



Fairmont Christian School Family Handbook

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Fairmont Christian School

Introduction

The following policies and procedures cover a broad range of topics. They represent the most recent expression of the Fairmont Christian School Board and provide for equitable and consistent treatment of students enrolled at Fairmont Christian School as well as the safety of students and faculty. To assure that Fairmont Christian School achieves and maintains its purpose, and to assure the organization's continued ability to meet its needs and those of its constituents under changing conditions, Fairmont Christian School reserves the right to modify, augment, suspend or revoke any and all policies, procedures, practices and statements contained in this Handbook at any time. Any changes made during the school year will be made available on the school website: www.fairmontchristian.org.

Mission Statement

Fairmont Christian School will be an elementary school of excellence and influence. We desire to expand the Kingdom of God by providing a second-to-none educational experience, thereby preparing our students to become persons of influence for Christ.

We will do this by being Christ-centered and biblically concentrated. Our academics will be research-driven and student-focused. We recognize that we can achieve nothing alone, but must work in partnership with parents, churches, and local Christian missions. Together we will raise up our children in the discipline and instruction of the Lord.

STATEMENT OF FAITH

It should be noted that the Statement of Faith does not address every creed or doctrine of every church. It does, however, contain what the administration has determined to be the essential creeds necessary for the school to fulfill its mission.

The Statement of Faith is as follows:

- 1. WE BELIEVE that the Scriptures of the Old and New Testaments are the infallible Word of God, a divine revelation, the original manuscript of which was verbally inspired by the Holy Spirit, and that they are the supreme and final authority of faith and conduct. II Timothy 3:16, 17; II Peter 1:21; John 5:39, 46, 47; Matthew 5:18.**
- 2. WE BELIEVE in one God, eternally existent in three persons: Father, Son and Holy Spirit. Each of the three persons are worthy of equal honor, obedience, and worship. Matthew 28:19; John 5:23.**
- 3. WE BELIEVE that God the Father is in a special sense the Father of the Lord Jesus Christ, His only begotten Son, and that He is the Father of only those who accept the Lord Jesus as their personal Savior. Psalm 2:7; John 8:19; Galatians 3:26.**
- 4. WE BELIEVE that Jesus Christ was begotten by the Holy Spirit, was born of the virgin Mary and is truly God and truly man. We believe that He was crucified for our sins and that in that same body in which He has lived and died He arose from the dead. In that glorified body He ascended into heaven. He as our high priest is now at the right hand of God interceding for us. We believe in that “blessed hope,” the personal and imminent return of our Lord Jesus Christ, which will precede the age of universal peace and righteousness foretold in the Scriptures. Matthew 1:18, 23; Luke 1:35; Romans 1:3,4; Isaiah 53:5, 6; John 20:25-28; Hebrews 7:25; John 14:3; Acts 1:11; Matthew 24:29, 30; Revelations 20:1-6.**
- 5. WE BELIEVE that the Holy Spirit is a person, possessing all the distinctively divine attributes, and is sent by the Lord Jesus Christ to convict the world of sin, to indwell, guide, give gifts to believers, teach the believer, and empower him to live in victory over sin. John 16:7-15; I Corinthians 2:10; I Corinthians 12:1-31; Galatians 5:16-26.**
- 6. WE BELIEVE in a literal six day creation as presented in Genesis 1-2.**
- 7. WE BELIEVE that man was created in the image of God and is not in any sense the product of animal ancestry or the development from the brute humanity. We believe the whole human race fell in the sin of the first Adam and apart from Christ is spiritually dead and lost, and no one of himself can gain recovery or be restored in the family of God. Genesis 1:26, 27; Romans 5:12; Romans 3:20; John 15:5.**
- 8. WE BELIEVE that Jesus Christ died a substitutionary death upon the cross, by grace providing salvation for all who believe on Him, justifying them alone on the basis of His shed blood. II Corinthians 5:21; Ephesians 2:8; John 3:16-18; Hebrews 9:22; Titus 3:7.**

9. **WE BELIEVE** that all who by faith receive the Lord Jesus Christ are born of the Spirit of God and so become children of God, that eternal life is a present possession, that at death their spirits depart to be with Christ in conscious blessedness, and that at Christ's second coming their bodies shall be raised and together with the living believers, be transformed into the likeness of the body of His glory. John 1:12, 13; Philippians 1:21-23; I John 5:12; I Thessalonians 4:13-18; I John 3:1-3.
10. **WE BELIEVE** that all those who persistently reject Jesus Christ in the present life shall be raised from the dead, not to be annihilated nor ultimately to be restored but to exist throughout eternity in a state of conscious torment. John 3:36; Revelation 20:10; II Thessalonians 1:9.
11. **WE BELIEVE** that Satan is a person, the enemy of God and His people, that in this warfare he appears as "an angel of light", and as a usurper he now rules as the "god of this world." We believe that he was judged at the cross and, therefore, ultimately, he shall be cast in the "lake of fire". Mark 1:12, 13; II Corinthians 4:3, 4, 11:13-15; Revelation 20:1-13.
12. **WE BELIEVE** that the church consists of all those who, in this age [the resurrection to the second coming], truly believe on the Lord Jesus Christ, and that it is the body and bride of Christ. The mission of the church in this present age is to witness for Christ among all nations. Therefore, she must be careful to strengthen herself by preaching and teaching the Word of God, "for the edifying of the body of Christ". Acts 2:41, 47; I Corinthians 12:13; Acts 1:8; Matthew 28:19; Ephesians 4:12; Ephesians 5:25-32.
13. **WE BELIEVE** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly separated life, and that we should exalt the Lord Jesus Christ as Savior and Lord and witness to His saving power in our various contacts with the world. Matthew 28:19; Mark 16:16; Acts 2:38; James 5:12; Romans 12:18; Matthew 5:13, 14; Matthew 5: 44; II Corinthians 6:14, 17.
14. **WE BELIEVE** that God established marriage to be a sacred, lifelong union of one man and one woman (Genesis 2:4-8, 20-24; Matthew 19:4-6) rooted in the order of creation as the foundation of the family, to be a reflection of Christ's own unconditional commitment to the Church. Ephesians 5:22-33.

