered at school need to be updated at the beginning of every school year. Please notify us if there are any changes. **ALL** medications must be kept at the front desk – for the safety of all children on our campus, please do not allow your child to carry medications in their purse, book bag, etc.

**Prescription Meds:** Medication that needs to be taken by a student during school hours must be in the original prescription bottle, labeled with the doctor's name and directions. Parents must send a note indicating the amount and time the medication should be taken. Medications needing refrigeration must be administered by parents. Parents will be notified when prescriptions expire. Expired meds will be discarded monthly.

**Over the Counter Meds:** OTC Meds will only be administered to a student if accompanied by a note from the parent and brought from home in the original container. FACS does not supply any type of medication.

**EpiPens:** EpiPens will be kept by your child's teacher in the classroom for immediate use if needed.

## **BUS EVACUATION DRILLS**

At the start of school, each class will participate in a bus evacuation drill. During the drill, the class will be instructed on bus safety and how to quickly and safely exit the bus during an emergency.

## **EMERGENCIES**

When an accident occurs, every effort will be made to contact a parent or guardian. Please make sure your contact information in InfoDirect is correct (Please refer to your InfoDirect manual for instructions on updating information). You can access and update your information at any time. All emergency/medical information will be posted through InfoDirect. **If your phone is disconnected for any reason, please provide an alternate number where you can be reached in an emergency.**

## **FIRE DRILLS**

Fire drills are required each month so that all students and staff can practice leaving the building in an orderly fashion as rapidly as possible. Practice drills are held to prevent a tragedy should fire or other disaster occur. Each teacher is assigned a specific exit to use in case of a fire drill. Each student should exit the building with his/her class in a quiet and orderly manner and should pay close attention to the directions of the teacher for the duration of the drill.

## **ILLNESS OCCURRING DURING SCHOOL HOURS**

When a student becomes ill during the school day, the teacher takes his/her temperature and observes the child. If the student is running a fever, vomiting, or if there are other symptoms to indicate that the child should be removed from the class, the parent will be called to pick up the child. Your child will be waiting in the lobby until you arrive – please make every effort to come immediately. No student is allowed to remain at school with a temperature of 100+.

**NOTE: Do not send a child to school who has a fever, chronic symptoms indicating illness, or has been diagnosed as having a contagious disease.**

## **IMMUNIZATION POLICY**

Entering Kindergarten students must comply with all State regulations regarding immunization. Students not in compliance by the October deadline will not be allowed to attend school and will be reported to the State.

## **INSURANCE**

It is the school's position that medical/accident insurance is a parenting responsibility. Personal insurance policies should cover all accidents. For this reason, FACS does **NOT** carry medical/accident insurance. The entire campus is, however, covered with liability insurance. If an accident occurs that is interpreted by our insurance provider as due to negligence, the parent is protected. All other coverage should be addressed by personal policies.

## LOCK DOWN DRILLS

School wide lock-down drills will be held periodically. Students will be instructed on how to react and where to go in the case of an emergency.

## SECURITY

The safety and security of our students and staff remains a primary focus for us. Entrance to our building is limited to one door in the central foyer. This door remains locked and monitored by the receptionist. Upon entering our building, all visitors are required to sign in with the receptionist and then register through the computer systems, print, and wear a photo ID badge. Parents should wear FACS photo ID badge or sign in through the computers and print and wear a photo ID badge. All adults must wear photo ID's while in the building. Permanent photo visitor/volunteer badges are available upon request for our parents. Periodically, Winston-Salem police officers assist with traffic and monitor events.

## SEVERE WEATHER CLOSINGS

### NIGHT STORMS

FACS will **NOT** close for inclement weather, snow, ice, flood, etc., unless one or more of the following situations apply:

1. a majority of the teaching staff is unable to get to work,
2. the majority of all area schools and businesses are closed,  
or
3. a state of emergency is declared by the Winston-Salem Police Department.

In the event we must close or if school is delayed, parents will be notified by a phone call from the FACS automated calling service. Each home should receive a call no later than 6:45 am. If you do not receive a call, school is open as usual. **It is imperative that your contact information on InfoDirect is correct so that we can contact you.**

WBFJ-FM 89.3, WSJS 600 AM radio, WFMY-TV, WGHP-TV Fox 8, and WXII-TV 12 will also be notified in case the automated phone system is unable to reach a student's home. However, it is often very difficult to get through to station lines, and therefore they are not always reliable sources for FACS parents.

Parents may also check the school website to check the status of school during severe weather. To check the school's weather website go to [www.facschampions.org](http://www.facschampions.org) or the church website is [www.wsfirst.com](http://www.wsfirst.com).

