



Fellowship Christian School

ELEMENTARY HANDBOOK

It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies of Fellowship Christian School. FCS reserves the right to modify this handbook, as necessary.

Version: 2022

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Fellowship Christian School does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

ABOUT OUR SCHOOL

MISSION

*Fellowship Christian School is committed to providing a **Christ-centered** environment, delivering **exemplary education** for the positive development of every child, and empowering students to become **leaders** that live according to a biblical worldview.*

EDUCATIONAL PHILOSOPHY

Fellowship Christian School seeks to work with parents in raising children from a biblical perspective. The parents are the first teachers to each student. The teachers and school will help support families and their mission to raise godly children. The Christian church and wider community that your child is exposed to should continue to reinforce values and morals taught in the home.

...“Christ-centered”

COLOSSIANS 2:6, 7 - “SO THEN, JUST AS YOU RECEIVED CHRIST JESUS AS LORD, CONTINUE TO LIVE IN HIM, ROOTED AND BUILT UP IN HIM, STRENGTHENED IN THE FAITH AS YOU WERE TAUGHT, AND OVERFLOWING WITH THANKFULNESS.”

FCS is committed to:

- Providing a teaching staff dedicated to the Lord and His children
- Worshipping Jesus Christ daily through Bible lessons, prayer, and songs with all students
- Implementing a curriculum that integrates Christian beliefs and understanding in all areas
- Directing our faith in action through service, love, and kindness
- Creating an atmosphere where each student feels love, care, and respect
- Encourage parents and church school leaders to pray and actively support the students
- Assist parents in teaching their children within the framework of our stated purposes

We will aim to strengthen the intimate relationship that children can have with God through His Son Jesus Christ. We believe that every child can learn and experience God’s great love for them. All of our curriculum will be biblically-based as we shepherd the children to understand they are loved by all-powerful and loving God.

...“exemplary education”

2 CORINTHIANS 8:7 - “BUT JUST AS YOU EXCEL IN EVERYTHING – IN FAITH, IN SPEECH, IN KNOWLEDGE, IN COMPLETE EARNESTNESS AND IN YOUR LOVE FOR US – SEE THAT YOU ALSO EXCEL IN THIS GRACE OF GIVING.”

FCS is committed to:

- Providing a stimulating curriculum that challenges and excites students to learn and explore
- Integrating subject matter across the curriculum with practical application
- Involving technology to prepare students for success in today’s world
- Leading the exploration of new concepts and ideas
- Developing critical thinking skills for learning and understanding

Fellowship Christian School seeks to equip students by caring about and ministering to the whole child working toward spiritual, intellectual, physical, emotional, and social development. The teacher, by example as well as through curriculum, teaches students the knowledge, skills, and attitudes necessary for development into responsible Christian adulthood. FCS strives to equip students to influence the world for Christ and develop leaders with well-trained intellects subject to righteous character (Proverbs 4:5, 18).

...“leaders of biblical perspective”

EPHESIANS 6:13-17 - “THEREFORE PUT ON THE FULL ARMOR OF GOD, SO THAT WHEN THE DAY OF EVIL COMES, YOU MAY BE ABLE TO STAND YOUR GROUND, AND AFTER YOU HAVE DONE EVERYTHING, TO STAND. STAND FIRM THEN, WITH THE BELT OF TRUTH BUCKLED AROUND YOUR WAIST, WITH THE BREASTPLATE OF RIGHTEOUSNESS IN PLACE, AND WITH YOUR FEET FITTED WITH THE READINESS THAT COMES FROM THE GOSPEL OF PEACE. IN ADDITION TO ALL THIS, TAKE UP THE SHIELD OF FAITH, WITH WHICH YOU CAN EXTINGUISH ALL THE FLAMING ARROWS OF THE EVIL ONE. TAKE THE HELMET OF SALVATION AND THE SWORD OF THE SPIRIT, WHICH IS THE WORD OF GOD.”

