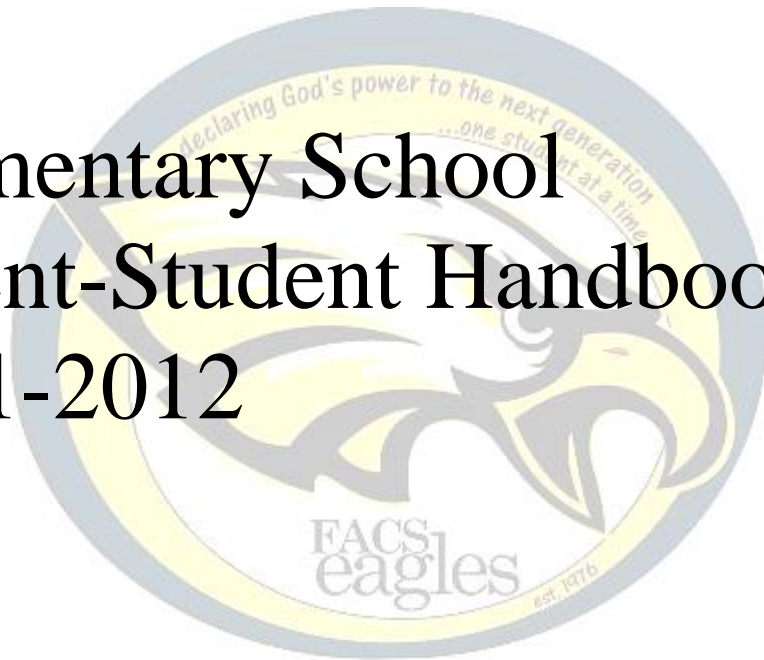


# FIRST ASSEMBLY CHRISTIAN SCHOOL

*Declaring God's power to the next generation.*

Psalm 71:18

## Elementary School Parent-Student Handbook 2011-2012



154 Warren C. Coleman Blvd.  
Concord, NC 28027  
704-793-4750  
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[www.facsconcord.com](http://www.facsconcord.com)



Dear Students and Parents:

Welcome to First Assembly Christian School. It is a real pleasure for us to serve the Lord as the Administration of your school.

**Our prayer for each of you is that you will receive a well-rounded education with a Christian emphasis. You will use many textbooks throughout your education here, but the most important one will be the Bible, God's Holy Word. You can receive an education elsewhere, but only in a Christian School can you receive a Christ-centered education.**

It is important that you read and understand the handbook, which will serve as our covenant to one another for the upcoming year. The standards of conduct, educational philosophy, objectives and policies will require cooperation between teachers, students, and parents.

As the year unfolds, we hope two things become evident: first, that each student here at FACS senses a place of belonging where he/she is loved, challenged, encouraged and accepted; and second, that each of us will seek to fulfill the mandate of 2 Corinthians 5:15:

*...and He died for all, that those who live should live no longer for themselves, but for Him who died for them and rose again.*

Educating for the Kingdom,

Rick Ross, Pastor  
Frank Cantadore, Headmaster, High School Principal  
Mike Dunn, Middle School Principal  
David Freberg, Elementary School Principal

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**High School Campus**  
638 Lyric Ave  
Concord, NC 28027

**Middle School Campus**  
154 Warren C Coleman Blvd.  
Concord, NC 28027

**Elementary School Campus**  
154 Warren C Coleman Blvd  
Concord, NC 28027

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# FIRST ASSEMBLY CHRISTIAN SCHOOL POLICIES

## SCHOOL'S RELATIONSHIP TO ITS SPONSORING CHURCH

First Assembly Christian School is a ministry of Concord First Assembly in Concord, North Carolina. It is located at the intersection of Warren C. Coleman Blvd. and Highway 29. The High School is located at 638 Lyric Ave. First Assembly admits students of any race, color, national or ethnic origin to all the rights, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic programs and other school-administered programs.

The school was started with approximately 60 students in 1976 and has grown to a present enrollment of over 600 students in grades kindergarten through twelve. For 35 years FACS has been committed to answering the call of God in partnering with parents to raise godly children. This is best seen in our understanding of education within the context of the following Biblical principles regarding the education of children and youth:

1. The education [teaching them about God and His word] of children and youth is the primary responsibility of parents and is a “24/7” process that continues from birth until maturity. **The Bible says:**

*“Impress [my commands] on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and your gates.” (Deut. 6:7-9)*

*“And fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” (Ephesians 6:4)*

**Other verses: Deut. 11:18-21; Psalm 78:1-7, 127:3; Proverbs 22:6, Malachi 2:13-16**

2. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. It must be based on God's Word as absolute truth, and it must hold Christ as preeminent in all of life. **The Bible says:**

*“Go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit. And teach them to observe all that I have commanded you, and lo, I will be with you always, even to the end of the age.” (Matthew 28:18-20)*

*“Heaven and earth will pass away, but My words shall not pass away.” (Matt. 24:35)*

*“How can a young man keep his way pure? By keeping it according to Thy word.” (Psalm 119:9)*

*“[Christ] in whom are hidden all the treasures of wisdom and knowledge. As you*

*therefore have received Christ Jesus the Lord, so walk in Him, having been firmly rooted and now being built up in Him and established in your faith, just as you were instructed, and overflowing with gratitude. See to it that no one takes you captive through philosophy and empty deception, according to the elementary principles of the world, rather than according to Christ. For in Him all the fullness of deity dwells in bodily form, and in Him you have been made complete, and He is the head over all rule and authority.” (Colossians 2:3,6-10)*

3. The education of children and youth, if and when delegated to others by parents, must be done with utmost care to ensure that all teachers follow these principles. This educational process must not hinder the spiritual and moral development of the next generation. The result should be the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person’s teachers. **The Bible says:**

*“...but whoever causes one of these little ones who believe in Me to stumble, it is better for him that a heavy millstone be hung around his neck, and that he be drowned in the depth of the sea.” (Matthew 18:6)*

*“Permit the children to come to Me; do not hinder them; for the kingdom of God belongs to such as these.” (Mark 10:14)*

*“...you shall select out of all the people able men who fear God, men of truth, those who hate dishonest gain; and you shall place these over them, as leaders...” (Exodus 18:21)*

*“...as long as he lives he is dedicated [lent, given] to the Lord.” (1 Samuel 1:28)*

*“A pupil is not above his teacher; but everyone, after he has been fully trained, will be like his teacher.” (Luke 6:40)*

## **STATEMENT OF PURPOSE**

The purpose of First Assembly Christian School shall be to provide a Christian education and to be an extension of the Christian home for children of our community and the surrounding area. The school endeavors to educate students in the four areas spoken of in Luke 2:52 where it is written that “Jesus grew in wisdom and stature and in favor with God and men.” Therefore, the school seeks to develop its students mentally: in wisdom and excellence, physically: in stature, spiritually: in favor with God, socially: in favor with man.

The school seeks to bring each student to a place of knowing Jesus Christ as Savior and Lord. Prayer, Bible stories, devotions, Bible memorization, doctrine and instruction in Christian living are integrated throughout the curriculum to promote spiritual growth and witness.

## **MISSION STATEMENT**

It is the mission of FACS to guide our students in achieving educational excellence in a Christian environment and to declare God's power to the next generation.

It is the mission of First Assembly Christian School to provide a school in which each child may be taught the academic disciplines within a Christian context. It is also our mission to introduce every child to Jesus Christ as Lord and Savior of their lives and to nurture their Christian growth. *Declaring God's power to the next generation...one student at a time.*

## **SCHOOL PHILOSOPHY**

*The educational philosophy of FACS is based on the principle that all real truth is God-centered. The only infallible book is the Bible, God's authoritative Word. The Bible, therefore, will be the first and most important textbook in the FACS curriculum. All other textbooks, curriculum materials, teaching practices, and methods are to conform to this basic philosophy of Christian education. All Advisory Committee members, administrators, faculty and staff shall adhere to the Christian faith and shall profess Jesus Christ as personal Savior and Lord.*

*It is the determination of those associated with FACS to promote the finest in academic standards as well as developing skills in creative thinking, writing and the fine arts. All this will be accomplished through an integrated Christian curriculum. Additionally, a framework of discipline and order that encourages each student to mature and develop into fine Christian citizens shall be emphasized.*

Education in the Bible was never centered on how to make a living. It was always centered on *how to live right!* The school endeavors to live out the philosophy by developing its students mentally, in wisdom and excellence; physically...in stature; spiritually...in favor with God; and socially...in favor with men, as spoken of in Luke 2:52. We derive certain educational objectives from this philosophy.

For the **Mental and Academic Growth** of students, the school endeavors:

1. To promote academic excellence;
2. To help the student gain a thorough comprehension and command of the fundamental processes used in communication with others;
3. To teach and encourage good study habits;
4. To develop creative and critical thinking and the proper use of biblical criteria for evaluation;
5. To foster curiosity;
6. To develop an understanding of our Christian heritage;
7. To promote good citizenship through developing an understanding and appreciation of our American heritage of freedom and human dignity;
8. To impart knowledge of the world and current affairs in all fields and relate them to God's plan for men and women;
9. To teach the student how to do research and properly use the scientific method;
10. To prepare students with a knowledge of origins based on creation;
11. To develop an awareness of the nature of God through all fine arts; and
12. To teach the various academic disciplines and their importance in our society.

For the **Spiritual and Moral Growth** of the students, the school teaches the essential doctrines of the historic Christian faith. The school aims:

1. To lead each student into a personal, saving relationship with Christ as Lord and Savior;
2. To develop a desire in each child to know and to do the will of God;
3. To aid families in making their homes God-centered, continuing the instruction already begun in the home;
4. To encourage the spiritual growth of each child.
5. To encourage the involvement of the student in the activities of a local church;
6. To teach the student consistent daily Christian living and service by developing in him/her a Christian worldview;
7. To equip and encourage him/her to witness for Christ, through the power of the indwelling Spirit of God;
8. To encourage use of the Bible as a personal source of wisdom and encouragement;
9. To develop a Biblical sense of right and wrong, and to teach the student how to overcome sin;
10. To foster self-discipline in the student;
11. To instill in each student a respect for and submission to authority;
12. To integrate all subjects with the Bible.
13. To teach the basic fundamental doctrines of the Bible.

For the **Personal and Social Development** of the students, the school aims:

1. To develop a balanced personality by helping each student understand and accept himself as God made him and to fully develop his capabilities in Christ;
2. To foster wholesome personal relationships through the development of social skills based on the Christian concept of love, and to develop biblical criteria for future mate selection;
3. To develop the proper attitudes, understanding and skills needed to establish God-honoring homes;
4. To impart the biblical attitude toward material things and promote the wise use of them for God's glory;
5. To teach biblical qualities of character;
6. To teach the student to respect and value other students;
7. To show a realistic and biblical view of life and work and provide skills for future endeavors in college and an occupation;
8. To teach the student the need to be a valuable member of society;
9. To promote fitness, maintenance and skillful use of the body as the temple of God; and
10. To encourage wholesome and Christian use of leisure time.

## **NOTICE OF NONDISCRIMINATION**

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

## **ACSI and SACS MEMBERSHIP**

FACS will be a continuing member of the Association of Christian Schools International and Southern Association of Colleges and Schools. Membership fees will be paid from the student tuition and activity fees.

