

# **FAITH FELLOWSHIP CHRISTIAN SCHOOL**

**2010-2011**

**Student/Parent  
Handbook**

## 2010-2011 FFCS School Board

President – Don Wiley

Current Members – Tonya Ireland, Karen Rechlin, Jim Elliot, Gay Ward

The School Board attempts to meet on the 4<sup>th</sup> Monday of each month.

### CALENDAR OF IMPORTANT EVENTS AND HOLIDAYS

9/2	Open House 5-7 pm
9/7	First day of school
9/27	School Picture Day
10/11	Columbus Day
10/25-29	Red Ribbon Week
11/06	Harvest Festival/Silver Sneaker Game
11/11	Veterans Day
11/19	Parent Conference Day/ No school
11/23	Thanksgiving Feast
11/24-26	Thanksgiving Recess
12/16	Christmas Program (7:00 pm)
12/22-1/2	Christmas Recess
1/17	Martin Luther King, Jr. Day
1/25-28	Regents Exams – regular classes
2/18	Heritage Day
2/21-25	Mid-Winter Break
3/14-18	Spirit Week
3/21	Staff Development/ No school
3/22-25	Science Fair – Open House 6:30 pm
3/28	High School Conferences 12-6 pm/ NO High School Students
4/4-8	Spring Jubilee/ Closing Program 4/8 (7:00 pm)
4/14	Kindergarten Round-up/ No Pre-K students
4/18-25	Easter Recess
4/29	High School Festival/ Regular day for elementary
5/3-6	IOWA Tests
5/18	Race for Education (rain date 5/20)
5/30	Memorial Day
6/13	Last day of school for 7 <sup>th</sup> /8 <sup>th</sup> grade
6/15	Field Day
6/17	Elementary Graduation/ Last day of school for preschool-6 <sup>th</sup> grade (early dismissal)
6/15-24	Regents Exams
6/24	Senior Commencement (7:00 pm)

## 2010-2011 PTF

President: Tricia Ray

Vice President: Donna Widrick

Treasurer: Gay Ward

Secretary: Margie Hopkins

Teacher Luncheon Coordinator: Jennifer Fitch

Box Tops: Julia Samuelson

### Ways You can get Involved at FFCS

1. Attend PTF meetings
2. Volunteer at Harvest Festival
  - a. Contribute to your classes silent auction basket
  - b. Send in bag of candy for prizes
  - c. Donate an item for the silent auction
  - d. Contact local businesses to donate items for silent auction
  - e. Cook chili for chili cook-off competition
  - f. Volunteer on day of festival
3. Volunteer to help at the Thanksgiving Feast
  - a. Donate and/or cook a turkey
  - b. Help with set-up, serving, and/or clean-up
4. Help your teacher(s) with class parties
5. Assist with driving for class field trips  
(Make suggestions for new ideas for field trips)
6. Race for Education
  - a. Send in your student's addresses
  - b. Help in classroom with writing letters
  - c. Help address envelopes/ thank you cards
  - d. Volunteer on day of race
    - punch lap card
    - help with picnic lunch
7. Spring Jubilee
  - a. Sign up to help judge the various competitions
  - b. Help your student to be prepared
8. Provide needed classroom supplies (check with teacher)
9. Volunteer for Field Day
10. Assist with driving for sporting events
  - if unable to drive, help with gas money
11. Tutoring
12. Ask teachers if they need assistance in the classroom