FCS is committed to

- Teaching the Word of God in depth and applying it daily to help children form a biblical perspective
- Helping students discover spiritual gifts and talents to be effective for God’s Kingdom
- Challenging students to improve academically, spiritually, physically, socially, and emotionally
- Teaching character development and important basic etiquette
- Teaching students and families that prayer empowers believers for God’s work
- Building a firm foundation on the Gospel to strengthen the body of Christ
- Providing students and families with the resources to grow in the knowledge of being saved to serve
- Training students to live in this world according to the standards and commands of God

By putting an emphasis on character development and basic Christian principles, Fellowship Christian School hopes to give our students the inspiration, character, and knowledge to thrive as effective leaders into today's society. By strengthening the children through the message and application of the Word, we endeavour to help each child stand out as well-equipped individuals.

MOTTO: "CONNECT, EQUIP, AND LEAD"

Our mission, vision, and core beliefs are encapsulated in the words: "**Connect, Equip, and Lead.**"

- ❖ **CONNECT:** Students *connect* in a nurturing learning environment where healthy relationships are built. FCS strives to provide a close-knit community where students and their families are brought closer to each other and to God in Christ Jesus our Lord. The three swooshes on our logo symbolize church, family, and school being Christ-centered in the bringing up of a child in the way of the Lord. It takes a whole community to raise and nurture a child.
- ❖ **EQUIP:** Students are *equipped* to excel in character, spiritual, and academic development in order to stand out in this world as true, spiritual, and intellectual Christians. In an ever-shifting society, it is the school's strong hope that children are raised up with the Gospel and with a biblical worldview. We seek to partner with parents in *training* up their children in the way he should go so that when they are old, they will not depart from it (Prov. 22:6).
- ❖ **LEAD:** Students are given the opportunity to discover who they are, develop skills to be lifelong learners of biblical perspectives, and build upright character so that they can *lead* as effective and impactful spiritual leaders. We do not only want children to be equipped with a wealth of knowledge, but more importantly, we desire to help students know how to live life following God's ways and not man's ways. Students will be given the opportunity to understand giving, leading, community service, and putting spiritual principles into practice while practicing spiritual virtues: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

STATEMENT OF PURPOSE

Our purpose is to partner with the families in this community to help them fulfill their God-given responsibility to educate their children, thereby strengthening the Body of Christ and equipping them to fulfill their God-given calling in life.

DEUTERONOMY 6:4-7 - HEAR, O ISRAEL: THE LORD OUR GOD, THE LORD IS ONE. LOVE THE LORD YOUR GOD WITH ALL YOUR HEART AND WITH ALL YOUR SOUL AND WITH ALL YOUR STRENGTH. THESE COMMANDMENTS THAT I GIVE YOU TODAY ARE TO BE ON YOUR HEARTS. IMPRESS THEM 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.

STATEMENT OF FAITH

(As stated in the New Covenant Fellowship Church Statement of Beliefs)

1. God has revealed himself to be the living and true God, perfect in love and righteous in all his ways; one in essence, existing eternally in the three persons of the Trinity: Father, Son and Holy Spirit.
2. The Bible, both Old and New Testaments, is the inspired, infallible Word of God. It is, therefore, our final authority in matters of our faith, practice, and conduct.
3. God, by his word and for his glory, freely created the world from nothing. He made man and woman in his own image, as the crown of creation, that they might have fellowship with him. Tempted by Satan, they rebelled against God. Being estranged from their Maker, yet responsible to him, they became subject to divine wrath, inwardly depraved, and, apart from grace, incapable of returning to God.
4. The only Mediator between God and humankind is Christ Jesus our Lord, God's eternal Son, who being conceived by the Holy Spirit and born of the Virgin Mary, fully shared and fulfilled our humanity in a life of perfect obedience as true God and true man. By his death in our stead, he revealed the divine love and upheld divine justice, removing our guilt and reconciling us to God. Having redeemed us from sin, the third day he rose bodily from the grave, victorious over death and the powers of darkness. He ascended into heaven where at God's right hand, he intercedes for his people and rules as Lord over all.
5. The Holy Spirit, through the proclamation of the gospel, renews our hearts, persuading us to repent of our sins and confess Jesus as Savior and Lord. By the same Spirit we are led to trust in divine mercy, whereby we are forgiven all our sins, justified by faith alone through the merit of Christ our Savior and granted the free gift of eternal life.
6. God graciously adopts us into his family and enables us to call him Father. As we are led by the Spirit, we grow in the knowledge of the Lord, becoming transformed into Christ's image, and endeavoring so to live in the world that all may see our good works and glorify our Father who is in heaven.
7. The true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ. The church is summoned by Christ to offer acceptable worship to God and to serve him by preaching the gospel

and making disciples of all nations, by tending the flock through the ministry of the word and ordinances and through daily pastoral care, by striving for social justice and by relieving human distress and need. For such work, members of the Church are to be a vital and committed part of a local church. And further, that every local church has the right under Christ to decide and govern its own affairs.