## **ACSI CERTIFICATION**

All full-time teaching and administrative personnel of FACS are expected to apply immediately for certification with ACSI and obtain that certification within 12 months unless granted an extension by a school administrator or the Board.

## **ACSI and SACS ACCREDITATION**

FACS received ACSI accreditation July 1, 1996. The school received re-accreditation July 1, 2003. FACS received SACS accreditation in December 2007.

First Assembly Christian School  
A.C.S.I.  
STATEMENT OF FAITH

**THE ESSENTIALS WE BELIEVE:**

1. *We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16)*
2. *We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)*
3. *We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11, Revelation 19:11)*
4. *We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)*
5. *We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation. (John 5:28-29)*
6. *We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)*
7. *We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18)*

## Our Core Values

FACS exists  
to Declare God's power to the next generation one student a time

...this is realized in the life of students and families in four tangible ways:

**Reaching Students.... Assisting Parents.... Shaping Society... One Mind at a Time!**

### Core Values

**Discipleship:** To teach that the Bible is the inspired and only infallible, authoritative Word of God, thus developing attitudes of love and respect for It (2 Timothy 3:15-17; 2 Peter 1:20-21)

**Evangelism:** To give *each* student opportunity to accept Jesus Christ as Savior and Lord (Romans 10:9-10; 1 Timothy 2:3; 2 Peter 3:9)

**Christian Character:** To teach Biblical qualities of character (1 Samuel 16:7; Galatians 5:22-25)

**Respect for Leadership:** To teach the student respect for and submission to authority (Romans 13:1-7; Ephesians 6:1-3; Hebrews 13:17)

**Self Discipline:** To encourage the student to develop self-discipline and responsibility from God's perspective (2 Peter 1:3-11)

**Parent/School Partnership:** To partner with parents in reinforcing the above values (Proverbs 22:6; Philippians 1:3-6; Colossians 3:17)

**Value Relationships and Diversity:** To teach the student to respect and value every person (Galatians 3:28-29; Philippians 2:1-5)

**Responsibility:** To teach the student *responsibility* to be a valuable member of *the community* (Galatians 5:13-14; Romans 12:9-21)

**Christian Citizenship:** To teach good citizenship *and patriotism* through an understanding and appreciation of our Christian and American heritages (home, church, nation) (Joshua 1:6-9; 24:13-18)

**Biblical Truth:** To teach the basic fundamental *truths* of the Bible (2 Timothy 3:14-17)

**Christian Development:** To help each student *to* develop his/*her* identity in Christ and to develop his/*her* highest potential (Ephesians 3:14-21; Hebrews 3:20-21; 2 Peter 3:18)

**Academic Excellence:** To teach the various academic disciplines and their importance in our society (Psalm 25:4-5)

## **Our Expectations and Responsibilities**

The maintenance of a positive school climate conducive to the individual pursuit of learning, working and living is shared by parents/guardians, students and all school personnel. Each is expected to work positively toward this goal and to respect the individuality and the rights of every person. Parent(s)/Guardian, students and school personnel are also expected to deal effectively with behavioral concerns.

### **RESPONSIBILITIES**

#### **A. Parent(s)/ Guardian Responsibilities**

1. To raise your child(ren) in a Godly manner.
2. To teach the child self-discipline, respect for authority and for the rights of others.
3. To make sure that the child attends school regularly and that the school receives notification of the reason for absences when the child cannot attend.
4. To work to the best of his/her ability to provide the necessary materials and a positive home learning environment for the child to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number through which he/she may be reached during the school day.
6. To be available for conferences when requested.
7. To cooperate with the school staff to develop strategies to benefit the child.

#### **B. Student Responsibilities**

1. To be aware of and to abide by school policies, regulations and guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is pleasing to God and conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
7. To attend school and classes regularly, on-time and to be prepared with the necessary learning materials.
8. To know and to follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.

#### **C. Teacher Responsibilities**

1. To provide opportunities for all students to develop their relationship with Jesus Christ, self-discipline and respect for the rights of others.

2. To come prepared for the class period with well thought-out lessons that meet the educational and spiritual needs of the student.
3. To accept shared responsibility for control and discipline of students throughout the school building and property.
4. To consider the physical, social, intellectual and emotional development of the students.
5. To establish and inform students of individual classroom behavior expectations, and to maintain discipline within the classroom.
6. To provide appropriate learning opportunities for all students.
7. To be aware of and to abide by policies, regulations and school guidelines for discipline.
8. To confer with support personnel for possible solutions to inappropriate student behavior and to attend conferences upon request.
9. To use positive reinforcement, whenever possible, and not ridicule or use negative comparison when correcting a student.
10. To report to the parent/guardian at regular reporting periods and at other times, when appropriate, regarding the acceptability of a student's behavior and the student's academic progress.
11. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out of class disciplinary action.
12. To refer, in writing, a disruptive student to the principal or his/her designee when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.

#### **D. Principal Responsibilities**

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences for student behavior.
2. To maintain order on the campus. The principal of each school has primary responsibility for maintaining order on the campus.
3. To discipline students and to assign duties to teachers with regard to discipline. The principal shall have authority to exercise discipline over the pupils of the school pursuant to the policies adopted by the School Board.
4. To report certain acts to law enforcement.
5. To assign duties and responsibilities to teachers and supervise and partner with the teachers to provide a quality education.
6. To assume the overall responsibility for the implementation of procedures and rules that are necessary to establish standards of acceptable student behavior in the school.
7. To be readily available to handle disruptive behavior, discipline and emergency situations.
8. To communicate effectively to parents the expectations of the school discipline program and the role of the parent/family in supporting the efforts of the school in providing a safe school environment.
9. To develop a strategic plan that will mobilize community resources/agencies that can provide additional services and support to the school discipline program.

10. To provide in-service training to teachers and parents on issues related to a sound disciplinary and academic program, i.e. intervention strategies, educational techniques, establishing effective rules and consequences, legal issues, etc.
11. To develop a viable communication network that informs the community, parents and staff of the status and modification of the school's policies and procedures.
12. To continuously monitor and assess current data in order to make modifications to the program and provide academic and disciplinary strategies to fit the needs of the school.

## **GENERAL INFORMATION**

**ADD/ADHD AND SPECIAL NEEDS STUDENTS** – Students who are on prescribed medication for ADD/ADHD must be kept on that ADHD or ADD medication while enrolled at FACS. If there is a change in prescribed medication, the school and/or teacher must be notified at once. If a student is suspected to be ADD or ADHD, by the teacher, guidance counselor or administration, the school reserves the right to request that the student be tested at the parents' expense. If the parents refuse to have the student tested, then the student will be dismissed from FACS. Students who consistently do not take their prescribed medication will be subject to dismissal at the discretion of the administration. Any children previously diagnosed will need to follow through with doctor's recommendations.

**ADDRESS OR PHONE NUMBER CHANGE** - Any time an address or phone number (home or work) is changed, please notify the school office.

**ADMISSION** - Students are admitted to First Assembly Christian Elementary School without regard to race, color or national and ethnic origin. Students are admitted, however, on their desire for a Christ-centered education and with the understanding that all Christian standards of the school be upheld.

### **ADMISSION PROCEDURES** –

1. Schedule a group interview and/or tour with the Elementary Principal.
2. Fill out an application form and pay the non-refundable registration fee and assessment fee.
3. Inform the principal of any learning disabilities or special testing that the child might have had.
4. You will be notified of acceptance, rejection or informed of a waiting list after test results have been evaluated.

### **ADMISSION – GUIDELINES FOR ACCEPTANCE OF SCHOOL RECORDS**

School records are accepted from public schools, established private schools, and established home schools. When a student enrolls from a previous school, a request is made for his/her official records. If the student was enrolled in a home school, a copy of the home school license is requested along with a credits earned printed on a report bearing the letterhead of the home school. These records become part of the student's permanent file.

Elementary/middle school students are placed in the grade indicated by their school records. Previous courses attempted by high school students are recorded along with the final course grade or average to date in courses currently in progress. The exact title of the course is entered on the transcript with the name of the school where the course was taken, but only those courses that are weighted by the FACS standards are awarded honors credit. Therefore an honors level course that a student took at a previous school does not receive honors credit unless that course is weighted at FACS.

**APPOINTMENTS** - Parents are asked to make appointments for conferences with the teacher and/or principal. Appointments will ensure that you will have uninterrupted time with the teacher and/or principal in private. Popping into the classroom or office at the beginning or end of the day, expecting the teacher and/or principal to have a major conference that might last 45 minutes to an hour at a moment's notice is unrealistic and does not ensure uninterrupted time. Appointments also give the teacher and/or principal time to gather all information that he/she needs for the conference. These appointments may be made through the teacher (for teacher

conferences) and/or the school office. The Teacher and/or Principal will usually be able to see parents the same week, or within a few days and will make every effort to meet as soon as possible.

**ARRIVAL AND DROP OFF OF STUDENTS** - Students in grades 5K - 4th may arrive as early as 7:40 am. Those arriving between 7:40 am and 8:00 am must enter the building on the first floor. Teachers will be on duty in the downstairs hallway to supervise the students. All students arriving between 7:40 am and 8:00 am must remain downstairs until released by the supervising teachers on duty.

- **No Student is allowed to remain outside unless they are with a parent.\***

**Bible** – Bible is a part of the FACS curriculum. It is expected that all students take and pass Bible.

**Behavior Rules for Students Arriving between 7:40 am & 8:00 am:** No running, throwing balls or any type of horseplay. Students may sit or stand quietly or socialize in a quiet manner. Elementary students may go to the classroom at 8:00 am. The front doors are unlocked at the same time.

Students who arrive before 7:40 am must be enrolled in the Before School care program. (4K students are not allowed by **NC Daycare Regulations** to be left in the hallway. They must either be in the Before School program or in the classroom. 4K students not in the Before School Program may not be brought before 8:00 am.) **Parents of students in grades 4K - 2<sup>nd</sup> grade must walk students to the classroom, unless they are in Before School care or in the hallway supervised group.**

**ATTENDANCE** – Regular attendance is essential to good academics. Parents have a responsibility to see that their children are in regular attendance. If a child is absent, the parent **must** send a note to school on the day the child returns to school. **It is not necessary to call the school** except in the event of an extensive time of absence or in the case of a contagious illness. **If a note is not sent, the child will receive an unexcused absence until a note is received. Make-up work will not receive a grade above 69 unless the absence is excused.**

Students who leave for the day before 11:00 am will be counted absent for the day. Students who leave after 11:00 am for the day will be counted present for the entire day.

Make-up work for absences should be scheduled with the teacher immediately upon the absent student's return to school. Students will normally be given the number of days missed plus one to make up the missed work. Students in attendance the day before a test is scheduled should be prepared to take the test the day they return from an absence. Information will be posted on the school web-site at [www.facsconcord.com](http://www.facsconcord.com).

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence.

*Students who are absent twenty or more days in a single year will be subject to dismissal or retention at the discretion of the elementary principal.*

**ATTITUDE** – A **critical, griping or uncooperative attitude** by a student or parent should not be evidenced in a Christian School. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student is subject to dismissal at the discretion of the

administration.

**BACKGROUND CHECKS**—All adults who help in the classroom or go on a class field trip will need to have a background check done. If you have a current background check from another organization, bring a copy to the office. Any adults who do not have a background check on file will not be allowed to help in the classroom or attend field trips. This is done to ensure the safety of our students.