## **POLICIES YOU SHOULD KNOW**

- 4027: Enrollment of children in FFCS is a privilege, not a right. Parents must understand that continued enrollment and/or re-enrollment of their children is dependent on their support of the school, its staff, and its policies.
- 4028: Faith Fellowship Christian School's biblical role is to work in conjunction with the home to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical principles of lifestyle. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student (dis-enrollment).
- 4031: Parents are to give notice of intention to withdraw, with the reason, in writing, 30 days prior to the withdrawal date.
- 4070: When your child returns to school after an absence, you should present an excuse to the office immediately upon arrival at school, but no later than three (3) days from the absence. This excuse is to be written by the parent/guardian of the student and should have the following information.
- 1) Date written
  - 2) Date(s) of absence
  - 3) Reason for absence (this dictates if the absence is viewed as excused or unexcused)
  - 4) Parent/Guardian signature
- When a student is absent from the classroom for part of the school day, an excuse is also required.
- 4071: If a student must leave school early, the parents will send in a written excuse, stating the reason for leaving. The student must be signed out by a parent or guardian at the main office. Please be prepared to show a picture identification to the office personnel.
- 4072: Tardiness must be covered by a written excuse from the parent clearly stating the reason for tardiness.
- 4074: High school students are expected to be present to receive credit for courses taken at Faith Fellowship Christian School. If a student has excessive absences/tardies within a class (this distinction is based on the individual classes offered at FFCS not on whole days missed) their credit for that class would be in jeopardy. The maximum allowable number of absences within a class per quarter, where the student is still able to receive credit, is 10, with a maximum of 20 per year. Once a student exceeds this number the School Board will decide, based on circumstances, whether the student is eligible for credit in the class for the quarter in question. If the School Board deems the student to have missed too many days in a given quarter, said student will receive a failing mark for the quarter.
- 4161: FFCS functions on the basis of four (4) grading periods of equal duration during the school year. Report cards are issued at the end of each grading period.
- 4162: Progress reports will be sent home with each Jr./Sr. High School student at the half way point in each marking period.

- 4163: Parents can request conferences with a teacher at any time during the school year. Teachers can also initiate conferences with parents if student achievement falls below acceptable levels.
- 4170: **Student conduct policy**  
Moral problems are when a mischievous problem continues uncorrected. Moral problems can include lying, stealing, cheating, fighting, overt disobedience to God's commandments and disrespectful or defiant attitudes.
- 4171: A first offense will be treated by notifying the student and explaining the offense. Parents will be contacted the same day. Middle and High School students may receive a detention/suspension.
- 4172: A second offense will be responded to with a request for a parent conference with the teacher and the Principal as soon as possible. Disciplinary action will be decided by the teacher and the Principal and can include suspension or a recommendation for expulsion.
- 4173: Severe moral problems such as (but not limited to) criminal acts, sexual immorality, stealing, drug abuse, possessing drug paraphernalia, violence, and violation of moral principles clearly defined in the Bible, may result in disenrollment, and/or denial of re-enrollment.
- 4175: **The following rules shall be followed by all students:**
- 4176: **In General:**
- 1) Pupils shall be respectful of others' rights and property. Pupils shall not enter another student's desk, locker or handle his personal belongings.
  - 2) Pupils shall not damage or destroy school property.
  - 3) Pupils shall respect the teacher and his/her authority.
  - 4) Pupils shall not leave class or school property without permission.
- 4177: **In the Building:**
- 1) Pupils shall not run in the building except in supervised physical education activities.
  - 2) Pupils shall stay in line when moving in building as a class.
  - 3) No balls allowed in building during school hours except during physical education activities or teacher directed games.
- 4179: **Extra Curricular Athletics – Academic Requirements**
- Student Responsibility**
- 1) All participating students must maintain a passing grade in all main subjects.
  - 2) A student on probation or suspension is required to work with the teacher to return his/her grade to passing.
  - 3) During a period of suspension, a student may not practice or play.
- Teacher Responsibility**
- 1) For a student that is failing, the teacher is to inform the student, Administrator, parents, and coach that the student is suspended from the team. The initial suspension lasts for one week.
  - 2) The suspension period is extended one week at a time, until the grade is passing or the season is over. The Athletic Director and Administrator will monitor the student's progress.

4210: **Dress Code Policy**

4211: Uniform for Preschool – 6<sup>th</sup> Grade

A. Girls

- 1) Chapel Day
  - a) Option 1: Knee length dress or skirt.
  - b) Option 2: FFCS Polo shirt and khaki or navy pants.
- 2) For all other days, blouses and shirts (no bold advertising), pants, slacks or jeans. Knee length shorts are also acceptable from May 1 - Oct 15. All clothes should be clean and in good repair (no holes, patches or frayed parts). Sweats and a tee shirt will be allowed on gym days. (Shorts may be worn under sweats and the sweats put back on after gym.)
- 3) Dress shoes or sneakers.