8. Water baptism and the Lord's Supper are the ordinances to be observed by the Church during this present age. They are not regarded as means to salvation.
9. God's redemptive purpose will be consummated by the visible, glorious, imminent return of Christ to raise the dead, rapture the church, to judge all people according to the deeds done in the body, and to establish his glorious kingdom. The wicked shall be separated from God's presence, but the righteous in glorious bodies, shall live and reign with him forever. Then shall the eager expectation of creation be fulfilled and the whole earth shall proclaim the glory of God who makes all things new.

School Administration

The governing body of FELLOWSHIP CHRISTIAN SCHOOL is known as FCS, Inc., which oversees the operation of FELLOWSHIP CHRISTIAN SCHOOL and consists of the Board of Directors of FCS determining the parameters of all job descriptions. The Chairperson of the Board of FCS acts as the delegated representative of NCFC in the direction of FELLOWSHIP CHRISTIAN SCHOOL. The Board will convene to discuss the high-level activities of the school regarding administration, education, and other areas of concern. The Principal and Director will serve as the day-to-day decision-maker for the administration, employees, and students/families of the school.

ADMISSION REQUIREMENTS

FELLOWSHIP CHRISTIAN SCHOOL does not discriminate on the basis of race, color, national or ethnic origin in its admissions, educational policies, athletics, or other school-administered programs.

Age requirements for the school:

Kindergarten: 5 years old before September 1st of the current school year.

First Grade: 6 years old before September 1st of the current school year.

Second Grade: 7 years old before September 1st of the current school year.

Third Grade: 8 years old before September 1st of the current school year.

Fourth Grade: 9 years old before September 1st of the current school year.

Fifth Grade: 10 years old before September 1st of the current school year.

All immunization forms and health forms must be current and completed for each child. No child will be admitted to class on the first day of school without these forms, which are kept on file in the school office.

Students will take assessments during the year.

Children who exhibit learning problems, behavioral problems, and/or require special attention will be evaluated by a committee (normally comprised of two teachers and the principal). This committee will determine whether our school can sufficiently meet the child's academic and behavioral needs and whether or not it would be prudent for the child to remain at FCS or return the following year. FCS reserves the right to dismiss any student who does not abide by the school's vision and standards of conduct.

ELEMENTARY ACADEMICS

The elementary teachers at Fellowship Christian School seek to provide an orderly environment in which children can learn more about God's world and His Word.

BIBLE – Each school day starts with teaching principles of Christian living and stories from the Bible. Children will be encouraged to hide God's Word in their heart through Scripture memorization.

READING - The goal of the elementary reading program is to build upon the excellent phonics training received in preschool. Comprehension skills, advanced word analysis, and vocabulary development are stressed to help each child increase his/her ability to read and comprehend fictional/nonfictional materials independently.

MATH – Drilling math facts is an integral part of each day's math activities. Foundational concepts and critical thinking for problem solving are stressed. In the primary grades, drill and repetition are especially important.

LANGUAGE SKILLS - English grammar, phonics, reading, spelling, penmanship, poetry, and creative writing are taught with a goal of preparing children for effective communication.

SCIENCE - God has revealed Himself through His Word and through Creation. Each year the students build upon previous knowledge of Creation by studying energy and matter, space and the universe, the earth and its cover, and living things. All science is taught from a Biblical worldview.

SOCIAL STUDIES/HISTORY - Students will learn about the importance of their family, community, country, and American heritage. They will also learn how to be good citizens of their community by following rules and taking care of the world around them.

PE – Students will learn and demonstrate safe, responsible behavior by performing various physical activities in an educational setting. Students will be required to cooperate with classmates and teacher. The benefits of an active, healthy lifestyle will be emphasized throughout the year.