**BAD WEATHER CLOSING** – If Cabarrus County Schools are closed because of bad weather, then FACS **WILL** also be closed. Please listen to local radio and TV stations WBT (1110 AM), WEGO (1410 AM), WRCM (91.9 FM), WBTV 3, WSOC TV 9, News 14 Carolina. Information will be posted on the school web-site at [fachristianschool.com](http://fachristianschool.com). Again, we follow Cabarrus County’s decision.

**BEEPERS/CELL PHONES** – Students should not carry or wear beepers, pagers or cell phones to school, except for emergencies.

**BEFORE/AFTER SCHOOL CARE** - Before and After School Care is available for grades 4K - 8<sup>th</sup> grade at an additional cost. Application forms may be picked up in the Before/After School Care Office on the 1<sup>st</sup> Floor. The Before/After School Program does not normally operate on days the school is not in session. A calendar of days in which the program operates is available from the director.

- Students in grades 4K - 4<sup>th</sup> who arrive before 7:40 am must be enrolled in the Before School Care program. 4K and 5K students must be picked up outside by 2:30 pm or they will automatically be placed in the After School program and the parent will be billed.
- Students in grades 1-2 must be picked up outside by 2:45 pm. Students in grades 1-2 not picked up by 2:45 pm will be sent to the After School program and the parents will be billed.
- Students in grades 3-4 must be picked up outside by 3:00. Students not picked up by 3:00 pm will be sent to the After School program and the parents will be billed.
- For further information see BSC/ASC guidelines available at the office.

This is to ensure the safety of all elementary children. If a student is dismissed from the Before and After School Care program he/she may be dismissed from the school unless other arrangements are made.

The **school administration committee** has mandated that the before/after school policy of leaving and picking up students be enforced, to ensure the safety of the students.

**BIBLE** - Bible is a required part of the FACS curriculum. It is expected that all students take and pass Bible. Bible memory verses will normally be done from the KJV, NKJV or NIV, according to the teacher’s discretion. Students may opt to use the KJV, if desired. Versions other than the NIV, KJV or NKJV must have the approval of the administration.

**BOOK BAGS** - In grades 4K – 4th book bags may be taken in the classrooms and placed in the cubby. **\*No Rolling Bookbags are allowed!\***

**BUILDING HOURS (locked and unlocked)** - School hours are as follows: Middle School and High School - **8:00 am to 3:00 pm**; Elementary Grades 1st-2nd, **8:20 am to 2:30 pm**; 3rd-4th, **8:20 am to 2:45 pm**; 4K & 5K, **8:30 am to 2:15 pm**. The school building is locked until 8:00 am, except for the downstairs. Those entering the building before 8:00 am must enter downstairs

on the first floor. **(Please see the sections on Arrival and Drop Off of Students and Departure and Pick Up of Students.)** All exterior doors will be locked at 8:45 am and will remain locked the rest of the day. All access after 8:45 am will be through the school lobby.

**CAFETERIA** – FACS has a modern, full service cafeteria. Students are able to buy hot lunches at a reasonable price. 4K lunch prices are included in the tuition, per NC Daycare Regulations. We are pleased to have a lunch debit system that will be utilized.

Most classrooms will also have a program called “lunch money fund,” (usually a dollar from each parent) to pay for student lunches in the event parents cannot be contacted to bring the money. When students borrow from the class lunch fund, parents will be notified by the teacher to repay the money.

**Cafeteria Behavior** should be based on courtesy and cleanliness. **Students must eat silent lunch for the first ten minutes of their lunchtime.** Students may speak in a conversational tone the remainder of their lunchtime, as the teacher directs. **Each student is responsible to clean up their eating area.** Each class is also responsible to clean up their tables and lunch area. Students in each class are assigned to wipe off their tables and to clean up the area. Unnecessary noise or throwing things in the cafeteria will result in disciplinary action, which could include extra “clean up” duty. Students are not allowed to leave school grounds during lunch unless permission has been granted by the administration for the whole class.

**Parents may eat lunch with their child during lunchtime in the cafeteria. Parents may not take their child out of the cafeteria or off campus to eat lunch.** A parent eating with their child should sit at designated visitor tables. Parents may bring in fast food when eating with their child, if desired. A classmate may sit with the child and the parent(s).

**CDC** – Character Development Class is a disciplinary detention that may be assigned by any teacher or administrator for misbehavior, failure to do homework, dress code violation, disrespect or violating classroom or school procedures, etc. This detention may be during **playground recess or after school**, per teacher or administration discretion. Students must sign the CDC slip and also have it signed by their parents. Failure to do so could result in another CDC or Suspension. Students may be assigned special “class work” to do during the detention time. Repeated CDCs may lead to In-School Suspension, Out of School Suspension or Expulsion. See Discipline Guidelines for more details.

**CHAPEL/ASSEMBLIES**– Chapel programs are an important facet of Christian Education. There are regularly scheduled chapel programs as well as special ones. Attendance is required at chapel programs. Students must dress according to dress code, enter quietly, sit in designated seating, bring Bibles, and behave respectfully, reverently, and appropriately. Students who do not cooperate with the chapel program will be subject to dismissal. **Parents and Guests visiting Chapel or a Special Program during school hours should sit behind the students, so they do not block students from seeing and participating.**

**CHEATING** – Cheating on tests or other academic assignments will not be tolerated at FACS. Students guilty of cheating will receive a zero for the work they were cheating on and parents will be notified. A student caught two (2) or more times in the same year could result in Suspension and/or Expulsion.

**CHECKING OUT DURING SCHOOL HOURS** – Students are only permitted to leave school with written or verbal permission from parents or legal guardian. A parent

or legal guardian must “sign” the student out at the school office when leaving. The student or the parent must also inform the teacher when the student is leaving by a note that morning. Students who are sick and need to call home must have the teacher’s permission and a hall pass. **Sick** students may use the counter phone in the school office. **Students who leave for the day before 11:00 am will be counted absent for the day. Students who leave after 11:00 am for the day will be counted present for the entire day.**

**CHILD ABUSE** – When school personnel suspect child abuse and/or neglect, the law requires that the suspected child abuse and/or neglect be reported immediately to the state.

**CLASS AND TEACHER PLACEMENT OF STUDENTS** – First Assembly Christian Elementary School does not obligate itself to honor the requests of parents and/or students for certain teachers or classes or allow parents and/or students to pick the teachers or classes for the next year. *The principal makes all teacher and class assignments.* FACS attempts to have a heterogeneous class placement. The following factors are factored in by the principal during this process: academic ability and achievement ratio, gender ratio (male/female), teacher’s strengths, student strengths and weaknesses, maturity, discipline problems, ADD, ADHD and room size. Parents may relay any special needs of their students to the principal. These needs will be considered in class placement as much as possible. However, the administration reserves the right to make the final decision on these matters. Please make this a matter of prayer. The Lord knows better than any of us where a child should be placed.

Please do not ask for a child to be moved from one classroom to another classroom. Parents should keep in mind that hearsay about teachers and students is not always reliable and varies from person to person. The principal sees each teacher almost every day and is in and out of the classroom almost every day and is the most qualified to make the final decision.

#### **COMMUNICABLE DISEASE**

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, FACS may require an independent physician’s examination of the student or employee to verify the diagnosis of a communicable disease. FACS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. We desire to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly, by a susceptible host or infected person or animal to other persons. Having been diagnosed with any of the following diseases or conditions, a child must have written consent from a physician to return to school or to be subject to school office for re-admittance: chicken pox, lice, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, or other such communicable diseases or conditions deemed by the appropriate FACS staff. **If a child is sent home for a fever, vomiting, or diarrhea the child may not return to school the next day they must be kept at home. All children must be free from fever, vomiting, or diarrhea for at least 24 hours before returning to school. If a child is ill please keep them home until they are well. Don’t medicate them and send them in to potentially spread illnesses.**

## **CRISIS AND EMERGENCY PLAN**

FACS, in cooperation with the local and state authorities and the department of Homeland Security are developing a comprehensive Crisis management plan which will include detailed procedures in the event of any crisis.

Each year this is reviewed and posted in each classroom meeting accreditation standards.

**CURRICULUM** – First Assembly Christian Elementary School mainly uses the A Beka Curriculum. A Beka is an advanced academic curriculum with emphasis on the mastery of academic fundamentals, such as reading (phonics), arithmetic, language, grammar, and history. ACSI's Purposeful Design spelling, science, and Bible are also used. This curriculum is sequential and is excellent in preparing the elementary student for Middle and Senior High School and college. First Assembly Christian Elementary School students regularly score above state and national averages on standardized achievement tests.

**Bible Study and Prayer** are important elements in the daily lives of students and faculty at First Assembly Christian Elementary School. Basic Bible stories and doctrines are a part of the A Beka curriculum and are taught as part of the curriculum. A Beka also weaves Biblical principles into each subject. Devotions and prayer are part of the daily classroom schedule at every grade level.

**Enrichment Classes** – In addition to academic subjects, First Assembly Christian Elementary School also has additional classes **at various grade levels** to further enrich the standard curriculum. These classes include music, Rosetta Stone Spanish, computer lab, art and library.

**CHILD CUSTODY** - In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. However, if you have a court order that limits the rights of one parent in matters such as custody or visitation, it is imperative to bring a copy to the office. Unless your court order is on file with us, we will provide equal rights to both parties.

## **DEPARTURE AND PICK UP OF STUDENTS -**

- 4K and 5K students must be picked up by 2:30 pm. **4K and 5K students not picked up by 2:30 will automatically be placed in the After School program and the parents billed.**
- Students in grades 1-2 must be picked up by 2:45 pm. **Students in grades 1-2 not picked up by 2:45 will automatically be placed in the After School program and the parents billed.**
- Students in grades 3-4 must be picked up by 3:00 pm. **Students in grades 3-4 not picked up by 3:00 pm will be sent to the After School program and the parents will be billed.**

This is to ensure the safety of all elementary children.

**Remember to display your car tags or bring them when picking up your child. If you don't have it you will be asked to come in to the office and SHOW PICTURE ID that matches the names given on the emergency cards.**

**DETENTION** – See the section on **CDC (Character Development Class)**.

**DISCIPLINE** – The goal of FACS is to provide the best possible learning environment in a Christian atmosphere. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. Discipline is vital to the development of Christian character in the life of a student. The teachers and administration at FACS are a part of that character development process in the Christian School setting. Classroom teachers are responsible for their own discipline policies and procedures. This is usually done in accordance with other teachers at

the same grade level. Classroom discipline policies are also in accordance with Christian principles and have administration approval. Parents will be given the class discipline policies and procedures from their child's teacher at the beginning of the school year, usually at orientation. Certain behavior is not acceptable and will not be tolerated. The following is not a complete list but is representative of unacceptable behavior: **fighting, lying, stealing, disrespect, cursing, cheating, deliberately damaging school and/or another's property.**

When misconduct occurs, corrective measures will be used to help the students change their behavior and attitude. Examples of typical corrective measures are: time-out, a student/teacher conference, CDC (detention), student/principal conference, parent/teacher conference and/or a parent/principal conference.