POSITIVE STUDENT EXPECTATIONS

1. Come to class prepared. It is important for students to have their materials with them when they come to class.
2. Be on time. Out of respect for teachers and other students, arrive for class on time. The class loses valuable learning time when someone comes to class five or ten minutes after the day has begun.
3. Try your best. Students should make an effort to do every assignment to the best of their ability. However, effort and results are not always equal.
4. Show respect for others. Respect those in authority and respect your peers.
5. Listen to the teacher. Listening is an important part of learning.

ADMISSIONS POLICY

Entrance Age Requirements

- Pre-Kindergarten: All children entering Pre-Kindergarten for the first time must be three years of age on/before August 31.
- Kindergarten: All children entering kindergarten for the first time must be five years of age on or before September 1.
- First Grade: All children entering first grade for the first time must be six years of age on or before September 1.

New Admissions

- At least one custodial parent or legal guardian must be in agreement and in support of our Mission Statement and the FCS Statement of Faith.
- It is the Biblical responsibility of Fairmont Christian School to work with the home to nurture students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical lifestyle the school teaches. 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.
- Immunization records must be submitted to the school prior to the first day of school.
- In the event that prospective students need to be tested for academic ability, parents will be asked to pay a fee.
- Fairmont Christian School reserves the right to not enroll a child with significant health, social, or academic problems (because of the limitation of our school at this time).
- Fairmont Christian School admits students from families of any race, color, national or ethnic origin.

- In order to help students experience success during their formal education, the staff and administration of Fairmont Christian School shall recommend grade placement, retention, or promotion based on certain criteria. Assessment will include:
 - the child’s chronological age group.
 - standardized and informal test scores.
 - teacher assessment of academic achievement and physical, social, emotional, behavioral development.
 - parental consultation.

- Before a student will be admitted, parents shall be required to sign a statement of agreement, which may include but is not restricted to, policy regarding:
 - discipline
 - admissions
 - finances
 - absences
 - grievance procedure

- All students seeking admission to Fairmont Christian School must submit a copy of their most recent school transcript and/or report card.

Re-enrollment and Re-admission

Re-enrollment is when a student enrolls at Fairmont Christian School in consecutive years, while re-admission is when a student enrolls at FCS after attending another school the previous year. In order for students to re-enroll for the academic school year, all tuition and fees must be paid in full from the previous school year.

Fairmont Christian School reserves the right to not re-enroll or re-admit a child:

- with significant health, social, or academic problems (because of the limitation of our school at this time).
- based on the school’s assessment of the school’s ability to meet the needs of the child. An evaluation by school personnel may be required for re-enrollment or re-admission of any student.
- who has been expelled, or whose custodial parent(s) or legal guardian(s) have removed him/her from enrollment at Fairmont Christian School.

Supportive service programs may be made available to aid students already in our school who need help. Provision of this aid will be considered upon recommendation from the teacher and with agreement from the custodial parent(s).

FEES

Registration Fee: The registration fee is due when the child is first enrolled or re-enrolled. Until the registration fee is paid, the child is not enrolled in the school. **THE REGISTRATION FEE IS NOT REFUNDABLE.**

STUDENT SUPPLIES

The registration fee pays for textbook rental, workbooks, special paper used for penmanship, art supplies, copies and printing, and other instructional material. Student Supply Lists will be available to families during the summer months.

FINANCIAL AID

Fairmont Christian School does not want any family to forgo Christian education because of concerns about cost. We understand that it can be a financial investment to choose FCS. We have scholarships and other financial aid available on a needs basis to make FCS accessible to anyone who desires to attend. Financial needs analyses are done by FACTS Management Company. The school administrator and the school board financial team will have access to the needs analysis. No other staff or board member will have access to the needs analysis or your personal financial information. Please consult the office for additional information.

TUITION

Tuition payments are collected by FACTS Management Company. All parents must register for one of these four payment plans before class begins. You may pay for your child's tuition in one of the following payment plan options:

Monthly Plan (\$45.00 enrollment fee)- 10 payments
Quarterly Plan (\$45.00 enrollment fee) - 4 payments
Semi-Annual Plan (\$10.00 enrollment fee) - 2 payments
Pay in Full (\$0 fee)

If you have an unusual circumstance or will have trouble meeting your tuition payment plan, contact the FCS administrator immediately. Simply missing payments with FACTS will result in late fees that can be avoided by working out an alternate plan with the school in advance.

Tuition covers less than 25% of the annual expenses of the school. Fairmont Christian School relies upon gifts and donations to cover the rest. We ask that you consider each month whether you can give a contribution over and above your child's tuition to help support the ministry of Fairmont Christian School.

WITHDRAWAL FROM SCHOOL

Once a student has completed the application process and paid the registration fee or completed the re-enrollment process and paid the registration fee, the student is considered enrolled at Fairmont Christian School. Students who withdraw from school for any reason must notify the FCS Admission's office of their intent to withdraw. No student under 18 years of age may withdraw without written consent from his/her parent or guardian.

Students withdrawing from FCS during the school year will not be entitled to a refund of any tuition and fees for the semester last attended. For instance, a student withdrawing during first semester (first 3 units) may receive a refund of second semester tuition and fees, but all tuition and fees for first semester will be due and payable in full. Any student withdrawing during the second semester (last 3 units) will owe tuition and fees for the full year. If on a 10-pay plan, parents must either make payment in full or continue to make the monthly payments as scheduled. Records will not be released until the student's account balance is zero. Exceptions may be made at the sole discretion of the administrator for withdrawals due to medical conditions or an unexpected job transfer.