MUSIC - Students will learn about rhythmic patterns, melody, harmony, and music theory by exploring music from many cultures and performing for others. They will explore music through various instruments and media.

ART - Students will learn the elements of art and the principles of design. They will use various lines, colors, and materials to express the beauty that is around them. The sense of accomplishment will be emphasized by completing their work.

FOREIGN LANGUAGE - Students will learn simple conversational expressions and songs in a foreign language, along with the cultural elements. They will learn colors and numbers through conversation, visual cards, textbooks, and CDs.

LITERACY - Various books by different authors will be introduced to the students throughout the school year. They will learn how to share ideas and learn from the stories. They will express and explore stories through creative workshops and projects.

COMPUTER - Students will learn proper way to operate the computer. They will learn each part of the computer and its function, and will learn simple document design.

ACADEMIC STANDARDS - Our academic program is targeted for students who are able to perform on or above grade level. Our teachers are willing to make moderate accommodations to meet individual student needs.

EVALUATION OF STUDENTS WITH DIFFICULTY

Children who exhibit learning problems and/or require special accommodations during learning or testing periods will be evaluated by a committee (normally comprised of two teachers and a principal). This committee will determine whether our school is equipped to meet the child's academic needs and if the student should remain at the school for the remaining portion of the school year or return to the school the following year. Parents who are unwilling to have their child evaluated by a specialist upon recommendation of this committee may be asked to withdraw their student or refrain from applying for the next school year. FCS reserves the right to dismiss any student who it feels does not align with the school's stated goals and purposes.

A decision to not retain a student in our school for academic/behavioral reasons will normally be based on the following: the teacher will inform the parents of the child's inadequate academic/behavioral performance; the teacher will notify the principal of the child's learning problems; the principal will observe the child in the classroom and contact the parents; the parents will be asked to obtain an evaluation in a timely manner through the public school system or from a private evaluator (if parents refuse to have their child tested when this is requested by either the head teacher or the principal, the child may not be permitted to return to school the following school year); the teacher and principal follow the child's progress; the teacher and/or the principal will meet with one or both parents to discuss the child's progress. The administration will determine when a child should no longer remain in the school. If it is decided that a child should not return to the school the following school year, the parent will be informed of this decision prior to the last day of school.

ELEMENTARY GRADING SCALE

Numerical/Alphabetical Marks		Description
90-100	A	Excels at grade level
80-89	B	Meets grade level expectations
70-79	C	Meets grade level expectations
60-69	D	Should improve to meet grade level expectations
<60	F	Has not met grade level expectations

ARRIVAL AND DISMISSAL PROCEDURES

Children should be dropped off at school between 8:20am and 8:40am unless enrolled in Before-Care.

Before-Care starts at 7:00am and school starts at 8:45am. Elementary classes dismiss at 3:00pm. After-school programs end at 4:20pm. After-Care program ends at 6:30pm.

Be prompt in picking up children at dismissal time. If there is an emergency, contact the school to confirm when the child will be picked up. Notify the office in writing if your child may not leave with a particular person, or if your child will not be going home with the regular driver. Children and parents should not linger in the facility or on the school grounds after dismissal.

GUIDELINES FOR PARKING

- Only park in areas that are lined for parking. Do not double-park.
- Never allow children to cross the parking lot alone.
- Do not leave other children unattended in the car when you are picking up or dropping off your child.
- Drive cautiously and give pedestrians the right-of-way.

DROP-OFF PROCEDURES

1. Before Care: Walk your child to the Before-Care classroom.
2. All Parents: A staff member will be available to meet your child at car line from 8:20-8:40am. Students arriving after 8:40 should check-in at the office.
3. Tardy: Your child will be tardy if they arrive in Morning Assembly after 8:45am. Tardies and absences will be recorded and reflected on the report card.

PICK-UP PROCEDURES

1. All Parents: You may pick up your child between 3:00–3:10pm in car line. Your child will be escorted to the office after 3:10pm. Late fees may be assessed.
2. After-School Program until 4:30: Students enrolled in After-School Program will be escorted by their teacher to their After-School classroom after 3:10pm and will end at 4:20pm. Pick-up at 4:20pm at car line. After-Care students will be escorted to the After-Care classroom.
3. After-Care until 6:30: Pick up your child from the After-Care classroom.