**NOTE: In this area, it is often difficult to know the road conditions for all students. Students who are absent due to dangerous conditions will be given an "excused" absence when a note is brought explaining the situation. Please do not endanger the lives of your family members by driving in bad weather situations.**

## **DAY STORMS**

On occasion, weather conditions may become dangerous during the day. If FACS sees a need to close early, you will be called to come and pick up your child. Again, **it is essential that we have a current working phone number for you – please keep your contact information updated on InfoDirect.** For the safety of your child, please stay alerted to weather conditions. If you are in doubt, please call the FACS office.

## **TORNADO DRILLS**

In the fall and spring of each year, a school-wide tornado drill will be held. Teachers will escort students to their assigned location. Students and teachers will kneel facing the wall with their hands covering their heads. The drill alert will be given verbally over the intercom.

# **PARENT INFORMATION AND RELATIONS**

## **ACCESS TO STUDENT RECORDS**

The state requires that schools maintain an official cumulative record file on each child. Parents desiring access to these files need to submit a request to the school office 24 hours prior to the time the records need to be viewed. The records may not be removed from the school office, but arrangements will be made for the parents to have a secure place to view them. Only authorized school staff can make copies. Transferring official records can only be done upon receipt of such a request from another educational institution.

## **CHILD CUSTODY**

Child custody information for the school is the sole responsibility of the parent. An official court order must be recorded in the office if a parent is to be denied access to his/her child. For the protection of your child, the school office should be notified immediately of any changes to court orders. When a student is parented by a legal guardian rather than a birth parent, documentation is required to be kept on file in the school office. The school office staff is happy to assist you.

## **FACS BOARD**

The FACS Board sets school policy for the consistent and smooth operation of the school. In addition, it is to act as a sounding board and backing for administrative decisions including, but not limited to, discipline. It will also serve as an appeals board for parents when there is a need for an arbitrator or a forum in which a parental voice needs to be heard. Parents should address their concerns to the FACS Board in a written format and submit it to the Pastor of Education prior to the Board meeting. It then becomes an agenda item for the next scheduled meeting.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization has been established to receive input, transfer information, and provide volunteer service opportunities for our school. The **PTO Executive Team** will meet monthly to organize and plan for school events. The PTO Executive Team will then pass information on to teachers. Each teacher will communicate volunteer opportunities to their classes through class email distribution lists. **Please keep your email address current through InfoDirect and by emailing the school receptionist at [wsfschool@wsfirst.com](mailto:wsfschool@wsfirst.com).**

The **PTO Steering Committee** will meet quarterly to share information concerning school needs and how these can be met. These quarterly meetings are open to any parent who would like to participate. Dates and times will be posted on the Weekly Fact Sheet and on the school website. Parents are also encouraged to contact the PTO Executive Team with suggestions, concerns, or questions. They can be reached through email on the school website at [www.facshampions.org](http://www.facshampions.org). Click on the Parents Tab for email addresses or email [wsfschool@wsfirst.com](mailto:wsfschool@wsfirst.com).

Parents can also sign up to be the **Quarterly Room Parent (QP)**. The QP will organize and communicate classroom events during their specified quarter, and will receive information from the PTO Executive Team.

It is essential we all work together (Administration, Parents, and Teachers) to provide our students with the best learning environment in this school community.

## **PARENT VOLUNTEERS**

**We love parent volunteers!** Volunteers are always welcome to work in areas that include but are not limited to the library, classrooms, ice cream cart, office, computer lab, etc. Volunteers are scheduled at a time convenient to both the school and the volunteer. Employers are required to give employees time off to volunteer at their child's school, so please take advantage of this opportunity. Please see your child's teacher, PTO Executive Team, or Steering Committee for opportunities and areas of need.

Upon arrival all volunteers must sign-in at the lobby computer station and obtain a volunteer badge. All parents and visitors in the building must wear their volunteer/visitor badges while in the building. Permanent photo volunteer badges are available upon request.

Volunteers desiring to eat lunch should place (and pay for) their order with the receptionist in the lobby as early in the morning as possible.

## **TRANSFERS**

The parents of a student who is planning to transfer to another school should notify the school office in writing as soon as possible so that we can assist in this transaction. On the last day of attendance, all library books, texts, and other equipment must be returned to the proper staff members, and all accounts must be clear. A current report card and school records will not be transferred until these transactions are complete. The office can give a copy of the official school records directly to the parents but will need a request from the new school in order to transfer the actual documents.