WITHHOLDING OF STUDENT RECORDS

At the end of the school year, if money is still owed for tuition, fees, lunch, etc., report cards will not be sent home. Student records, including transcripts, will not be released to any other school until

payment is made in full. A student may not re-enroll at Fairmont Christian School until all tuition, fees, and other charges have been paid in full.

ATTENDANCE POLICIES AND PROCEDURES

A classroom functions best when all the students are present and participating in the learning activities provided and supervised by the teacher. To optimize the learning at Fairmont Christian School, parents are encouraged to minimize absences.

School is in session Monday-Friday, from 8:15-3:00. If a student comes to school after 10:00 am or leaves before 1:00 pm, the student will be counted absent for one half day.

Types of Absences:

Excused Absences

The administration will make final determination of the legitimacy of all absences. **The following reasons are recognized for excused absences:** personal illness, death in the family, emergency in the immediate family, inclement weather, medical appointments and family travel.

- **Notification of Excused Absences**

- Excused absences for family travel (2 or more days) requires a written note or email from a parent/guardian to be sent to the teacher in advance – the same number of days as the number of days the student will be absent. Please include the following information
 - Student's name
 - Date of absence
 - Reason for absence
 - Signature of parent/guardian

If a parent knows a student will be absent for a partial or whole day, we ask that the parent/guardian email or send a note to the classroom teacher with the following information 48 hours in advance if at all possible:

- Student's name
- Date of absence
- Reason for absence
- Any special directions regarding the student's return
- Signature of parent/guardian

We understand illnesses are often unexpected; however, we request a parent notify the classroom teacher by email before 8:00 a.m. This method of communication will be the only acceptable option concerning absences.

Unexcused Absences

Unexcused absences are all absences which:

- can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the administrator's office.
- indicate that the student is absent from school with consent of the parent/guardian, but the excuse given is not acceptable to the school administration based on School Board policy.
- indicate that the student is absent without the consent of the parent/guardian or with the consent of the parent/guardian but without proper notification to the school regarding the

absence.

- **Common Unexcused absences are:** missing a bus, oversleeping, working at home, need for extra sleep, babysitting, shopping, or visiting friends. Parents should not request permission for absence for personal convenience reasons (i.e. babysitting, running errands, etc.). Work is required to be completed however; credit will not be given.
- **Make-Up Work:** Assignments are not optional. All work missed is required to be completed. Failure to turn in quality, completed work in a timely fashion may result in a student's grade being lowered, or in extreme cases could jeopardize the student from passing to the next grade.

RETENTION

Students who have chronic attendance problems that interrupt the learning process may have a conference with the administration and custodial parent/legal guardian to determine if retention is a viable option. An evaluation of each case will occur after 10 absences.

Students who need more learning time at a particular stage may be retained if parents and teachers feel it is in the best interest of the student.

COMMUNICATION

- **Communication Folders**
Each student is to have a special folder in which the sole purpose is ongoing communication between home and school. In order to foster strong communication, parents are encouraged to check the communication folder each day. Teachers will also check the folder daily, so forms and notes from home are to be placed in the folder to maintain organized communication.

The folder will include:

- Class Newsletter- This will go home in the Communication Folder on Mondays.
 - Forms/money that need to be returned to school.
 - Classroom work and projects to share with families.
 - Notes between home and school.
- **Email**
 - Parents are encouraged to contact teachers and administration through school email. Email addresses will be provided at the Parents Night in August as well as in the first classroom newsletter.
 - Emails will be checked by teachers on school days between 7:30-8:00 a.m. and 3:00-3:30 p.m.
 - **When to contact the teacher by email**
 - If a child will have different transportation home.
 - If a child is sick and won't be at school.
 - If a child has an appointment that requires a late drop-off or early pick-up.
 - If a parent wants to bring a birthday treat. Out of sensitivity to those with food allergies, we request that parents inform the teacher at least 3 days in advance if they wish to provide the whole class a treat. That will allow parents to provide a

- supplementary snack for children with allergies if so needed.
 - If a child is going on a family trip and will be away from school.
 - If a parent is going to be away and wants the teacher to have the contact information for the caregiver.
 - If a parent wants to meet/talk with a teacher. The teacher and parent can work together to set up a time.
 - If a parent has any questions or concerns about the classroom, curriculum, discipline etc.
- Emergency Communication
 - When emergencies arise, parents may contact the church office during the school day.
 - Teachers may ask the church office to contact a parent if a child gets sick during the day in order to allow the teacher to remain in the classroom.
- Communication will not be done through text messaging.

GRIEVANCE PROCEDURE

In all such situations, Fairmont Christian School covenants to observe the principles outlined by our Lord in Matthew 18:15-17 and Galatians 6:1. **We ask you to observe these principles, and we agree to do the same.**

“If your brother sins against you, go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and, if he refuses to listen to even the church, treat him as you would a pagan or a tax collector.” (Matt. 18:15-17)

“Brothers, if a man is trapped in some sin, you who are spiritual should restore him gently. But watch yourself; you also may be tempted.” (Gal. 6:1 NIV)

1. The complaint should be settled at the nearest level of origin possible. For example, if a parent has a complaint against a teacher, the parent should go directly to the teacher, not to the administrator, a board member, or another parent. If a parent has a complaint against an administrator, the parent should go to the administrator, not the Board.
2. If the complaint cannot be settled at the nearest level of origin, the person with the complaint should go to the next higher authority. For instance, if a parent has a grievance against a teacher and cannot settle it with the teacher, the parent should then go to the administrator. If the parent still does not receive satisfaction, he/she should request to be placed on the next board meeting agenda to discuss the matter. A written report of the decision or action will be presented to parents and all involved within one week of meeting.