**Parental Support of Discipline** is necessary in character development in the life of your child. **Parents who do not support the school in its discipline policies and procedures will have their child subject to dismissal at the discretion of the administration.** Overly defensive parents, who are blind to the discipline needs of their child and who constantly blame others for their child's behavior will have their child subject to dismissal at the discretion of the administration. When the school feels that student/parent cooperation is lacking, the student may be dismissed. Attendance at FACS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards of behavior and conduct at First Assembly Christian School.

**General Discipline Procedure and Protocol for Elementary Students** is teacher and classroom rules, parent-teacher conferences, CDC/Corrective Action Form, students sent to office, in-school suspension, parent/principal conferences, out-of-school suspension, and possible dismissal from school at the administration's discretion.

Expectations: FACS does not presume to be a censoring agency for all activities. It does, however, expect tangible evidence of maturing Christian conviction and discerning judgment.

1. FACS will expect each student to conduct himself/herself in an orderly, courteous manner at all times to teachers and other students, with prompt and respectful obedience to all school personnel. FACS insists on honesty, fair play and sportsman-like conduct under all conditions.
2. Cheating, lying, stealing, a negative attitude, willful disobedience, fighting (verbal and physical) and continued unexcused absences will not be tolerated. Students are not only expected to adhere to this, but also to promote and encourage their peers to adhere to these standards as well.
3. Students, who know of serious violations of Biblical or school standards, are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles. Respect must be shown for the rights of others and their property.
4. Students are to follow a "hands off" policy; no fighting, no hitting, no slapping, and no horseplay.

#### Disciplinary Referral Procedure (K4 through 4<sup>th</sup>)

The teacher will attempt to resolve minor problems with the student and a note may be sent home. The teacher will administer the appropriate consequences that may include loss of privilege, changing a student's seat, or detentions. If the improper behavior persists, the teacher will notify the parents and the questionable behavior will be discussed in a parent-teacher conference. If the problem continues, or a serious offense occurs, this will be considered **STRIKE ONE** and an **ADMINISTRATIVE/CDC REFERRAL** will be issued. Necessary discipline will be carried out.

This includes, but is not limited to, loss of privilege, detention, ISS, OSS, or expulsion, should the offense merit it. The parent will receive a copy of the referral to peruse and sign.

If a student receives a **2<sup>ND</sup> ADMINISTRATIVE/CDC REFERRAL**, this will be considered **STRIKE TWO**. The parent will again be contacted and a consultation will be scheduled with the teacher and Principal. Again, appropriate discipline will be given.

If a **3<sup>RD</sup> ADMINISTRATIVE REFERRAL/CDC IS ISSUED, THIS WILL BE CONSIDERED STRIKE THREE**. **The student will be considered for expulsion.** A zero will be assigned for all schoolwork and tests missed. A consultation with the parent, the Principal and Administrator may establish that the student's enrollment is in jeopardy. A new course of direction will be outlined. It is possible that expulsion of the student will be the final action.

The following infractions are viewed by FACS as more serious offenses that may warrant the immediate issuance of an **ADMINISTRATIVE REFERRAL**, and can lead to an immediate suspension or expulsion.

- **INSUBORDINATION** – A student who refuses to carry out reasonable and lawful directions of authorized school personnel.
- **INTERFERENCE WITH THE EDUCATIONAL PROCESS** – A student who is guilty of willful disobedience, open defiance of the authority of school personnel, violence against persons or property or any disorderly conduct that disrupts the school's educational process.
- **POSSESSION OF A CONTROLLED SUBSTANCE** – A student who is found to have in their possession drugs, alcohol or tobacco related products in any form.
- **VANDALISM** – A student who intentionally destroys, damages or defaces records, property or vehicles owned by or in the possession of FACS, or vehicles owned or in the possession of other persons located on school grounds.
- **POSSESSION OF A WEAPON**
- **ABUSIVE LANGUAGE OR CONDUCT** – A student who engages in abusive, profane, obscene or vulgar gestures or language.
- **CONTINUED PROBLEMS** relating to completing school assignments, excessive tardiness or violation of the dress code.

#### Probation

Probation gives a student an opportunity to correct his/her problem. A behavior covenant will be issued between the parent, student and appropriate faculty to establish a student improvement plan. The length of probation is generally a period of four to nine school weeks, after which, if problems have not continued, probation is terminated. If problems do continue, or new ones develop, a student is subject to suspension or dismissal at any time during this probation.

#### Lunch Detention

1. Lunch detention will be served during the student's assigned lunch period for a specified number of days.
2. Students will get their lunch and go to their assigned seat. They are to be placed in an area separate from the other students.

3. Students should not talk to anyone, sit up straight and use proper manners. If there is an emergency, they may speak to the adult in charge.

### Expulsion

The Principal reserves the right to recommend a dismissal (expulsion) of a student who, in his/her judgment, does not conform either to the stated regulations governing students' conduct or the expressed principles, policies and programs of the school.

Example of Causes for Dismissal:

- a. Continued willful disobedience
- b. Habitual profanity
- c. Possession of drugs or alcohol
- d. Possession of weapons
- e. Willfully defacing school or personal property
- f. Sexual misconduct
- g. Committing an offense that involves law enforcement

### Expulsion Procedure

When an event that merits expulsion occurs, the Principal shall suspend the child and arrange for a meeting with the child, the parents, and the administration to occur during that period of suspension. This meeting will be scheduled within three (3) school days. The Board will make the final decision on whether expulsion shall occur. Expulsion includes a forced exclusion for a full semester. Re-admittance will not be considered without proof of counseling and sincere repentance.

### No Harassment (Bullying) Policy

FACS does not and will not tolerate any type of harassment of or by our students, family members, or employees. The term "harassment" includes repeatedly using offensive or inflammatory words, symbols, gestures, or physical conduct to belittle, demean, disparage, mock or ridicule another person. Harassment also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct, or electronic communications (email) of a sexual nature involving either members of the opposite or the same sex. All harassment concerns will be thoroughly investigated and, where appropriate, disciplinary action will be taken. All employees, administrators, teachers, students and their family members are covered by this policy and are prohibited from engaging in any form of harassing conduct. Violation of this policy will subject the harasser to disciplinary action, up to and including immediate discharge or expulsion from school.

**DRESS CODE** - The Elementary Dress Code at FACS is designed to promote a Christian learning environment that is both modest and yet comfortable. The spirit of our Dress Code fosters both unity and discipline in the school. Our purpose is to have a dress code that provides the fewest distractions for both student and teacher. See Uniform Policy.

**DRUGS, ALCOHOL, TOBACCO**– The sale, delivery, use or possession of drugs, alcohol or tobacco products is strictly prohibited. Any student possessing, selling, delivering or using these at any time is subject to immediate dismissal or expulsion from school and possible arrest in the case of illegal drugs. Students that are suspected of using drugs or alcohol may be asked to be tested at their expense by the school administration. Students refusing to be tested will be asked to leave the school.

**ELECTRONIC EQUIPMENT** – Students are not to bring electronic items (such as radios, iPods, Game Boys, computer games, etc.), unless specifically approved by the teacher or principal.

**ELEVATOR** – The elevator is not to be used by students unless a teacher and/or the principal give permission. Students may ride with their parents.

## **Financial Policy**

### **Tuition**

The school Administration has always been dedicated to keeping all school related costs as low as possible. Payments are due the first of each month or as assigned by FACTS Tuition Program.

### **Direct Payment**

FACS has the capability of offering parents a direct payment from their financial institution. Please contact the finance office for more information.

### **Delinquent Accounts**

FACS is forced to adopt a “one month and one day” policy as it relates to tuition. When accounts reach one month and one day delinquent... parents will be asked to remove the student from FACS. We do understand that from time to time situations occur that brings hardship and strain to families. FACS will expect families to communicate in a timely manner regarding tuition payments and hardship situations.

### **Student Withdrawal**

*Withdrawal from school must be done through the office. A withdrawal form must be taken to each teacher to make sure all books, materials, etc. are turned in. The form must be turned in to the secretary after all teachers have signed it. Transcripts of grades will be sent to other schools or colleges only if all bills are paid.*

### **Fundraising**

*Fundraising is an activity that must take place in our school from time to time. The PTF, Booster Club, or other school clubs or organizations may sponsor fundraisers throughout the school year. Please support these as much as you can. Your help with these will be greatly appreciated.*

**FINANCIAL POLICIES IN THE CLASSROOM** - The school Administration has always been dedicated to keeping all school related costs as low as possible. Extra curricular activities such as field trips, crafts, projects, shirts, and parties can accumulate to large amounts being collected from parents. The policy for Field Trip Funding, Class Party Funding and Class Craft Funding is maintained through the Student Activity Fee.

- A. Parents may be asked to bring items (no money collected) for only three (3) additional class parties.
- B. Teachers may only collect money from parents or students for two (2) projects consisting of Crafts, T/Sweat shirts or graduation fees.
- C. Money may be voluntarily collected for benevolence or missions projects such as jean day.

The teachers have been given strict guidelines regarding the financial policy of FACS. Parent support has always and will always be greatly appreciated by faculty and administration. However, in the area of finance; parents must seek the direct permission of the teacher for any project. Parents should not purchase items for the entire class and then expect to be reimbursed nor should any parent collect and spend money on a class craft, project, or trip without processing it through the teacher according to the school's financial procedures as outlined above. Parents should not send home notes requesting money from other parents. Please let the teacher handle the "money end" of such activities.

**FIELD TRIPS & ATTENDANCE** – Field trips are to be considered as an extension of the regular class. Teachers will notify parents of any field trips at the beginning of the year. Students that do not go on a field trip for either personal reasons, or because the teacher and/or parent will not allow them to go, will be counted absent for the day. Students not going on field trips for any reason may not stay at school that day.

**FOOD AND DRINKS** – Food or drinks may not be taken out of the cafeteria. Students may not take food or drinks into the classroom, unless directed to do so by the teacher. Students must pick up all trash when snacking outside the building after school. **Students may not enter the cafeteria to get snacks or drinks, between 3:00 & 3:15 p.m., due to After School Care.** Students are not to use the Teacher's Lounge.

**GRADING SCALE –**

The grading scale in Grades 1 - 4 is:

“Academic Subjects”	Special Enrichment Classes & Conduct
100-93=A	S=Satisfactory
92-85 = B	N=Needs Improvement
84-75 = C	U=Unsatisfactory
74-65 = D	
64-0 = F	

Plus signs are used to represent the highest number in a letter grade. (i.e. A+ = 100)

Minus signs are used to represent the lowest number in a letter grade. (i.e. A- = 93)

**GRIEVANCE PROCEDURE** – Occasionally there may be questions, problems, or grievances that arise. The following steps must be followed in sequence. A person who has the grievance shall:

1. **Talk to the teacher or person directly involved.** Appointments will ensure that you will have uninterrupted time with the teacher in private.
2. Make an appointment with a school secretary to talk to the Elementary principal. Appointments will ensure that the Principal will be there when you come and ensure uninterrupted time.
3. Make an appointment with a school secretary to talk with the School Administrator.
4. Request an appeal in writing to the Administrative Committee.
5. Make a final appeal, in writing, to the School Board outlining the specific issue to be appealed.

Any further review in person shall be at the sole discretion of FACS School Board.

**GUM** – Students are not allowed to chew gum in the school building at any time.

**HAIR CUTS** – Unnatural or unusual hair dying (i.e. purple, green, blue, etc.) and unconventional hair cuts are not permitted. Hair is to be neat and clean. Boys' haircuts should be above the eyebrow, above the opening of the ear, and above the collar. The Administrative Team reserves the right to make final decisions on what is an appropriate hair style.