LATE PICK-UPS

Late pick-ups will be charged for After-Care.

1. Full-Day Students: If the child is not picked up by 3:10pm, he/she will be brought taken to after-care. A late fee may be charged if the child remains at the school after 3:10pm.
2. After-School: If the child is not picked up by 4:30pm, a late fee will be charged and must be paid within one week.
3. After-Care: If the child is not picked up by 6:30pm, a late fee will be charged and must be paid at the time of late pick up.

AUTHORIZED PICK-UP PERSON

Only parents/legal guardians or those designated by them will be able to pick up students after school. Please notify the office in advance if someone other than someone on the authorized pick-up form will pick up your child. That person may be asked to show identification before the child will be released.

ELEMENTARY ATTENDANCE POLICY

Please contact the office with the reason as to why your child is absent or tardy. If a student will be absent, prior written notice is preferred.

ABSENCES

In order for a child to gain the most from school, he or she should be regular in attendance. Any absence not absolutely necessary will be unexcused and the child will receive a zero on missed work. Examples of excused absences are: Sickness, Death in family, Doctor or dentist appointments, Hazardous weather conditions which would endanger the health or safety of the student when in transit to and from school, State emergencies, Pre-arranged family trips.

Students are given one day for every day absent to make up the missed work. For example, if a student misses 4 days, he will have 4 days upon his return to make up all work (homework, quizzes, and tests). Any student missing more than twenty-four days of school in any one school year may be in jeopardy of promotion to the

next grade. Parents should notify the school when their child is/will be absent for any reason. Elementary school students with excessive absences and/or tardies may be referred for appropriate intervention. At the discretion of the administration, students who demonstrate a pattern of absences may be referred to appropriate outside agencies for intensive interventions designed to increase regular attendance.

Elementary Absence Calculation - Students missing between 2-4 hours per day will be given a half day's absence. Students missing more than 3 hours per day will be given a full day's absence.

TARDINESS

If a child is late, he/she must report to the school office before going to class. Four tardies is equivalent to one absence.

BEFORE-CARE, AFTER-SCHOOL, AND AFTER-CARE PROGRAMS

All students arriving at the school before 8:20am are required to be in the presence of an adult until a staff member receives them. All students must be escorted into the building.

Before-Care begins at 7:00am and Before-Care breakfast is served at 8:00 am. Breakfast is included in the Before-Care tuition. After-School begins at 3:15 pm and ends at 4:20pm.

Any child remaining in the After-School program after 4:30pm or After-Care program after 6:30 p.m. will be charged at the rate of \$5.00 every 15 minutes. This fee can be paid directly to the staff member or given to the school office the next day. Before-Care, After-School, and After-Care arrangements should be made in advance.

DISCIPLINE POLICY

Fellowship Christian School has the goal of providing a Christian environment throughout the school in which children will feel safe and secure and have the maximum opportunity to develop spiritually and to learn (Psalm 33:5). In order to maintain this goal, we have a school-wide discipline policy (Proverbs 10:17; 12:1; 15:32; 29:17; Hebrews 12:4-11) for all students.

These rules include the following:

1. Respect and obey the adults who are in authority – follow their directions the first time they are given. (Romans 13:1-2; Hebrews 13:17)
2. Be kind and courteous to others. (Proverbs 20:3; I Corinthians 13:4-7; Ephesians 4:32)
3. Use appropriate language at all times. (Matthew 12:36; Ephesians 4:25-30; 5:4)
4. Respect the property and equipment of school, church, and others. (Exodus 20:15; Matthew 7:12)

DISCIPLINARY MEANS

Fellowship Christian School will incorporate a “gentle, yet firm” discipline policy. Teachers will offer children opportunities to learn from their actions through positive affirmation or consequences throughout the day. Children will learn through consequences why certain choices are good while some are not good to make. Teachers will be firm in enforcing the classroom and school-wide policies and behavioral expectations to students through positive reinforcements and consequences. A child will be separated to calm down when he/she has hit, kicked, pushed, bitten, or acted with other physical or verbal outburst. The parent may be notified that day so they can reinforce the child’s understanding to make better choices.