BULLYING

FCS tolerates no bullying behavior of any kind. Bullying is defined as an ongoing behavior which may include, but is not limited to: physical abuse, emotional abuse (excessive teasing, malicious remarks, etc.), or action towards another which causes discomfort, physical harm or retaliatory action. Students can be held responsible for their actions even if it takes place outside of FCS. Bullying is to be reported immediately to the teacher, who is to report the allegation to the administrator for discretionary action which may include suspension or expulsion from school.

DAMAGE TO SCHOOL PROPERTY

Students are to respect themselves, peers, staff, and others, as well as the property gifted to the school and the property of others. Students shall not misuse, damage, or destroy school or personal property of others. Destruction of such property will result in the student paying to replace the misused, damaged, or destroyed item(s). Textbooks are loaned to students. Failure to take proper care of these books will result in a book fine.

PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give to others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, or from the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

RIGHT OF DISMISSAL

When a student's attitude or behavior is not in accord with school policies or principles, and school personnel are not able to help him/her correct the situation, the parents will be called for a conference. If, after such a conference, and a reasonable period of time for readjustment, the administration and concerned teacher(s) believe the student's presence is detrimental to the school and/or student body, the parents may be asked to remove the student from enrollment. The constant infraction and lack of regard concerning the conduct items listed below may result in student expulsion. Also, the following are justification for suspension or expulsion from school regardless if it occurs on or off campus:

- Profanity
- Immorality
- Cheating
- Illegal possession, arranging sales, or being under the influence of alcoholic beverages, non-prescription or illicit drugs
- Smoking/other use of tobacco products
- Gambling
- Harassment
- Theft
- Destruction of school property

Students dismissed from school will not be entitled to a refund of tuition or fees.

SCHOOL HOURS

The school's starting and ending times are as follows:

Small Sprouts 1	9:00-11:30 M/W/F
Small Sprouts 2	9:00-11:30 Tu/Th
Kindergarten	8:15-3:00 M/W/F
Grades 1-6	8:15-3:00 M-F

- **All students must be picked up no later than 15 minutes after the end of school unless they are in after-school activities.** After that time (3:15), students still in the building must wait in the classroom and be picked up inside the building by their parents.
- **School hours are from 8:15-3:00 and if students are left repeatedly after 3:15 p.m., a \$15 after-school-care fee will be charged to compensate for the time a staff person has given up to watch the child(ren).**
- To help students learn responsible behavior, students will not be allowed into the classroom for homework and/or instruments, etc. after 3:15 p.m.

SCHOOL OFFICE HOURS

The school offices are open from 8:00 a.m. to 5:00 p.m. Tuesday-Friday. The office will be closed during non-school days.

During the summer, the church/school offices are open 8:00 a.m. to 5:00 p.m. Tuesday-Friday. While there are often school personnel here during those hours, it is always best to call before you come.

CLOSED CAMPUS

Students must remain on the Fairmont Christian School campus from the time they arrive in the morning until dismissal. Permission from a parent or guardian is necessary for a student to leave campus during the school day. Parents may give permission by email or with a written note.

ARRIVAL AND DISMISSAL

Parents or legal guardians will have access to their child at any time while the child is in the care of Fairmont Christian School. Additionally, parents or legal guardians of a child who is enrolled in the program may visit the school any time during the hours of operation. In order not to interrupt the learning process, visits to the classroom must be prearranged with the teacher.

Arrival

- Parents may pull up to the lower level entry doors of the building using the drop off and pick up route. **See attached map for details.**
- Parents are instructed to never leave their child unattended before 8:00 a.m.
- Children can walk into the building unattended between 8:00-8:15 a.m. Staff members will be supervising the entry area at this time.
- After 8:15, parents need to accompany their child to the classroom.
- Parent who want or need to accompany their child inside must park in the parking lot in order not to block the flow of traffic.
- Parents who choose to park in the parking lot rather than use the drop off route must accompany their children into the building.

Tardiness

- Punctuality is a critical life skill for success. Whether one is a pastor, a plumber, or a pianist, being on time will affect how successful you are in your work and how people perceive you. In an educational setting, late students disrupt the class and shorten the amount of instructional time available to the teacher. It is imperative, therefore, that students are on-time for class.
- All students are expected to be in their classroom and ready for work at 8:15 a.m. Any students who arrive to class after this time will be counted tardy. A record of tardiness will be kept. Parents are expected to write a note for their child when they know they will be tardy (i.e. medical appointments).

Departure

- All teaching staff will assist with dismissal time and will remain with the children until everyone is picked up.
- Students will wait in the lower entryway of the building until they are called by a teacher to exit the building.
- Backpacks, clothing, and all belongings should be kept with the student.
- Eye to eye contact and acknowledgement is made by the teacher with individuals picking up children.
- Photo ids will be checked for all individuals that are on pick up list but not recognized by staff.
- If an unauthorized person or person who is incapacitated or suspected of abuse attempts to pick up a child; parent(s) and/or police will be notified.
- If no one arrives to get a child after school, parents(s) or parent designees will be contacted. If no parent or authorized person can be reached after significant time has passed, as a last resort, police will be called for assistance.
- If a student is being picked up for an appointment or for another reason during the school day, a parent/guardian needs to send a note with their child in the morning informing the teacher that they will be taking the student out of school. When picking the student up at school, the parent must come to the classroom. For precautionary measures, we do not allow students to wait outside or at the door for their ride.
- Please do not park in the **No Parking Zone** when coming into the building to pick up your child(ren).

LUNCH AND SNACK PROGRAM

Proper nutrition is critical to a healthy learning environment. Students are required to bring a packed lunch each day. We encourage student beginning in kindergarten to pack their own lunch under parent supervision.