**HALL PASSES** – Students must have written permission from a teacher or a hall pass in order to be out of class for any reason. The pass must be shown to any teacher or staff member who asks to see it. Disciplinary action will be taken if a student is found out of class and/or in the hall without a hall pass.

**HANDBOOK** – The handbook is written to give rules, guidelines and procedures for the benefit of the student and the entire school. Parents or students should not expect exceptions to be made to the handbook. Parents and students are expected to follow the rules and regulations in the handbook, as stated on the application. Please sign and detach the agreement in this handbook and give to your child's teacher.

**HARRASSMENT** - Although God made each of us different, we are all very special gifts from God; therefore, FACS is committed to maintaining an academic and child care environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitations and harassment. FACS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion.

**Parents of young children and students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report this matter to a teacher, principal or administrator.**

**HEAD LICE is common and can happen to anyone.**

Students will be checked periodically for head lice. **FACS has a “no-nits” policy.** This means that if nits (lice eggs found at the base of hair roots) are discovered during a head check, the student will be sent home for treatment. Students may not return until they have been properly treated and **are nit-free.** Proper approval from your doctor, the health department or school nurse is necessary for return. Please send the label form the product you used to verify treatment has been done.

**HOMEWORK** – Believing that homework is an integral part of the learning process, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

**For Reinforcement:** Most students require adequate review to master material essential to their educational process.

**For Practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.

**For Remedial Activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework is given to overcome such difficulties.

**For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Teachers will not overload the students with too much work. Some homework can be completed

during class free time, study hall time and special time given by the teacher. However, we do request parents' full cooperation in prompting students to complete assignments. Parents should provide a quiet place without TV for students to work on homework assignments. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in affecting the total grade and could result in detention.

**HONOR ROLL** – Students may be given Honor Roll recognition at the end of each grading period by attaining the following:

A Honor Roll – All A's on all academic subjects.

A-B Honor Roll – No grade below a B in any academic subject.

To be on either Honor Roll, a student shall not have any conduct grade below satisfactory. Handwriting, special classes (band, art, etc.) are not counted toward the Honor Roll.

**ILLNESS** – If a child is running a fever or other definite symptoms of illness, he or she **should not be brought to school**. It is usually a mistake to bring a child to school with the admonition, "Call me if you don't start feeling better." He will usually be on the phone before you get out of the parking lot. If a child becomes ill at school someone will call a parent to come and pick him or her up.

**COMMUNICABLE DISEASES** - If your child has a communicable disease, contact the school nurse or the school principal's office. In so doing, it will enable us to inform parents that we have the communicable disease in the classroom, thus alerting the parents to watch for symptoms in their child. If we suspect a child has a communicable disease, we will contact the parent and advise the parent to confirm this with their doctor. *Children are to remain out of school the required number of days as stated by the North Carolina Department of Health.* If you have any questions we advise you to consult your family doctor. For the child's protection, as well as other students, it is important that he/she stay out the required number of days.

Your child must be symptom free for 24 hours before returning to class. For example, if your child vomits or has a fever and leaves school at 11am, your child will be permitted to return 24 hours *after* they are feeling better. Do not attempt to send your child back to school too soon.

**EMERGENCY MEDICAL FORM** - A medical consent form is kept on file for your child's safety. If it is necessary for parents to complete this form annually and update the information as changes occur.

**INSURANCE** – Every child enrolled in school should have family insurance coverage. Each child will be covered for accidents (funded from activity fee) that might occur at school, during school hours. This coverage is limited to secondary coverage and should not be expected to replace family health care or major medical coverage. Please call or come by the school office for insurance forms if your child is injured at school. Parents are responsible for filling out and sending in the forms to the insurance company.

**4K & 5K KINDERGARTEN** – Please refer to the Kindergarten sections of this handbook for more specific detailed information concerning kindergarten.

**LEARNING DISABILITIES** – It should be noted that First Assembly Christian Elementary School does not have an EC or Special Education department to meet the needs of students with learning disabilities or learning problems. While our regular teachers do all they can to help such students, First Assembly Christian Elementary School may not be able to meet the needs of a

student with special learning disabilities or problems (including ADD or ADHD). FACS requires that parents inform the teacher and administration if their child has a confirmed or suspected learning disability or problem or has an IEP from a previous school. This also includes ADD or ADHD students. If the classroom teacher or administration suspects that a child might have a learning disability or problem the parent will be informed. FACS may require that a student be tested for any learning disabilities or problems (including ADD or ADHD). If testing is done it will have to be done at the parents' expense. Parents who refuse to have their child tested when requested by the school administration are subject to having their child dismissed. Parents who do not disclose all information to FACS as relating to any learning disabilities from a previous school or testing will have their children subject to dismissal. Parents who falsified any information on the application will have their children subject to dismissal.

**LIBRARY BOOKS** – Lost, stolen or damaged library books must be paid for by the student or parent. Unpaid library fees will result in check out privileges being suspended and the report card being held until the fees are paid.

**LOST AND FOUND** – Any item turned in to the lost and found will be kept in the office for several weeks. Items not claimed will eventually be disposed of or given to local missions. Lost or stolen items are not the responsibility of FACS or the responsibility of the school office.

**MAKE UP WORK** – A student who is granted an excused absence will be responsible to arrange with his or her teacher to make up his work. It is the student's responsibility to see that the work is done within the teacher's assigned deadline. Parents calling the office to request assignments, when a student is sick should call before 9:30 am. These assignments may be picked up at 3:15 pm.

**MANNERS & COURTESY** – Good manners and courtesy are expected at all times (meals, programs, athletic events, chapels, classroom, etc.). Students should be courteous to all other students, parents, teachers and administration.

**MEDICATION** – FACS cannot and does not provide medication without permission from the parents. Medication sent from home can be administered by the school nurse only if the following procedures are followed:

1. Administration of prescription medications or drugs at school requires a written authorization from a licensed prescriber, a signed permission from the student's parent/guardian, and an appropriate prescription label. The administration of over-the-counter (OTC) medications or drugs at school requires a signed permission from the student's parent/guardian.
2. Prescription medications must come to school in the original pharmacy labeled container that includes the student's name, medication name, dosage, route of administration, time(s) to be given, and the prescriber's name, date prescribed, and expiration date. OTC medication must come to school in the original container.
3. Prescription and OTC medication are not to be carried by the student but stored in locked areas of the nurse's office. Exceptions may be made for such urgently needed medications as inhalers with a written agreement.

**MESSAGES** – With 300+ elementary students and the additional middle school students, **the school secretaries cannot serve as personal secretaries to each student and parent to deliver messages.**

Emergency messages that are of a medical or injury nature concerning student or immediate

family will be delivered promptly according to the nature of the message. Non-emergency messages that are essential will be placed on the afternoon announcements. We make every effort to not disturb classes anymore than necessary. Parents should refrain from calling the school with non-emergency messages. The school office is extremely busy during the school day.

**OFF LIMIT AREAS TO STUDENTS** – First Assembly Christian Elementary School utilizes the facilities of Concord First Assembly. Consequently, we must follow the church’s rules in cooperation with the entire ministry for the use of the building. Areas that are off limits to the students are as follows:

Church Offices, Daycare Areas, Sanctuary and Foyer (except during chapel and school programs), Maintenance Closets & Storage Rooms, Kitchen Cooking and Cleaning Areas, Reception Room, Multi-Purpose Room and stage area (except during a chapel, school program or class), Empty Classrooms, Teacher’s Lounge, Sound Areas, Flower and Shrubbery Beds. Students are not to be in any area of the building before 8:00 am or after 3:15 pm unless they are being supervised by a teacher, including teacher’s children.

**OFFICE HOURS** – The school office hours are from 7:30 am until 4:00 pm, Monday through Friday. The school office closes promptly at 4:00 pm each day. Phone calls after 4:00 pm will be routed to voice mail. Please note posted hours for office staff.

**PARENT COOPERATION** – Parent cooperation is essential to the operation of a Christian School. Students need to see that parents, teachers and administration are standing together to help them mature in character, wisdom and in academics as Christians and as future adults. Children will often try to pit parent against teacher and vice versa to get their own way, just as they try to pit moms and dads against each other, in the home, to get what they want or to get out of doing what they don’t want to do. First Assembly Christian School expects full cooperation with its policies and procedures. Listed below are key areas, where parent cooperation is essential. Parent cooperation is not limited to these areas, but is vital in these areas:

- |   |                                  |
|---|----------------------------------|
| Discipline (see section on Discipline)        | Dress Code                       |
| Exceptionality or Learning Problem Disclosure | Handbook Policies                |
| Permission to Go on All Field Trips           | Testing Requested by the School  |
| Teacher and Administration Respect            | Christian Standards              |
| Respect for School Property                   | Prompt Payment of School Tuition |
| Class and Teacher Assignments                 |                                  |

Please follow proper channels as outlined in the section on Grievances if you should disagree with decisions and actions of school administration.

**PARENT/TEACHER FELLOWSHIP (PTF)** – The PTF is an organization of parents and teachers who seek to promote the general welfare of the school. It meets periodically and provides opportunity for parents to join with teachers and administration in furthering the goals of the school. The PTF sponsors fundraisers, forums, Book Fairs and other special events. This is a great way to get to know other parents and to join with others in promoting the school. All parents are encouraged to participate in the PTF and to help with its various functions.

**PARENT/TEACHER CONFERENCES** – Parents are encouraged to have regular conferences with their child’s teacher. While a phone call to the teacher or a brief visit at the end of the day can answer routine questions, an eye to eye scheduled conference with your student’s teacher is the best way to communicate concerning academic performance, behavior, or any area of major

concern. Popping into the classroom at the beginning or end of the day, expecting the teacher to have a major conference that might last 45 minutes to an hour at a moment's notice is unrealistic and does not ensure uninterrupted time with the teacher. Parents are asked to make appointments for conferences. Appointments will ensure that you will have uninterrupted time with the teacher in privacy. Appointments also give the teacher time to gather all information that he/she needs. These appointments may be made through the teacher or a secretary in the school office. Most teachers will be able to see you the same week, or within a few days.

**PARENT/PRINCIPAL CONFERENCES** – The principals try to maintain an open door policy to all parents. Sometimes it is necessary for the parent and principal to have a conference. The parent, principal or the teacher may initiate this conference. When the parent initiates a conference with the principal, it is important that the parent already has had a conference with the teacher. This gives the teacher the first opportunity to solve the problem and also gives respect to his/her position.

Parents are asked to make appointments for conferences with the principal. Appointments will ensure that you will have uninterrupted time with the principal in private. Popping into the office at the beginning or end of the day, expecting the principal to have a major conference at a moment's notice is unrealistic and does not ensure uninterrupted time. Appointments also give the principal time to gather all information that he needs. These appointments may be made through the school office. The Elementary Principal will usually be able to see parents the same week, or within a few days and will make every effort to meet as soon as possible.

**PARENT VISITS & OBSERVATIONS** – Parents are encouraged and welcome to visit the school and to observe in the classrooms. It is important that certain guidelines be followed to ensure uninterrupted teaching time and security.