## **VISITORS**

We encourage family involvement in our school. However, to ensure the safety of our students, upon arrival **ALL** visitors should sign-in with the

receptionist and then obtain a photo ID visitor badge. All parents and visitors in the building must wear their visitor badge while in the building. Permanent photo visitor/volunteer badges are available upon request for our parents—just ask at the front desk (expect a 1 week turn around for permanent badges). Initial badges are free. Replacement or additional badges are \$3.00 each.

Visitors desiring to eat lunch in our dining room should place (and pay for) their order with the receptionist in the lobby as early in the morning as possible. Please see the financial handbook for adult lunch prices.

Visiting friends will not be allowed to attend classes with our students. Friends and/or relatives of students may visit during lunch or during after school dismissal. We encourage and welcome visiting Youth Pastors!

## **SCHOOL PROCEDURES AND POLICY**

### **CELL PHONES**

Many students now own cell phones. Cell phones are not considered essential items for student success at FACS. However, we understand that cell phones can be needed during after school hours. With this in mind, FACS highly encourages parents to help us manage the use of their child's cell phone. If cell phones are brought to school, they must remain in purses/book-bags during school and after school care supervision. Students are not permitted to use cell phones or have them out while on campus without a teacher's or administrator's permission. ***This would include having them out and/or using them in classrooms, hallways, etc.***

**First Offense:** the cell phone will be taken by the teacher for the remainder of the day and then returned to the student.

**Second Offense:** the cell phone will be sent to the office and a parent/guardian will have to pick it up.

**Third Offense:** the cell phone will be sent to the office and returned to the student at the end of the school year. The student will no longer have the privilege of using any cell phone on campus.

## CLASS PARTIES

Holiday celebrations (parties, feasts, and special events) may be scheduled for the following holidays: Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the school year. Halloween is not observed at FACS; however, we do respect the rights of parents and encourage students to follow their parents' wishes. When a class exchanges Valentine's, students must give one to every member of the class or not participate in exchanging cards.

PTO room parents normally assist the teacher with planning the above special celebrations. Refreshments may be enjoyed at lunchtime or at a designated time. "Non-messy" snacks are encouraged to limit accidents in the classrooms. **Dark soda, red punch, and grape juices are not allowed in any classrooms.** The Dining Room may be reserved for special holidays.

**Birthdays may be observed only at lunch** and should not conflict with the regular class schedule. **Please note: Invitations to birthday parties may NOT be handed out at school or BSC/ASC unless the entire class or all classmates of the same gender are invited to the party.** For smaller parties, please mail invitations from home. Many hearts have been broken by being excluded from a party or sleepover.

## CLASS SELECTION

Student placement in classes (for grades having more than one teacher) is based on prayer and is believed to be Spirit led. Only God Almighty knows the personal needs of a child, the ability of an individual teacher to meet those needs, and the challenges of the year ahead. Therefore, parent requests for a specific teacher are not considered when class assignments are made unless there is an academic need to be addressed. Thank you for working with us to believe by faith that God does know what is best for our children.

## LOCKERS

5th grade students will be assigned a locker to use for storing coats, book bags, and other school articles through the day. They are required to have and use locks on their lockers every night. Neither FACS nor WinstonSalem First is responsible for items taken from lockers. Lockers must be kept neat and clean at all times. No stickers or decals are allowed. Students may hang personal pictures or Christian related materials. All pictures must be

hung with putty or magnets. Food may not be kept in lockers overnight. Lockers are the property of FACS, and FACS reserves the right to search lockers at any time there is deemed a reasonable cause.

Locker size: H-35", W-9". Dimension (front to back) – 10.5"

## **LOST AND FOUND**

All personal articles should be labeled with your child's name. Lost and Found articles are stored in the Lost and Found bin located outside the Chapel doors near the office. Unclaimed Lost and Found articles will be donated to charity every two weeks.

## **LUNCH/FOOD SERVICES**

A daily lunch period in the dining room is scheduled for all students. Lunches may be brought from home or purchased from Food Services. Students bringing their lunch are encouraged to eat balanced, nutritious lunches. **Glass containers may not be used for any reason. Students are not allowed to use the ice machine, tea dispensers, or the beverage line.**

Parents are encouraged to send healthy foods for snack and lunch. Beverages should be caffeine free and low in sugar (we suggest fruit juices, milk, and water).

**Ice Cream:** Ice Cream will be available for purchase one week per month and is monitored by parent volunteers. Students may purchase ice cream from the ice cream cart once they have finished their lunch. The proceeds from the ice cream sales go to the school scholarship fund. Students will need money if they wish to purchase ice cream.

First Assembly Christian School will be operating Food Services on a voucher basis. Parents of students desiring to purchase food must place money into their child's individual lunch voucher account.