The school may also employ a means of correction when the student’s behavior is unsatisfactory. Some of the options that might be used are the following:

- Give a verbal warning.
- Separate the child from the other children temporarily.
- Have the child miss part of recess.
- Send the child to the office.
- Dismiss the child from class with or without action by the principal.
- Give the student a writing or age-appropriate assignment.
- Have the student removed from school for a day or part of a day through in-school or out-of-school suspension.
- The Board of Directors, on recommendation of the principal, may expel a student.

The summary of the school’s general discipline practices are as follows:

- Positive discipline, with an emphasis placed on the definition of discipline - training.
- Discipline appropriate to the child’s level of development and understanding.
- Discipline to help a child develop self-control.
- Use of positive methods of guidance that encourage self-control and self-direction. Negative behavior will not be the focus and staff will not use harsh treatment of any kind.
- Brief, supervised separation from the group may be needed for a child to gain control.

The Administration of Fellowship Christian School reserves the right to suspend or expel any pupil.

PARTIES

BIRTHDAY CELEBRATIONS

The children are allowed to have birthday celebrations in their classrooms. Notify the teacher in advance if treats will be provided for your child’s special day. Send in items such as store-bought cupcakes, brownies, and cookies.

UNIFORM POLICY AND PROCEDURES

PHILOSOPHY

Appearance expresses attitude and personality, and it also influences behavior. FCS's Dress Code expresses seriousness and a positive attitude that suggests a readiness for learning. A wholesome appearance that honors God is marked by neatness, modesty, and appropriateness; avoiding extremes and fads that would compromise a Christian's witness. School officials, staff, and parents should view uniforms as one positive way to reduce discipline problems and increase school safety.

The potential benefits include:

- Putting the focus on academics rather than clothes and fashion
- Helping students differentiate between a learning environment and a play environment
- Instilling a sense of discipline
- Helping students and parents reduce peer pressure

Uniforms are mandatory for elementary students at FCS. Parents are expected to ensure that students come to school dressed according to the dress code and that their uniforms are sized appropriately.

DRESS GUIDELINES

The uniform is to be any white, navy, yellow, or red polo shirt with school logo embroidered. Students can wear khaki or navy pants, shorts, skirt, or jumper. Students should wear appropriate footwear for recess activities and dress warmly for winter outdoor play. Put your child's name on all jackets, sweaters, coats, etc. If a child is not in accordance with the dress guidelines, he/she will be sent to the office until the problem can be remedied.

SCHOOL UNIFORM POLICY

Elementary students are required to wear uniforms. Parents will be informed in advance regarding special days, such as Spirit Week, when uniforms are not required. On Fridays, Spirit wear t-shirts may be worn. New students will have seven school days in which to purchase and begin wearing uniforms. Kindergarten students should bring a seasonally-appropriate change of clothes to school which does not have to be uniform apparel.

GENERAL APPEARANCE GUIDELINES

Sweaters /Shirts Students may wear any jacket, coat, or sweater to school but only uniform sweaters may be worn **during** the school day.

Socks Socks or tights must be worn.

Shoes Only dress shoes or sneakers are allowed in school. No flip flops or Crocs may be worn.

Skirts/Jumpers Khaki or navy skirts or jumpers may be worn with a logo shirt and must be no shorter than 3" above the kneecap when standing.

Spandex or shorts must be worn under all skirts or jumpers.

Pants/Shorts Khaki or navy shorts or pants may be worn with a logo shirt (boys or girls).

Hats Students may not wear hats inside the building except on special occasions.

Jewelry The wearing of jewelry is limited to necklaces, watches, and small earrings (girls only) .

Hair Hair should be off the collar and ears for boys. Hair should be cut/colored/styled so as not to be a distraction to others in the learning environment.

MISCELLANEOUS INFORMATION

FIELD TRIPS

Field trips are part of the instructional program. Parents will be told when and where these trips will take place. Fees will be charged to cover the expenses. Car seats or booster seats may be required for any child still in need of one under Maryland law. There is no alternative care for students who choose not to attend.

HOMEWORK

Homework for elementary students is a very important part of their educational experience. Elementary students will be given a grade in homework each grading period that will be determined by how and when they submit completed and correct homework.