1. All parents must report to the school office before visiting a classroom or the school.
2. Class observations should be scheduled with the teacher or through the school office. Parents just popping in and out of the classroom to observe can be disruptive to both teacher and students.
3. Class observations by parents should be limited to 2 hours maximum per day and one day per semester (twice per year). Any more observation time than this must be cleared with the administration.
4. While observing in the classroom, parents may not interfere with the teaching process or openly express disapproval of the teacher during this time. With more than 20 parents per class some years, it is necessary to limit observations in the classroom. Parents should not expect to be able to stay at lengths in a classroom on a regular basis. This is not fair to the students, teachers or to other parents.
5. Parents may eat lunch with their child during lunchtime in the cafeteria and are welcome to do so. Parents should not take their child out of the cafeteria or off campus to eat lunch. Parents must limit eating visits with their child to once or twice a month. This allows for other parents to visit their children also without over crowding the cafeteria. A parent eating with their child should sit at designated visitor tables. Parents may bring in fast food when eating with their child, if desired.
6. Parents violating these guidelines may be asked to leave the school and are subject to having their student dismissed.

**PARKING LOT** – With all of the students at FACS being “car riders,” there must be guidelines and lots of patience in the parking lot.

- 1 Please travel only in the direction of the arrows and signs.
- 2 Students being dropped off or picked up should be let out or picked up at the designated area

- for their grade level.
- 3 Parents of children in grades K4 – K5 are asked to park in the parking spaces (not the Living Center) and to walk their children to and from the classroom.
  - 4 No Unattended Cars should be left parked in the Drive-Through Lane (which is also a Fire Lane), or in front of the planter or in any drive lane. All unattended cars must be in designated parking spaces.
  - 5 No Parking under the carport of the Living Center at any time (this is for emergency vehicles only).
  - 6 No Parking in spaces designated for Living Center residents or guests.
  - 7 **Never Park where you might stop the flow of traffic.**
  - 8 Do Not pick up or drop off children at the Church Office Carport or Day Care Office Carport.
  - 9 Students waiting on rides in the afternoon should wait on the sidewalk in front of the school. In the event of inclement weather students may wait quietly in the hall by the elevator, either on the first or second floor.
  - 10 Please exercise Christian courtesy, manners and patience at all times in the parking lot.
  - 11 When going on Field Trips, parents leaving their cars should park in the furthest spaces away from the school, church and the Living Center buildings.
  - 12 Watch for Children and Parents at all times.
  - 13 Parents and/or Drivers violating the above rules will have their cars subject to being towed and/or their children dismissed from school.

**PARTIES** – Each elementary class is allowed **four** class parties per school year. Regular class parties must be held on campus in the classroom or the cafeteria. Parties held in the cafeteria must be scheduled through the school office at least one month in advance. **Birthday parties should not be held at school, with the exception of cupcakes or some other birthday snacks being sent to school to be eaten by all the children in the class at lunch.** Any party held off campus is considered a field trip and comes under that category. Since **Halloween** is **not** a Christian holiday, the school prohibits this day from being celebrated at school. We ask that there not be any decorations or parties related to Halloween.

**PARTY INVITATIONS** – Students or parents should not bring party invitations to be handed out at school unless they are inviting the entire class.

**PERSONAL ITEMS** – First Assembly Christian Elementary School and First Assembly are not liable for personal items left in the school, lockers or church building for any reason. First Assembly Christian Elementary School and First Assembly do take reasonable measures to secure its building and premises. However, personal items left in lockers (whether locked or unlocked), classrooms, halls, band room, parking lot, church, and sanctuary or in any part of the building are the responsibility of the owner and/or student and not the school or the church. FACS is not responsible or liable for band instruments left in the building.

**PROBATION** – A student may be placed on probation for a specified length of time for various reasons. These include:

- 1 Disciplinary Probation – when a current student has had repeated problems involving discipline or excessive CDC's. A student may be accepted into FACS on disciplinary probation, if there was a history of discipline problems at a previous school or during the previous year at FACS.
- 2 Academic Probation – a student may be accepted into FACS on academic probation, if there is sufficient cause from previous academic records or if a learning disorder is suspected, including LD, ADD or ADHD.

A student placed on probation is reevaluated at the end of the specified period and is either reinstated or asked to withdraw from the school. Parents of a student placed on probation must sign a form stating their acknowledgement of the probation and agreement with its contents.

**PROFANITY** – Profanity or vulgar language of any type will not be tolerated at FACS. Disciplinary measures will be taken by the administration, as deemed necessary.

**PROGRESS REPORTS** – Official Progress Reports will be available on Sycamore in grades 1 – 4 at the mid-point grading period. Parents are required print it off, sign these notices and return them to the teacher. These mid-point progress reports do not take the place of regular reports of a student’s progress that might also be sent home on a daily, weekly or monthly basis by the teacher. Teachers may also send home special notes or make phone calls relaying a student’s progress.

**PROMOTION/RETENTION-** A goal of our school is to minimize a need for retention. Communication between home and school will be made to reduce the potential for retention. The final decision will be decided by the Administration Team.

A K-4<sup>th</sup> grade student who is experiencing academic difficulty particularly in the core subjects may be required to repeat the year. This process will involve the parent/guardian, the teacher and administration. Criteria for retention involve several factors including, but not limited to academic achievement, SAT results and maturity of student. Failure of one core subject will result in a review by the parents, teacher, and administration as whether the student should be retained or promoted. Failure of 2 or more core subjects will result in retention.

**RECESS & PLAYGROUND** – Physical exercise is important and necessary to growing bodies. Recess time is considered part of the elementary curriculum. Students are expected to participate in recess time. If a student is unable to participate in recess time, there must be a note from the parent and/or physician stating the reason. Students cannot be left in the building unsupervised. Parents should also send proper clothing with their child anticipating weather changes.

**RE-ENROLLMENT** – Re-enrollment for the upcoming year takes place during the months of January and February. Students currently enrolled in FACS and FAC Daycare will be given first priority **until the last day in February**. New students outside the school, daycare and church will be accepted as of March 1. **Both the Re-enrollment Card and Registration Fee must be turned in at the same time for re-enrollment to be accepted. The registration fee is nonrefundable.**

**REPORT CARDS** – Report cards will be sent home two times during the school year, at the end of the first semester and the end of the year. Report cards for 1<sup>st</sup> and 3<sup>rd</sup> quarter will be available on Sycamore. They must be signed and returned the next day. These report card dates are listed on the school calendar. Report cards, as well as cumulative records, can and will, be held if all tuition payments are not current.

**SEXUAL HARRASSMENT**—Any student, teacher, or faculty member who sexually harasses any other person at FACS shall be subject to dismissal. Sexual harassment shall include, but not be limited to, any inappropriate actions, words or attitudes of sexual nature that may harass, threaten, intimidate, embarrass or cause discomfort to a person of the opposite sex.

**SKIPPING CLASS** – Students who skip a class or classes will be given in-school suspension. Repeated cases could result in Out-of-School suspension or expulsion.

**SOCIAL SERVICES-CHILD PROTECTIVE SERVICES** – On occasion, it will become necessary for the administration of FACS to interact with a social worker arriving at the school to interview a child or children reported to Social Services as suffering abuse of one form or another. Current state law forbids interference with the social worker in carrying out his/her responsibility. The school administration will provide a place that is private for the interview.

**SOLICITATION AND DISTRIBUTION** - Students parents and employees who wish to display a poster or distribute any literature announcing non-FACS events or information must first have it approved by the administration.

**SPECIAL PROGRAMS** – Occasionally a class or group of children will participate in a special school, church, or PTF program. When this occurs, the children involved will be expected to remain together until the entire program is over, unless directed otherwise by the teacher or director. Students are not to congregate in the lobby or halls or run in and out to the restroom during the program. Students **are required to participate** in special school music or class programs (excluding First Assembly (church) programs). Students failing to show up for an announced program, unless previously excused, will be subject to having their citizenship or music grade lowered a maximum of one letter grade.

**STANDARDIZED TESTING** – The Stanford Achievement Test is given annually to students in grades 1-4 in elementary. Parents are encouraged to see that their children receive plenty of rest during this week of testing. Parents will receive notification of their child's progress. The tests are usually given in the spring of the school year. Students and parents should not expect make up tests to be given. In the event of an emergency and/or sickness the teacher can give an individual test a day or two before the testing or the Monday following the week of testing. Each make up situation must be approved by the administration and the teacher.

**STUDENTS INELIGIBLE TO RETURN** – At the end of the year the administrative committee will discuss students who should not be allowed to return for behavioral and discipline problems. The final decision rests with the administrative committee on students not being allowed to return.

**TARDINESS** – Students are expected to be in class according to their scheduled time (8:30 am for 4K-5K; 8:20 am for grades 1-4).

Tardiness can cause unneeded inconvenience and distractions for the teacher and the other students in the class. An occasional tardy may occur but this should be the exception and not the rule. **IT IS THE PARENT'S RESPONSIBILITY TO SEE THAT THE ELEMENTARY STUDENT ARRIVES AT THE SCHOOL IN TIME TO ARRIVE IN CLASS ON TIME.** Students are still counted tardy, even if it is the parent's fault for their tardiness. **A student who is tardy Twenty Five (25) times will be subject to dismissal from school at the discretion of the administration.**

**TELEPHONE** – School and church phones are for school and church business and not for the convenience of the students. Please help your child plan their activities so that they do not need to use the phone. A student must have their teacher's permission to use the phone. Students, who must call home due to illness, may come to the school office and use the office phone, with the teacher's permission.

**TEXTBOOKS AND SUPPLIES** – The school supplies most textbooks and workbooks. The

parents must supply notebooks and various other supplies. The textbooks belong to the school and must be returned in good condition at the end of the year. This helps keep the cost of curriculum down and thus the cost of tuition. Books that are unnecessarily damaged will be assessed a damage fee. The parents must pay for lost and damaged books before receiving their child's 4<sup>th</sup> quarter report card.

**THREATS OR PERCEIVED THREATS** – The school takes serious any threat of harm to any student or employee. Students making what the Administration perceives to be a credible threat will be expelled and will be reported to the authorities.

**TOYS** – Students should not bring toys to school unless approved in advance by the teacher. The school cannot be responsible for lost or broken toys. Students who bring toys without the teacher's approval can have them confiscated by the teacher and/or administration and held for the parents to pick up. Balls brought by the students with or without the teacher's permission must not be bounced, thrown or rolled in the school building, courtyard, patios or parking lot. Students who bounce, throw, or roll balls in the school building, courtyard, patios or parking lot will have them confiscated by a teacher and/or administrator and held for the parents to pick up. **Yo Yo's** may **not** be played with in the school building. Students are not to "swing" Yo Yo's in a way that might hit someone. All toys, Yo Yo's, balls etc., are at the teacher's and principal's discretion and may be confiscated if misused or brought without permission from the teacher.

**UNIFORM POLICY - The Elementary Dress Code at FACS** is designed to promote a Christian learning environment that is both modest and yet comfortable. The spirit of our Dress Code fosters both unity and discipline in the school. Our purpose is to have a dress code that provides the fewest distractions for both student and teacher.

**UNIFORMS** - All students must wear uniforms that meet the school's accepted guidelines for shirts, blouses, skirts, shorts, skorts, capris, or pants. Uniform skirts, skorts, and shorts must be knee length or longer. New students will be given two weeks to acquire uniform clothing.