Lunches will be kept in the classroom and should include a cold pack, if needed. Lunches will not be microwaved so hot items can be placed in a thermos or other food-safe option.

Students are not to leave the school grounds during lunch unless a written notice from a parent/guardian has been received and a designated person picks them up.

Students should also pack a **nutritious snack for a morning snack time**. Some options may include:

- String cheese and crackers
- Fresh fruit (bananas, grapes, apples, pears)
- Pretzels or crackers
- Granola bars

- Vegetables/Dip
- Mini bagels and cream cheese
- Yogurt
- Dry cereal
- Dried fruit (raisins, bananas, cherries, etc.)
- Mini rice cakes
- *Please refrain from providing candy or dessert items as a **snack** option.

RECESS

- Because we value play, we expect all children to go outside for recess unless we have a note from parents. It is the guideline of Fairmont Christian School to have students out-of-doors for recess when the temperature is above 0° F or the wind-chill is above -10° F. Should the temperature or wind-chill drop below this, the students will be kept indoors for recess in the gym and/or classrooms.
- Fairmont Christian School will use the Child Care Weather Watch and its corresponding guidelines for outdoor exposure.
- If necessary, students should use the bathroom before they go outside.
- Each elementary student is to stay on the playground during the entire lunch recess time, unless he/she has the permission of his/her teacher to remain in the classroom under supervision. Once outside, no student is to come back into the building until the end of the recess time without permission from the supervisor.
- Tackling, kicking, fighting or other rough activities are not permitted.
- Snowball throwing is not permitted at any time.

DRESS CODE

Our goal, as disciples of Christ, is to daily focus less on ourselves and more on Christ (Matt. 16:24-25). We want our dress to reflect that goal. Firm rules and strict standards tend to focus attention on behavior rather than spirit. We want our students to dress appropriately because it is Christ-like and loving to do so, not because those are the rules. We don't believe Christianity requires conformity; God created each of us as individual and unique expressions of His image.

We do have a responsibility, however, to focus the world's attention on Christ and not ourselves. We want to help our young men and women find their identity in Christ, not in themselves. Therefore, all clothing should be modest and in good repair. Words and pictures on clothing should be in good taste and non-distracting.

The administration of Fairmont Christian School reserves the right to make final determination of what is appropriate dress for students at the school. If in doubt about the propriety of an outfit, consult the school office in advance.

Infractions

Students that violate this dress code will be notified by the faculty or administration and asked to make the necessary changes. In some instances, students will be referred to the office and required to correct the violation before returning to class and, if necessary, students will need to wait in the office until parents bring alternative attire.

REPORT CARDS

The purpose of our report card is to give parents and the student an indication of the student's progress. A written copy of the report card will be given to parents/guardians.

GRADES

In Grades K-3 an inventory checklist based on school standards will be given to students. Letter grades are given in grades 4-6, and the following percentages are used in determining student grades:

A+	98% -100%
A	94% - 97%
A-	90% - 93%
B+	87% - 89%
B	84% - 86%
B-	80% - 83%
C+	77% - 79%
C	74% - 76%
C-	70% - 73%
D+	67% - 69%
D	64% - 66%
D-	60% - 63%
F	59% or below

Incompletes must be made up within 10 calendar days of the close of the marking period unless the teacher grants an extension. Failure to do so will result in the teacher submitting a "grade to date" for the final grade average.

Poor Performance Reports

Communication with home is very important. If a student is performing at a low C, D, or F level, doing work below his/her potential, or not turning work in on time, a report will be written up by the teacher and sent home to the parent(s)/guardian(s) to notify them of the situation. Reports may be mailed, emailed, or sent home with students. A poor performance report may be sent home at any time during the year. **Every student should be urged to work up to their ability and to achieve the potential the Lord has given them.**

PARENT-TEACHER CONFERENCES

As children work, play and interact at school, teachers will be observing and documenting their progress using observation notes, work samples, photos, and assessment tests. Progress will be communicated with parents formally three times a year. They will also share progress with parents informally as opportunities arise. We welcome parental input and will work together to best meet each child's needs.

In order for parents to know their child's progress firsthand, parent-teacher conferences will be held in November and February. At both times, parents will have a scheduled time to come and discuss their child's progress with the classroom teacher. Parents will be allowed to schedule their conference time on-line through Sign-up Genius. Times will be on a first-come basis. Office staff is available to assist families who have questions about the process. Parents are urged to call their child's teacher at any time throughout the year and schedule a conference before or after school to discuss their student's work. The teachers welcome these opportunities.

PUBLIC RELATIONS

Parents and students are the best public relations staff of the school. We encourage you to inform other people of our school's ministry. The administrative staff and members of the Board are available to speak on Christian education at home meetings and church groups upon request. Literature concerning Christian education and Fairmont Christian School is available upon request. Information is also available on our website at www.fairmontchristian.org or on our Facebook page.

Fairmont Christian School collects the following items and earns cash or purchasing points for school equipment. You may want to ask your relatives, friends, and neighbors to also help us out. While we are not trying to promote any of these businesses or products, we are using programs developed by these companies that promote education. If you know of similar programs that might benefit our school, please make us aware of them. Any fundraising projects must have prior approval from the administrator. Thank you for your help.

- **General Mills Box Tops for Education:** General Mills will donate .10¢ for each "Box Tops for Education" official coupon collected by our school. The money will be used to purchase classroom materials. Because Box Tops is switching over to an all-digital program, we encourage individuals to download the Box Tops App and create an account. Choose Mountain Lake Christian (we currently have the same tax-exempt number) as your school and then just scan your receipts to help us maximize our earnings. Your donation will still go to Fairmont Christian School.
- **Fruit Sale**
- **Scholastic Book Sale**
- **Amazon Smile:** Start your shopping at smile.amazon.com. Choose FCS to support and the school will receive ½% of select merchandise you purchase. Services, prices, and options are identical to the regular Amazon site.