Each day your child may order a hot lunch, a baked potato/salad meal, Chef Salad, or a peanut butter and jelly sandwich lunch. Students will be able to order an extra entrée (e.g. an extra hotdog, slice of pizza) when they place their order in the morning. Your child's order is placed by the classroom teacher via School Dynamics and sent electronically to Food Services. The student's order is verified by computer as he/she leave the lunches line.

**Please do not send money with your child for daily food services.** The daily food cost will be subtracted from your child's voucher account. Parents can check voucher balances daily on the InfoDirect website. Parents will also receive a notification in their InfoDirect mailbox when the voucher account balance drops below \$15.00 (**Payment for lunch vouchers must be made separately from tuition payments**).

Once the voucher account has been depleted, parents will be contacted and the student will need to bring his/her lunch from home until the voucher account is replenished. If a student forgets to bring lunch, we will attempt to call parents and then provide a very basic lunch.

Parents desiring to eat lunch in our dining room should place (and pay for) their order with the receptionist in the front lobby as early in the morning as possible. Please see Financial handbook section for adult lunch prices.

We request that parents bringing lunch to a student arrive within the first ten minutes of lunch. This allows the student plenty of time to eat his/her meal without interfering with class schedules. If ten minutes have elapsed and the parent has not arrived with the lunch, the student will be sent through the lunch line to receive a school lunch, and your voucher account will be debited.

## **SAFETY PATROL**

Safety Patrol will assist parents in the parking lot during high traffic times. Fourth and Fifth grade students have been trained to assist parents and children. Please show respect for them and follow their directions. If there is a problem concerning a member of the Safety Patrol, please advise the Principal.

## **TELEPHONE PRIVILEGES AND MESSAGES**

Students may use the lobby phone in the case of an emergency only. Students will not be allowed to use the lobby phone to call home for items that they have forgotten such as homework or lunches or to make plans for after school activities.

Students may not receive calls. Messages will be delivered to students during lunch or after school unless the parent specifies that the call is an emergency.

## **VALUABLES**

Students should not bring excessive amounts of money or other valuables to school. Any items in question will be confiscated and held in the school office for the parent to pick up. The school is not liable for lost or missing articles.

## **VIDEO POLICY**

All videos shown at FACS should have a “G” or “PG” rating and uphold traditional family values. FACS faculty or staff must preview all videos. Due to copyright laws, **FACS is not allowed to show videos brought from home by students.**

## **TRAFFIC DIRECTIONS**

### **TRAFFIC DIRECTIONS FOR BRINGING AND PICKING UP STUDENTS AT FIRST ASSEMBLY PRESCHOOL AND DAYSCHOOL**

We need the help and cooperation of ALL parents!!! A little inconvenience for parents could mean the protection of the students on this campus. We care about the safety of your child.

Arrival in the mornings (7:30 am – 8:30 am only):

- **All parents should enter in Driveway A off Long Drive.**
- **To walk with a child into the building (required of all preschool parents):** Pull directly into Lot A or B, park, and walk into the building.
- **To drop off a child:** drive through the cone lane and pull up under the canopy at the farthest door. Children should exit your car and immediately enter the building. They can go to the Before School Care (from 7:00 am – 8:10 am) or directly to their classroom (from 8:10 am – 8:20 am). No parking under the canopy.
- **All parents should leave the Campus by Exit B.**

Dismissal in the afternoons (2:45 pm – 3:30 pm only):

- **All parents should enter in Driveway A off Long Drive.**
- **To pick up a child inside the building:** pull directly into Lot B, park, and walk into the building.

- **To drive through and pick up a child:** enter the campus in Driveway A off Long Drive. Drive through the cone lane and pull up under the canopy. Place your name card on your dashboard. ASC staff will call for your child, and he/she will be waiting for you when you reach the front doors.

**For safety reasons the entrance off of University Parkway is closed.**

## **PARKING**

With over 500 students coming to this campus on a daily basis, it is important that we all work together to ensure the safety of all of our children. We ask that you overlook any minor inconveniences designed to protect our children. The parking spaces closest to the building are reserved for our parents. Unoccupied cars should not be left running, and children should not be left unattended in parked cars. Please do not park adjacent to the building or under the canopy to either pickup or drop off a student.

The drive-through lanes are used for parents dropping off students during the hours of 7:00 am – 8:30 am and 2:45 pm - 3:30 pm.

During the hours of 7:00 am - 8:30 am, Lot A may be used for parking for parents accompanying students into the building. The rest of the day Lot A is used as a playing field for recess and P.E. classes and will be coned off for the safety of your child(ren). During that time, please park in Lot B. Thanks for your help in making our campus safe!!