**Short and Long Sleeve Polos** - Red, White, Navy Blue or Gold/Yellow

**Turtleneck Shirts** - Red, White, Navy Blue or Gold/Yellow

**Sweatshirts** - (Must be worn with a polo, turtleneck or oxford)  
Red, White, Navy Blue or Gold/Yellow

**Round or V-Neck Cardigan Sweaters or Sweater Vests** -  
(must be worn with an approved collared shirt) - Red, White, Navy Blue or Gold/Yellow

**Short and Long Sleeve Oxford Shirts** - White, Light Blue or Denim

**Short or Long Sleeve Girls Peter Pan Blouses** - White

\* Students in grades 2-4 must have all shirts and blouses tucked in.

\* On Fridays - Students may wear the approved school spirit wear T-shirts.

**Pants, Skirts, Skorts, Shorts, Capris Culottes** - All of these must be Navy or Khaki (tan), (not stonewashed white or light beige). All skirts, skorts, and shorts must be knee length or longer.

\* Belts - Belts should be worn with any uniform piece that is equipped with belt loops for students in grade 4. Belts do not have to be purchased from the uniform company but will be a plain brown or black type belt.

**Jumpers** - All jumpers must be solid Khaki or Navy, they may be round neck or V-neck.

**Shoes** - Shoes must be worn, but do not have to be purchased from the uniform company. Shoes may be different types and styles, but flip flops and thong type shoes are not permitted. Sandals must have a strap across the heel.

**Jackets, Coats** - Only school approved sweaters or sweat shirts are to be worn in the school classrooms. Outer wear such as coats and jackets do not have to be uniformed, but should not be worn in the classrooms.

**NOTE:** No **cargo pants or shorts**, bell bottoms or **hipsters** and no name brand labels may be worn.

These uniforms may be purchased from Southern Apparel (includes logo), Wings III, Walmart, Target, Penny's Uniforms, GapKids or ordered on line from Land's End ([www.landsend.com/uniforms](http://www.landsend.com/uniforms)), 1-800-469-2222 or French Toast ([www.frenchtoast.com](http://www.frenchtoast.com)), 1-800-373-6248, or Educational Outfitters (includes logo) [educationaloutfitters.com](http://educationaloutfitters.com)

**VANDALISM** – Students caught damaging or defacing school or church property will be expected to pay for (or their parents) the restoration or replacement of damaged property. Students who vandalize school or church property may be expelled, arrested or both.

**VISITORS** – All visitors must check in with the school office before entering any area of the school. Visitors not approved will be asked to leave the school area.

**WEAPONS** – No weapons or any items that are commonly used as a weapon may be brought to school or on school property. Any weapons brought to school will be confiscated and parents notified. The police may be called if deemed necessary by the administration. Any student that brings a weapon to school could be suspended, expelled, or arrested at the discretion of the principal. Examples of weapons are not limited to, but include guns, knives, martial art weapons, chemical weapons, etc. Elementary children should not bring toy guns, knives, etc. to school.

**WEB SITE** - Calendars, cafeteria menus, archives of the newsletters, sports schedules, etc. are posted on the school web-site, [www.facsconcord.com](http://www.facsconcord.com) and on Sycamore.

**WITHDRAWALS/CANCELLATIONS** – Parents who withdraw students from school in the present year or from re-enrollment for the following year should notify the school office and should settle their financial account with the finance office. FACS will hold report cards and/or cumulative records until all financial accounts are settled with the school finance department. Students withdrawing may not take their textbooks or workbooks with them. All library books must be returned.

# 4K HANDBOOK

## Required 4K Forms Due The First Day of School:

1. Children's Medical Report/Immunization Record (Health Assessment-Current)
  2. Emergency Care Information Form
  3. 4K Application
  4. Birth Certificate
- \* Every line must be filled out on all forms.  
If non-applicable put N/A in the blank. \*

**ADMISSIONS – Please be aware for the following year that the 4 year old Kindergarten cutoff date is currently August 31<sup>st</sup> for the 2011-2012 school year.**

**ARRIVAL -** K4 begins at 8:30am. Children will be marked tardy after 8:30am. No students will be permitted in the classrooms before 8:00am. Children arriving before 8:00am should be enrolled in Before School Care. Upon arrival in the classroom, each child should immediately unpack his/her bookbag at their desk and place bookbags, covers and folders in designated areas.

The key to a good day is being on time and being organized. The time from 8:00am to 8:30am is a very important social time of the day for the children as they greet their friends and prepare for the day ahead. If your child has a hard time “breaking away,” please leave them as quickly as possible. If you are tardy, please send your child in quietly to unpack his/her things.

**BEFORE/AFTER SCHOOL CARE -** Before School Care is provided from 6:30-8:30 am. Although breakfast is not provided, you may send it to Before School Care with you child. (Please be sure to send items that do not have to be prepared.) An afternoon snack is provided daily for 4K students in the after school program. 4K students are not allowed by NC Daycare Regulations to be left in the hallway in the mornings. They must be in the Before School Program or walked to the classroom.

**BIBLE VERSES, PLEDGES -** As part of our K4 curriculum, students will memorize the American Flag, Christian Flag and Bible Pledges (which are listed in the back of this handbook). In addition, we will memorize Bible Verses within the classroom setting.

**CURRICULUM –** A Beka based. It is a very structured and intense curriculum. It provides a foundation for learning Phonics that is a proven success.

## DAILY SCHEDULE (SAMPLE)

8:00-8:30	Arrival
8:30-9:30	Attendance/Bible/Curriculum
9:30-10:00	Bathroom/Snack
10:00-11:00	Curriculum
11:00-11:55	Activity/Outside Play/Bathroom
11:55-12:25	Lunch
12:25-2:00	Nap
2:00-2:15	Pack Up/Dismissal

## **DISCIPLINE**

“Train up a child in the way that he should go.” (Proverbs 33:6)

School represents 16% of your child’s time. The Christian teacher has a tremendous responsibility in making it possible for each student to receive a firm foundation academically, as well as socially, emotionally and spiritually. This is prime training time for the entire individual, not just one part of the child. In the classroom there will be rules. Children will be instructed to raise their hands before speaking. They must also ask permission to get out of their seats. No physical contact with intent to harm will be tolerated (i. e. fighting, kicking, biting, pinching, etc.). Forms of punishment include time out, loss of play time or other privileges or a visit to the principal’s office. Parents will be notified of any behavior problems. Each child will be expected to abide by the rules. In an extreme case, those children, who after a period of adjustment, still cannot interact as a part of the group, will be asked to leave the school.

**DISMISSAL - Parents** will pick up the 4K students from the parking lot at 2:15 pm (except on rainy days). On rainy days parents will need to pick up their child in the students classroom. **Any students remaining after 2:30 pm** will be taken to the After School Care and the parents billed accordingly on their next statement.

**HOMEWORK** - K4 Students will have homework on a weekly basis (worksheets and writing practice at first and later reading). We do request your full cooperation in seeing that assignments are completed each week. Please be sure to send the homework folders back to school the next day. Parents and teachers should strive to teach each child good study habits. A Beka is an accelerated curriculum and a three-way program: Child, Parent and Teacher. It takes your participation! This first year forms the foundation for your child’s future academic success.

\*Check folders daily for work and correspondence. Check and sign the behavior chart.\*

**ITEMS BROUGHT FROM HOME** - Please label all personal items such as sweaters, coats, hats, nap towels, etc. This will eliminate confusion and help each child keep up with personal items. **We cannot be responsible for items your child may wish to bring. Toys should not be brought to school without the teacher’s permission.**

**LUNCH** - A rotating menu of nutritious meals for lunch are included in your tuition. No lunches or snacks should be sent from home. We are required by State Child Care guidelines, rules, and regulations to provide well balanced meals for all of the children. The only exception will be children with food allergies. A signed note from your child’s doctor confirming such allergies is required for their personal file.

**RESTROOM** - It is required of a 4K student that he/she be able to take care of complete restroom needs. This includes snaps, buttons, zippers, etc.

**HAND WASHING** - Due to State guidelines it is a requirement that each child must wash hands before entering the classroom. Parents please help to meet this requirement.

**PARENT/TEACHER CONFERENCES** - First Assembly Christian School welcomes parent visits to classrooms and the cafeteria. Visits should, however, be scheduled through the school office to prevent over crowding. Parent-Teacher conferences can also be scheduled through the

office.

**Visitors should always report to the Receptionist before going to the classroom.**

**PROGRESS REPORTS** - Progress Reports will come home on a regular basis. Please sign and return them in your child's folder. Communication between parents and teachers should be open at all times. Please feel free to send a note in your child's folder or schedule a conference if you have any questions concerning your child. Teachers are not available for impromptu conferences or discussions in the mornings or in the afternoon carline. Please call the school at 704-793-4750 to schedule conferences or leave messages. You may also contact your child's teacher through email.

**SUPPLY LIST** - Each child must bring the following items: (All items should be labeled).

***For Students:***

Large Bookbag (**No Wheels**)

Two Towels for Nap Time

Change of clothes in a labeled zip lock bag (pants-navy or tan; shirt-red, white or navy; socks and underwear)

1 Fabric Drawer (any color -10 ½ in W x 10 ½ in D x 11in. H)

3- 2 Pocket Folders (heavy duty plastic is preferred)

8 Glue Sticks

Pencil Box (plastic push – close, please no zippers)

2 Boxes 24 count crayons (basic colors)

1 pack Dry Erase Markers

1 Short Sleeved White T-shirt

1 – 3” White Clear View Binder

***For the Classroom:***

1 Large box of Kleenex

1 Large box of Wet Wipes

\$20 Gift Card for photo processing (receipt must accompany gift card)

Boys – Walmart

Girls - Walgreens

1 Roll Permanent Double-sided Tape

Ziploc bags-any size

1 Refill Bottle of foaming Hand Soap

1 Roll of Paper Towels

Small Treats for the Blessing Box

(pencils, stickers, party favors, etc.)

A Family Favorite Recipe (We will be making a project with this.)

**\*NAP MATS ARE INCLUDED IN TUITION\***

# 5K HANDBOOK

**ADMISSIONS** - Students must be five on or before October 15<sup>th</sup> for the 2011-2012 school year in order to be accepted into the 5K program. Administration will continue to monitor state guidelines and stay accountable to accreditation.

**ARRIVAL** - Kindergarten begins at 8:30 am. Children will be marked tardy after 8:30 am. No students will be permitted in the classrooms before 8:00 am. Children and parents arriving before 8:00 am should go to the first floor where a teacher will be on duty from 7:45 on. Upon arrival in the classroom, each child should immediately unpack his bookbag at his desk and place his bookbag, lunch money, lunch box, etc., in the designated places. The key to a good day is being on time and being organized. This is a very important social time of the day for the children as they greet their friends and prepare for the day ahead. If your child has a hard time “breaking away”, please leave them as quickly as possible. If you are tardy, please send your child in quietly to unpack his/her things.

**ATTENDANCE** - Regular attendance is essential to teach the importance of being punctual and responsible. You must write a note explaining the reason for your child’s absence or tardiness.

**BEFORE/AFTER SCHOOL CARE PROGRAM** - Before School Care is provided from 6:30—8:30 am. Although breakfast is not provided, you may send it to school with your child. (Please be sure to send items that do not have to be prepared.)

After School Care is available also. The hours are from 2:30 - 5:45 pm. 5K students **not picked up by 2:30** will be placed in After School care program and parents will be billed.