PHOTO USAGE AND SOCIAL MEDIA POLICY

The staff takes pictures of our students primarily for use in our yearbook, monthly Facebook postings and other promotional materials throughout the year. If you do not wish to have your child's picture taken or published, you must provide us written notice.

FCS reserves the right to photograph any special school events and post the photos to social media sites. It is not feasible to edit out the faces of guests. By attending these events, you agree to the use of your image by FCS for such promotion and marketing usages as FCS sees fit.

If you object to a photo that has been posted on social media or used for a promotional activity, please notify the school office. We will discuss the issue with you and may, at our sole discretion, remove the offending photo.

ACCIDENTS AT SCHOOL

While every precaution is taken for proper supervision and the prevention of accidents at Fairmont Christian School, accidents do happen. Help is readily available in the office. While Fairmont Christian School does carry a small student accident insurance policy covering injuries incurred under proper supervision, student's parents are responsible for having adequate insurance to cover their child(ren) while at school. Anyone witnessing an accident on FCS property should report it to the office.

EXPLOSIVES OR FLAMMABLE MATERIAL

Students are prohibited from bringing matches, firecrackers, gun caps, or other types of explosives or flammables to school. Disciplinary action for first and subsequent offenses shall be determined by the Fairmont Christian School administration.

FIREARMS

Parents and visitors who may lawfully carry a firearm under the laws of the state of Minnesota may bring their weapon into the building. They must declare the weapon at the school office when signing in.

Regardless of the above, any student or visitor who threatens or assaults another person with a firearm will face immediate removal from the premises. Additional sanctions may include expulsion, a permanent ban from campus, and criminal prosecution.

KNIVES

Students may carry pocket knives provided the blade does not exceed 3 inches in length. Knives should remain in a student's pocket or backpack. Any use of a knife in an unsafe or joking manner will result in the loss of this privilege. Using a knife to damage or deface school equipment will result in the loss of this privilege, and possible discipline including expulsion and financial restitution. Any student who threatens or assaults another student with a knife will face immediate removal from the premises along with possible expulsion or criminal prosecution.

ILLEGAL AND ILLICIT SUBSTANCE PROCEDURE

Fairmont Christian School aims to provide and maintain a healthy, safe, and spiritually pure environment through clear, consistent rules and consequences. No student shall use, possess, sell, distribute, or be under the influence of alcohol, other mood-altering chemicals, or tobacco on or off school grounds.

ILLNESS

Children may not attend school if they have any of the following symptoms or illnesses:

- Any child with a reportable illness or condition as specified by the health department that is contagious and a physician determines has not had sufficient treatment to reduce the health risk to other.
- Chicken pox until all of the lesions are crusted over.
- Vomiting- has vomited within the last 24 hours.
- Diarrhea- has had diarrhea or loose stools within the last 24 hours.
- Undiagnosed rash or a rash attributable to a contagious illness or condition.
- Undiagnosed drainage from eyes and/or excessive drainage that cannot be contained.
- 100-degree Fahrenheit temperature (axillary) or higher without fever reducing medication or has had a fever within the last 24 hours.
- Bacterial infection such as strep or impetigo and has not completed 24 hours of antibiotic therapy.
- Scabies, lice, or ringworm that is untreated and contagious to others.
- Significant respiratory distress: fast, difficult, or different breathing, uncontrolled coughing, and/or wheezing.
- Unexplained lethargy or fatigue.

- Any child who is unable to participate in the program activities with reasonable comfort or who requires more care than the staff can provide without compromising the health and safety of other children.

Parents are asked to email the teacher within 24 hours, excluding weekends and holidays, when a child is diagnosed by a child's source of medical or dental care as having a contagious disease. If a child becomes ill during the day, she/he will be kept isolated from the other children. A staff member will remain with the child and make him/her as comfortable as possible. A parent will be notified and asked to pick up the child.

Notes will be sent home to inform of head lice in your child's classroom. It is important to continue checking your child for three weeks for evidence of lice or nits. Students may return to school after completion of necessary treatment for infestation, when symptom-free, or with a written note from the doctor.

MEDICATION and WELLNESS

Fairmont Christian School has a detailed health policy in order to ensure the safest environment for children to grow and learn. This complete policy is available for parents upon request. Below are the highlights that address the most common concerns.

- If at all possible, medication should be given at home. **NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT A WRITTEN AUTHORIZATION SIGNED BY THE PARENT.** All medicine must be in the original bottle, labeled with the child's name, the name of the medication, and the dosage to be given.
- If you want your child to take any over-the-counter medication during the school day a note must be sent, signed by the parent/guardian, with the medication. The school will not give any medication without your written permission. Ibuprofen, Tylenol, cough medicine, or cough drops are over-the-counter medications. A child may keep cough drops with them and take when needed with a parent's/guardian's permission.
- Hearing and vision screenings are done for Kindergarten through 6th grade. Parents will be notified if a problem is found. Health records are maintained for all students.
- Fairmont Christian School has a cooperative arrangement with Fairmont Public Schools for its health services, however FCS also has a voluntary school nurse who will assist with questions, policy and training of staff. When necessary, the school will refer all health questions to the FCS School nurse.
- **IT IS VITAL THAT ALL STUDENTS HAVE A COMPLETED EMERGENCY CARD ON FILE IN THE OFFICE BY THE FIRST WEEK OF SCHOOL.** Information included on this emergency card is as follows: doctor's name, dentist's name, preferred hospital, who to contact in case of emergency, known allergies, medication currently taking, and insurance company information. It also includes the work, home, and cell phone numbers of parents, so that they may be contacted in case of illness or injury. This information is compiled by the school from registration records. Parents will be asked to supply information if registration information is incomplete.