Homework helps a child to develop work and study habits. It is a means of reviewing and reinforcing the lessons taught in school. To assist your child in developing a routine that will help in completing homework assignments:

1. Ask your child if he/she has homework. By asking your child about homework, you are helping him/her to remember that there is an assignment to be completed. Homework is generally assigned and recorded in the student planner daily.
2. Show interest in your child's homework by asking him/her to explain the homework to you when it is completed. This reinforces the importance of homework and helps your child understand that you are interested in his/her progress. Looking at your child's homework also keeps you informed of his/her progress and work habits.
3. Do not do the homework for him/her. If your child has trouble with an assignment and is unable to complete it, write the teacher a note. Homework should be your child's work, not yours.
4. Help your child set a routine by scheduling a particular time and place to do homework and to remain with that commitment. Free him/her of other activities at that time.

SECURITY

The safety and welfare of students, parents, and staff is very important. We also want to prevent theft and vandalism from occurring in our facility and on the parking lot. Please adhere to these guidelines:

1. Never leave small children alone in the car.
2. Never leave valuables (including purses) in the car, especially in plain sight.
3. Do not share the security code with others, including your children.

VISITORS

When coming to the school for any reason, please DO NOT go directly to classrooms or interrupt teachers. You must sign in at the office. Lunches, books, homework, etc. may be left in the school office to be delivered.

SCHOOL PROPERTY

Students are to show respect for school property, i.e. the classrooms, hallways, bathrooms, the front of the school, and the playground areas.

TOYS FROM HOME

Toys may be brought to school only for "Show and Tell" or when specified by the teacher or school. They should be put in a bag with the child's name on it. Please do not send expensive or irreplaceable toys, games, or electronics.

GIFTS AND FUNDRAISING

Tuition and other fees do not cover all of the expenses of operating Fellowship Christian School. Therefore, it is necessary to employ other means to meet the needs of the school. Fundraising programs will be conducted during the year. Parents and students are invited to cooperate and support the programs. Tax-deductible contributions to Fellowship Christian School are encouraged. A living memorial offering to a special loved one may also be given to help support the ministry.

PARENT/TEACHER CONFERENCES

Parents may schedule a conference with teachers at their convenience. The principal may sit in on conferences if requested by the parent or teacher. A formal parent teacher conference will occur in fall.

HEALTH AND SAFETY

Please do not send a sick child to school. If a child becomes ill during the day, you will be notified by the school office and will need to make arrangements to pick up the child.

COMMUNICABLE DISEASE REGULATIONS

When a child has a fever of 100.4 degrees or more, a parent will be contacted and asked to take the child home. The child should not return to school until he is free of fever for 24 hours.

When the child returns to school after being sick, please make certain that he is dressed appropriately to play outside during recess time. All children will go outside for recess. A child may not stay inside due to cold

weather; bring warm clothing. Children with severe allergies may be allowed to stay indoors only with the written request of the parent.

INJURIES

Any serious injury that occurs at school will be reported to parents immediately. Any minor injuries that occur at the school will be reported to the parents on an accident report form that will be placed with your child's daily papers that are sent home at the end of each day.

MEDICATIONS

1. Medications may not be sent to school with a child for self-administration, and students may not carry on their person over-the-counter drugs such as pain relievers (Tylenol, etc.), inhalers, cough drops, etc.
2. All prescriptions and over-the-counter drugs must be administered by the school personnel.
3. Before any medication may be dispensed, the school office must have on file a completed Medication Administration Authorization Form (available in the FCS Office).
The medication must be in an original bottle that comes directly from the pharmacy.
4. The first full day's dosage of any new prescription should be administered at home.

LUNCH AND SNACK

Children should bring their own lunch and snacks from home unless the child has purchased lunch through the lunch program. Label the lunch and snack bags with student's name. All children should be provided with a water bottle.

If a child forgets his/her lunch and a parent is unable to bring it to the office, a simple "forgotten lunch" will be served (and charged) to the child.

SCHOOL OFFICE

SCHOOL DELAY/CLOSING POLICIES

Fellowship Christian School will follow the Montgomery County Public Schools regarding weather-related school closings, early dismissals, or late openings. A delayed opening or early dismissal will apply to the extended care program as well as the academic day unless otherwise noted. All announcements are typically made by 6:00am via email or our website.