**CURRICULUM** - A-Beka based. It is a very structured and intense curriculum. It provides a foundation for learning Phonics that is a proven success.

## DAILY SCHEDULE (SAMPLE)

8:30	Arrival
8:40	Openings (pledges, devotions, etc.)
9:00	Bathroom
9:15	Phonics/Writing/Numbers
10:20	Story time
10:45	Lunch
11:15	Bathroom
11:30	Playtime
12:45	Nap
2:15	Dismissal

## DISCIPLINE

“Train up a child in the way that he should go.” (Proverbs 33:6)

School represents 16% of your child’s time. The Christian teacher has a tremendous responsibility in making it possible for each student to receive a firm foundation academically, as

well as socially, emotionally, and spiritually. This is prime training for the entire individual, not just one part of the child.

In the classroom there will be rules. Children will be asked to raise their hands before speaking. They must also ask permission to get out of their seats. No physical contact with intent to harm will be tolerated (i.e. fighting, kicking, biting, pinching, etc.). Forms of punishment include time out, loss of playtime or other privileges, or a visit to the principal's office or another 5K classroom. Parents will be notified of any behavioral problems. Each child will be expected to abide by the rules. In an extreme case, those children, who after a period of adjustment, still cannot interact as part of the group, will be asked to leave the school.

**DISMISSAL** - Parents will pick up the 5K students from the parking lot at 2:15 pm (except on rainy days). On rainy days parents will need to pick up their child in the students classroom. **Any students remaining after 2:30 pm** will be taken to the After School Care Program and the parents will be billed accordingly on their next statement.

**GRADING SCALE** - E-Excellent, G-Good, S-Satisfactory, N-Needs Improvement

**HOMEWORK** - Kindergarteners will have homework on a weekly basis (writing practice at first & later reading). We do request your full cooperation in seeing that assignments are completed each week. Please be sure to send the homework folders back to school the next day. Parents and teachers should strive to teach each child good study habits. A Beka is an accelerated curriculum and a three-way program: Child, Parent and Teacher. It takes your participation! This first year forms the foundation for your child's future academic success.

**\*\* Parents Homework:** Student's work comes home in their folder on Friday.

1. Go over work, read comments to child, discuss, praise, make corrections
2. Sign Folder
3. Return folder in bookbag on Monday

\*Check bookbags daily for frequent correspondence. Weekly Newsletter comes home on Monday.

**ITEMS BROUGHT FROM HOME** - Please label all lunch boxes, pencil boxes, sweaters, coats, hats, etc. This will eliminate confusion and help each child keep up with personal items. We cannot be responsible for toys or other items you child may wish to bring. Toys should not be brought to school without the teacher's permission.

**LUNCH** – Students may bring or buy their lunch.

**SUPPLY LIST** - Each child must bring the following items: (All items should be labeled.)

**For students:**

Standardized Bookbag-**No Wheels** (MUST fit in the cubby)  
Pencils (1 standard pack)  
CRAYOLA crayons (no “Twistables”, please)  
Glue sticks (pack of at least 4)  
Scissors (Fiskars ONLY)  
2-Pocket folder with horizontal pockets – heavy duty plastic  
**1 inch** three-ringed WHITE binder with see-through window on front (1)  
Dry erase markers – LOW ODOR ONLY  
Pencil box (plastic push close –no zippers, please)

**For the classroom:**

\$15.00 Walmart gift card for photo processing (receipt **must** accompany gift card)  
(2)boxes of Kleenex  
1 roll paper towel  
WATERLESS hand sanitizer  
Container of anti-bacterial wipes and/or baby wipes  
Items for blessing box (stickers, pencils, books, etc.)

**\*NAP MATS ARE INCLUDED IN TUTION\***

**PROGRESS REPORT/REPORT CARDS** - A progress report will be sent home each Friday for the first 9 weeks. Please sign and return in Friday folder. You may keep all papers. After the first grading period, these reports will be sent home only as needed. Report cards will be sent home as indicated on the school calendar. Communication between parents and teachers should be open at all times. Please feel free to send a note with your child or schedule a conference if you have any questions concerning your child. Teachers are not available for impromptu conferences or discussions in the mornings. Please call the school at 704-793-4750 to schedule conferences or leave messages.

## **Required 4K & 5K Forms**

### **Due the First Day of School**

1. FACS Admission Application
2. Health Assessment Form (signed by child's physician)  
With up to date immunizations
3. Copy of Birth Certificate
4. Copy of Social Security Card (If not indicated on application)

These forms need to be completed **IN FULL** before attending class. **ALL** information must be answered. If a question does not apply, please show N/A.

### **N.C. Immunization Requirements**

- 5 DTaP, DTP, or DT doses (If 4th dose is after 4th birthday, 5th dose is not required; DT requires medical exemption.)
- 4 POLIO VACCINE (if 3rd dose is after 4th birthday, 4th dose is not required)
- 1-4 HIB doses (Series complete if 2nd, 3rd or 4th dose is given on or after 12 months of age.) *If first dose is given at 12-15 months of age, two doses required. If 1st dose is given on or after 15 months, this is the only dose required.*
- 3 Hep B doses (Children born on or after July 1, 1994 are required to have 3 doses.)
- 2 Measles doses (at least 30 days apart; 1st dose on/after 12 months of age)
- 1 Mumps dose (on/after 12 months of age)
- 1 Rubella dose (on/after 12 months of age)
- 1 Varicella dose (Children born on or after April 1, 2001 without documented history of disease)

## ABC BIBLE VERSES

- A All have sinned and come short of the glory of God. (Romans 3:23)  
B Believe on the Lord Jesus Christ, and thou shalt be saved. (Acts 16:31)  
C Children, obey your parents in the Lord; for this is right. (Ephesians 6:1)  
D Depart from evil, and do good. (Psalm 34:14)  
E Even a child is know by his doings. (Proverbs 20:11)  
F Fear not; for I am with thee. (Isaiah 43:5)  
G God is love. (1 John 4:8)  
H Honor thy father and thy mother. (Exodus 20:12)  
I If ye shall ask anything in my name, I will do it. (John 14:14)  
J Jesus saith unto him, I am the way, the truth, and the life; no man cometh unto the Father, but by me. (John 14:6)  
K Keep thy tongue from evil. (Psalm 34:13)  
L Look unto me, and be ye saved. (Isaiah 45:22)  
M My son, give me thine heart. (Proverbs 23:26)  
N No man can serve two masters. (Matthew 6:24)  
O O give thanks unto the Lord; for he is good. (Psalm 118:1)  
P Praise ye the Lord; for it is good to sing praises unto our God. (Psalm 147:1)  
Q Quit you like men, be strong. (1 Corinthians 16:13)  
R Remember the Sabbath day, to keep it holy. (Exodus 20:8)  
S Seek ye the Lord while he may be found. (Isaiah 55:6)  
T Thou God seest me. (Genesis 16:13)  
U Unto the, O God, do we give thanks. (Psalm 75:1)  
V Verily, verily, I say unto you, whatsoever ye shall ask the Father in my name, He will give it to you. (John 16:23)  
W What time I am afraid, I will trust in Thee. (Psalm 56:3)  
X Exceeding great and precious promises are given unto us. (II Peter 1:4)  
Y Ye are the light of the world. (Matthew 5:14)  
Z Zion heard and was glad. (Psalm 97:8)

Other memory work: Psalm 23; Psalm 100; Matthew 6:8-13; (Lord's Prayer); John 3:16-17.

\* Students will **earn a star** for memorizing the weekly verses and will receive a grade. \*

## **PLEDGES**

### **AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

### **BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

### **CHRISTIAN FLAG**

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one brotherhood uniting all true Christians in service and in love.

## ***EVANGELISM OF STUDENTS/FAMILIES***

The goal of FACS is the redemption and righteousness of every student.

### **Salvation**

**Are you saved?** Your joy or sorrow for all eternity depends on it. Above all else, you need the *Good News* or *Gospel* of salvation. Consider:

**You are a sinner.** You must realize that you were born with a sinful heart and are prone to wrongdoing even though you try very hard to do right.

*"Therefore, just as sin entered the world through one man (Adam), and death through sin, and in the way death came to all men, because all sinned..." Romans 5:12 "For all have sinned and fall short of the glory of God." Romans 3:23*

**Your sin separates you from God and deserves punishment.** The penalty is eternal punishment and separation from God.

*"But your iniquities have separated you from your God; your sins have hidden his face from you, so that he will not hear." Isaiah 59:2 "For the wages of sin is death." Romans 6:23*

**Jesus paid for your sins by dying in your place.** God gave His only begotten Son, Jesus Christ, to take the punishment on the cross that you deserved. When He rose from the dead, He proved He was the Son of God with power to save.

*"But God demonstrates His own love for us in this: While we were still sinners, Christ died for us." Romans 5:8 "For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life..." John 3:16*

**You may believe Jesus and be saved.** Faith is a gift of God and means trusting God's grace to save you.

*"For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast." Ephesians 2:8-9 "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised Him from the dead, you will be saved." Romans 10:9*

You must trust Jesus Christ as Lord and Savior and respond to Him by personal invitation.

God, I am a sinner and I need your forgiveness. I believe Jesus died for my sins and God raised Him from the dead. Come into my heart, Lord Jesus, and wash away all my sin.

Thank you for saving me just now. I trust you to keep me and I commit my life to you. In Jesus' name, Amen.

We would love to hear of your decision and be of any assistance. If you would like an appointment, please call the school office.

**Parent Commitment and Student  
Statement of Cooperation**

1. Students are to show due respect in relations with the faculty and in speaking to faculty members. The first rule of conduct should at all times be consideration of others.
2. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time of the year, are serious violations of the standards of FACS, and will result in severe disciplinary action including the possibility of immediate dismissal.
3. Students are not allowed to leave the school grounds during the school hours without permission from parents and proper school authorities.
4. The school is not responsible for the loss of personal property whether the loss occurs by theft, fire, or any other cause.
5. FACS reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship reflects adversely on the Christian principles of FACS or is engaged in behavior or lifestyle inconsistent with Biblical guidelines. This policy applies to behavior on and off campus and throughout the calendar year.
6. Attire and appearance appropriate to the occasion is expected of all students at all times and students are expected to adhere to guidelines as described in the student handbook.
7. Many individuals have, through their prayers and gifts, made this campus and program possible. Students should consider it a privilege to attend FACS and therefore do all in their power to keep the buildings attractive and make the utmost use of all facilities. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action including dismissal.
8. FACS admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The academy does not discriminate in the administration of its educational policies, scholarships, athletic, and other school programs.
9. Students and parents agree to follow the guidelines as set forth in the handbook.
10. I authorize FACS to take my child on field trips by means of automobile, van, bus, or walking.
11. Promotional advertisements are used by FACS. I understand and agree that my child may be used for such advertisements and that FACS is released from all liabilities.
12. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
13. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child following the guidelines of this handbook.
14. As parents, we agree, in accordance with the principle of Matthew 18:15-17, and understand, support and will adhere to the FACS grievance procedure.
15. As parents, we agree to support and abide by the financial policies of the school.
16. It is understood that all students are accepted on a probationary basis for the first grading period before grade placement and admission becomes final.

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Parent Signature

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Date

- **This must be returned no later than September 1st to the teacher. \***