RESTRICTED MATERIALS

- **Candy and Pop:** Candy is not allowed for snack time and we encourage them to limit it as a dessert option for lunch. Pop is not allowed in the classroom.

- **Laser Lights:** Laser lights are not permitted at Fairmont Christian School because they can be very dangerous to the eye. They are not needed by students throughout the day and therefore, should not be brought to school. Student safety is our primary concern. If a laser light is found in a student's possession, it will be confiscated. Parents will be contacted to pick up the laser light from the classroom teacher.
- **Toys:** Toys that distract from learning process are not allowed in the classroom. Final decisions will be left at the teacher's discretion.

SEXUAL HARRASSMENT/VIOLENCE

- Fairmont Christian School is committed to providing a safe, positive learning and working environment for everyone. Therefore, Fairmont Christian School prohibits sexual harassment and sexual violence (SHV). It will not be tolerated in any form.
- It shall be a violation for any student or employee of Fairmont Christian School to use SHV toward any other student or employee. Fairmont Christian School will investigate all formal and informal verbal and written complaints of SHV. Any student or employee who is found to have used SHV towards any other student or employee will be disciplined.

Sexual Harassment and Sexual Violence Definition: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. These behaviors may include but are not limited to:

- touching
 - verbal comments (about parts of body; what type of sex the victim would be "good at", clothing, looks, etc.)
 - name-calling
 - spreading sexual rumors
 - leers and stares
 - sexual or "dirty" jokes
 - cartoons, pictures, and pornography
 - using the computer to leave sexual messages, graffiti, or play sexually offensive computer games
 - gestures with the hands and body
 - pressure for sexual activity
 - cornering, blocking, standing too close, following
 - conversations that are too personal
 - "rating" an individual-for example, on a scale from 1 to 10
 - "snuggies" (pulling underwear up at the waist so it goes in between the buttocks)
 - sexual assault and attempted sexual assault
 - rape
 - touching oneself sexually in front of others
 - howling, catcalls, whistles
 - repeatedly asking someone out when he or she is not interested
 - graffiti
 - facial expressions (winking, kissing, etc.)
 - "slam books" (lists of students' names with derogatory sexual comments)
 - "making out" in the hallway
 - sending nude photos or sexually suggestive messages via social media
- Sanctions (consequences) for the student harasser may include the following, but are not limited to:

- verbal warning/reprimand
 - written warning/reprimand entered into student's file
 - suspension
 - expulsion
 - an apology to the victim
 - writing a paper on "Why Sexual Harassment is Wrong"
 - referral for psychological assessment
 - a parent/student/school administrative conference
 - police involvement
 - not being permitted to participate in extra-curricular activities according to Minnesota High School League's regulations
 - community service
 - other sanctions deemed appropriate by Fairmont Christian School
- Sanctions (consequences) for the adult harasser may include the following, but are not limited to:
 - verbal warning/reprimand
 - written warning/reprimand entered into adult's file
 - suspension without pay
 - termination of employment
 - an apology to the victim
 - fine paid to the county sexual assault program
 - special class required on SHV
 - referral for psychological assessment
 - police involvement
 - community service
 - other sanctions deemed appropriate by Fairmont Christian School
- Information concerning any SHV complaint shall be treated confidentially and consistently with Fairmont Christian School obligations, the need to investigate, and the need to take disciplinary action if it is found that SHV has occurred.
 - Any person who believes he/she has been a victim of SHV by a student or employee of Fairmont Christian School shall report the conduct immediately to the administrator. Any third person with knowledge or belief of conduct that may constitute SHV shall report the conduct immediately to the administrator. If the report is made verbally, the administrator shall document it in writing within 24 hours. The necessity of mandatory reporting will be determined. If necessary, a detailed report will be sent to a law enforcement agency.
 - Within ten days, the administrator shall provide a written report of the status of the investigation to the alleged victim, the alleged perpetrator, and the School Board. A decision will then be made as to the steps to take regarding the allegation.
 - Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone who retaliates against an individual who reports SHV will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of SHV will be disciplined.
 - Submission of a SHV complaint or report shall not affect the individual's employment, grades, work assignment, etc. Every student at Fairmont Christian School has the right to a safe learning environment, to be treated with respect, and to attend a school that is free of discrimination.

SCHOOL CLOSINGS

Tune in to KDOM or KJLY (radio) or KEYC or KARE11 (TV) for weather-related school announcements. Please do NOT call the school office or the stations listed. Look/listen for Fairmont Christian School. Parents may choose to sign up for an alert regarding school closing or 2-hour late announcements on KEYC TV. Fairmont Christian School makes closing decisions independent of Fairmont Public School. We do often come to the same conclusions; however, it is not a safe assumption to assume we are closed if they are.

CELL PHONES and ELECTRONICS

Cell phones and other forms of electronics are valuable pieces of personal technology that may be used for communication and obtaining information. As adults, we use cell phones in the workplace, places of worship, and social gatherings. While it is important that we teach students how to use cell phones responsibly and respectfully, at the elementary level we see this as the responsibility of the family. A student may not possess a cellular telephone in school, on school property, at after school activities and at school-related functions.

LOST and FOUND

All articles left in classrooms, halls, or on school grounds will be placed in the lost and found area in the hallway. Included with these articles are items lost during evening and extra-curricular activities. Unclaimed articles will be periodically put out on tables to be claimed. If they are not claimed, they will be given away or discarded.

MONEY and VALUABLES

Students are encouraged to not bring money or valuables to school. If there is a specific reason for them to bring the money/valuables to school, they may give it to the classroom teacher for safekeeping.

FIELD TRIPS

As part of the registration paperwork, parents complete and sign a field trip permission slip. This slip covers all field trips that may be taken during a normal academic day. Field trips that extend beyond a normal academic day, or mission trips may require an additional permission slip. Parents will be notified in advance of each field trip.