FEE PAYMENT

All lunch fees, late fees, program change fees, registration fees, field trip fees, or other assessed activity fees should be paid in either methods:

1. Cash/Check/Money Order payments will be accepted with no additional charge.
2. Credit Card payments will be charged an additional 3.6% convenience fee.

Checks should be made to “Fellowship Christian School” or “FCS”. The registration fee is due at the time of enrollment and is non-refundable unless the program cannot be offered due to low registration or no space. The textbook and resource fee is non-refundable after August 1. Tuition payments are considered non-refundable on a monthly basis after they have been paid. This includes the initial payment at the beginning of the school year , regardless of the date of withdrawal.

FINANCIAL POLICY AND AGREEMENT

Fellowship Christian School’s financial policies as outlined below:

1. 10-month tuition only covers the academic school calendar. Additional fees will be charged if child attends daycare offered during holidays or professional days.
2. For those who pay tuition monthly, if three consecutive attempts by ACH fail to collect a monthly payment due to insufficient funds, the student(s) may be dismissed from Fellowship Christian School unless extenuating circumstances are presented in advance by the signer and approved for delayed payment by the Fellowship Christian School administration.
3. Should an account fall into default status, the state’s legal maximum interest or 1.5% monthly may be assessed. In addition, Parent/Guardian agrees to pay the FCS all collection agency and attorney fees incurred in bringing account current. Act of default accelerates payments to be due immediately as credit is no longer extended.
4. Early withdrawal of student is subject to a pro-rated tuition plus an additional 10% of the tuition.
5. A \$25.00 fee will be assessed for non-sufficient funds (NSF).
6. Program Change Fee: Any changes made during the year (add or move) will require a \$35 processing fee.

INSURANCE

Parents are required to provide medical/dental insurance coverage on their children for accidents and injuries that may occur at school and during school-related activities. If you are not certain that your insurance provides this kind of coverage, inquire and make certain that it does. If you do not have insurance coverage for your child, contact the school office to find out where you might obtain this type of insurance. The school does not carry special insurance on individual students.

RE-ENROLLMENT AND ENROLLMENT

Re-enrollment for the following school year is NOT automatic. Students must register for the next school year in accordance with the guidelines below. (Early registration/re-enrollment will be given a discount.)

ADMISSIONS PRIORITY

When the number of applicants exceeds the available spaces, the following priority will apply:

1. Presently enrolled students who re-enroll during January.
2. Siblings of current students who enroll by the end of January for the following school term.
3. New applicants who are current NCFC members who enroll between February 1-14th for the following school term.
4. New applicants to Fellowship Christian School beginning February 15th.

To receive this priority registration benefits for those that fall under #1, #2, or #3 above, you must be a current member of NCFC or be a current student/sibling of FCS at the time of registration. NCFC and FCS family members may not sign-up their relatives, friends, or other **non-immediate family members.*

Re-enrollment information will be done online in January using the parent ID and password. Re-enrollment process must be completed each year and submitted with the registration fee online. **After January, re-enrolling students will not be given priority placement although they may still apply.**

Available placement is given on a first-come basis, subject to fulfilling all of the policies and requirements of the school. Applications are time-stamped when received in the school office; however, FCS reserves the right to exercise discretion. All placements are subject to the student meeting the admissions requirements and receiving school approval to enter the requested grade. Re-enrollment or application priority does not guarantee acceptance.

WITHDRAWALS AND TRANSFERS

Parents deciding to withdraw their children from the school are requested to notify the school office at least **ONE MONTH** in advance. Refunds or credit will be prorated weekly if the school has been given sufficient notice, minus 10% of annual tuition from the time of withdrawal. Records will not be released until the account is current. Yearly fee refunds will be prorated on the same basis.

HANDBOOK AGREEMENT

We, the parents of _____, have read and agree to follow the rules and standards outlined in this handbook, as well any future policies and procedures developed at Fellowship Christian School that we are made aware of, to the best of our abilities.

We agree to reinforce the school's expectations with our child and to do our best to be cooperative with the school administration, staff, and teachers. We understand that failure to comply with the school's policies could result in warnings, fees, or the dismissal of our child from Fellowship Christian School. We understand the school's desire to carry out a Christ-centered, educationally-rich environment for all students, and will consistently strive to prayerfully support the children, teachers, and staff.

Parent/Guardian Signature

Date