B. Boys

- 1) Chapel Day
  - a) Option 1: Dress pants, shirt and tie.
  - b) Option 2: FFCS Polo shirt and khaki or navy pants.
- 2) For all other days, shirts (no bold advertising), pants, slacks or jeans. Knee length shorts are also acceptable from May 1 – Oct 15. All clothes should be clean and in good repair (no holes, patches, or frayed parts). Sweats and a tee shirt will be allowed on gym days. (Shorts may be worn under sweats and the sweats put back on after gym.)
- 3) Dress shoes or sneakers.

4212: **Uniform for Grades 7-12**

A. Girls required daily uniform:

- 1) The Faith Fellowship Christian School Polo shirt with navy or khaki 4-pocketed cotton blend slacks.
- 2) The FFCS uniform skort/skirt (khaki or plaid) may also be worn.
- 3) Solid color dark navy blue, red, black or orange pullover or cardigan sweaters may be worn over the FFCS Polo shirt.
- 4) Solid color turtlenecks may be worn under the FFCS Polo shirt.
- 5) No hats or scarves, hoodies, jackets, or fleece jackets may be worn during school hours. Only the FFCS sweatshirt is approved for wear.
- 6) Nylons (natural color), socks or tights (solid color).
- 7) Plain tee shirt, knee length shorts, sweat or warm up pants, and sneakers are required for gym.

B. Boys required daily uniform:

- 1) The Faith Fellowship Christian School Polo shirt with navy or khaki 4-pocketed cotton blend slacks.
- 2) Solid color dark navy blue, red, black or orange pullover or cardigan sweaters may be worn over the FFCS Polo shirt.
- 3) Solid color turtlenecks may be worn under the FFCS Polo shirt.
- 4) No hats or scarves, hoodies, jackets or fleece jackets may be worn during school hours. Only the FFCS sweatshirt is approved for wear.
- 5) Plain tee shirt, knee length shorts, sweat or warm up pants, and sneakers are required for gym.

**4250: Student Accident Insurance**

All students are covered by accident insurance as part of their registration fees. In case of a school accident or injury, an appointed staff member is asked to complete the accident form and turn it in to the office the same day as the accident filing. In the event of an accident, the families insurance will be the primary insurance. The school will then cover what the primary insurance does not cover.

**4260: Visitors**

Parents are encouraged to be closely involved in the education of their children. Visits to the classroom may be a part of this involvement. Parents may visit their child's classroom to view activities during the school day provided they contact the teacher at least one day in advance to agree on a suitable time of visitation. Upon arrival, all visitors must sign in at the office and pick up a visitor's pass.

**4290: Inclement Weather**

If we must delay or close school due to inclement weather, adequate announcements will be made through local radio and television stations. (We are included under Watertown parochial schools.)

**4320: Grievances**

All parents are requested to discuss grievances with their child's teacher, if appropriate, or with the Principal/Administrator. If the grievance is not settled at these levels, the parent may take their grievance to the Board of Education, Pastor, or one of the Elders of Faith Fellowship Church.

**4331: Photo and/or Audio Recording Devices**

It is the school policy that any students wishing to photograph, video and/or audio record a class, a student, a teacher, or any part of the school day must obtain permission in advance from the teacher, school administrator, and the person involved. A student violating this policy is subject to suspension or expulsion.

**4332: Cell Phones, Communication Devices**

FFCS does not allow students to use privately owned or personal communication devices during the school day. These include, but are not limited to: cell phones, I-pods, laptop computers, pagers, ear buds . . . Use of such devices without the expressed permission of the teacher or school administrator is a violation of policy. A student violating this policy is subject to suspension or expulsion.

**4350: JCC Enrollment**

Jefferson Community College courses are open to the students of FFCS only on a supplemental basis. If the student desires to enroll in a course at JCC that is not offered at FFCS and the course does not conflict with their schedule at FFCS, that request will be considered by the School Board of Education. If the student wishes to enroll in a class at JCC that is offered at FFCS that request will not be allowed. If the class is offered at FFCS and is a requirement for their diploma, the student must take the class at FFCS.