Some field trips may require an additional fee. Parents are required to pay the stated fee for their child to participate in the field trip. Any student not having a signed permission slip or not paying the admission fee will not be able to attend and will remain under the supervision of their parents. Emergency Cards for each student are to be on file in the main office before a child may participate in a field trip.

MUSIC CLASSES

Because music is often a medium of individual self-expression, it is understandable that the musical tastes and standards of students and families who attend FCS will vary from one individual to the next. When considering whether or not a particular music selection should be used within the official school sponsored context, teachers, parents and students should exercise good judgment. The school administrator reserves the right to determine if a particular piece of music is acceptable.

PHYSICAL EDUCATION

Physical education classes are an important part of the educational program at Fairmont Christian School. All students are expected to participate in scheduled P.E. classes and P.E. events (i.e.: track/field days) unless the teacher has received a written note from home or a doctor's excuse. A note from home is good for three school days only. After this, a doctor's excuse is required. Alternative assignments will be given to students who cannot participate in P.E. classes and/or events.

Students must wear appropriate shoes in P.E. classes when using the gym. This is a safety precaution. The shoes must be clean. Students not having appropriate shoes will attend gym class, but will not be permitted to take part in activities. The teacher may assign alternative gym activities.

BIBLE MEMORIZATION

Memorization of and meditation on Bible passages not only trains the mind, but it fills one's being with the Living Word, which is as powerful as a two-edged sword (Hebrews 4:12). Students will be required to memorize Scripture on a regular basis. The particular selections follow curriculum outlines.

BIBLE TRANSLATION

FCS does not mandate the use of a particular translation for either students or teachers.

PRAYER PARTNERS

Fairmont Christian School places a special emphasis on prayer in the lives of our children. It is our desire to not only teach our children how to pray but to also pray for each of them on a consistent basis. Each child is assigned a prayer partner. We encourage parents to make a suggestion- perhaps a grandparent or extended family member who may wish to serve in this capacity. We also have people who desire to serve in our Prayer Partner Ministry. This individual spiritually supports our school by agreeing to pray for a student on a regular basis. We encourage prayer partners to send notes of encouragement to their child; and classroom teachers will provide an opportunity for the children to write a note back 3-5 times a year. A special parent permission note is required for children to be a part of this program.

Parents and Prayer Partners:

Sometimes when we think about praying for our child, we can get consumed with the "urgent." A problem in school, a relationship with a friend, an annoying habit or behavior can take over our prayer focus. We've all been there/done that. But in our hearts, most of us want more than that. By praying for them each day we choose to value them, to show our love for the children who are God's special gift. That is what we want to do: honor and value our children through prayer...not just complain to God about trying behaviors or fleeting issues. Here is a suggestion for a prayer topic that will take us from the "tyranny of the urgent," to the blessing of the important. We've also listed a couple of scripture passages with each prayer suggestion that you may wish to pray over your child. Perhaps you're wondering how to pray scripture. Here is a sample prayer based on Philippians 3:8. (I have used the Living Translation).

Philippians 3:8 "Yes, everything else is worthless when compared with the priceless gain of knowing Christ Jesus my Lord. I have discarded everything else, counting it all as garbage, so that I may have Christ and become one with Him."

Pray: Lord, I pray that (child's name) would really know you, because knowing you is like a priceless treasure. I pray that everything else in their lives would seem like garbage next to you. I pray that when people see (child's name) they see your Son Jesus Christ.

Suggested prayer topic: I PRAY THAT MY CHILD WOULD:

- **Know Jesus as Savior and Lord**
 - Verses to meditate on or to pray: Philippians 3:8; John 3:16; Acts 16:31.
- **Love the Word of God**
 - Verses to meditate on or to pray: Psalm 119:105; Psalm 119-127:13.
- **Seek to please God and not themselves**
 - Verses to meditate on or to pray: 2 Corinthians 5:17; Psalm 19:14.
- **Resist temptation**
 - Verses to meditate on or to pray: 3 John 11; Joshua 1:9.
- **Talk to God often in prayer**
 - Verses to meditate on or to pray: Philippians 4:6-7; I John 5:14-15.
- **Have a spirit of contentment**
 - Verses to meditate on or to pray: Hebrews 13:5-6; Psalm 37:4.
- **Recognize they are a valuable creation of God**
 - Verses to meditate on or to pray: Psalm 139:14; Ephesians 2:10.

TEXTBOOKS AND EDUCATIONAL SUPPLIES

Textbooks and educational supplies are the property of FCS and are loaned to the student for the purpose of completing their studies. All materials must be returned at the end of the class in the same condition in which they were lent (normal wear expected). Lost materials will incur a fee equal to the cost of purchasing a replacement. Textbooks can be very expensive; therefore, students should take great care to maintain their books in the best possible condition.

Replacement Charges

When books are lost or damaged, they must be replaced by the student or by the student's parents.

The charges are as follows:

\$10.00 Paperback

\$20.00 Hardcover

\$50.00 Encyclopedia or other reference book

Year books

Fairmont Christian School publishes a yearly chronicle of the events of the school year. These are available for families to purchase and will be available at the Summer Camp each July.

VISITING FAIRMONT CHRISTIAN SCHOOL

Parents are welcome to visit the school and classrooms. Please call the school a day in advance if you plan to visit. All visitors must check in at the office and pick up a Visitor's Pass. Past students are welcome to visit the school during lunch hours and with prior notification and approval. Prospective students are encouraged to spend a day with us. Arrangements can be made with the school office to spend a full day attending classes and meeting teachers and other students.

VOLUNTEERS

Volunteers are critically important to the success of many of our activities. Please watch the weekly newsletter and your email for requests for volunteering. We may have to conduct a background check

for volunteers participating in certain activities at the school's expense. Your understanding and cooperation is appreciated.