



**Student Handbook
2019-2020
(Grades K-8)**

School Policy, Rules and Procedures

Fort Collins Christian School

2040 Nancy Gray Ave.
Fort Collins, CO 80525
970-893-2925

www.fcchristianschool.com



Dear Parents,

We are pleased that you have chosen Fort Collins Christian School. Our school provides quality Christian education for the community of Fort Collins. We are excited to be serving your family and look forward to building many happy memories with you and your children.

Parents are a vital part of our program. We encourage all parents to play an active role in their child's daily activities. We also need your cooperation to help assure a healthy, safe and educational environment for all the children in our care. It is the responsibility of parents/guardians to read and comply with the guidelines in this handbook.

Keiko Nagasawa Breese
Principal

Direct a child in the way he should go, when he is old, he will not depart from it.
Proverbs 22:6

FORT COLLINS CHRISTIAN SCHOOL – GENERAL INFORMATION --

Fort Collins Christian School is a fully accredited Seventh-day Adventist Christian school located in Fort Collins, Colorado. Our school was founded in 1927 and has been in continuous operation since that time in a few locations in Fort Collins. The school moved to its current location in June of 2018.

Our dedicated teachers and staff are committed to providing a quality education in a Christ-filled environment. We offer a wide range of learning opportunities for Preschool (ages 3-5) through 8th grade, and we are committed to a balance of intellectual integrity and traditional, Christ-centered values.

Fort Collins Christian School is:

Accredited by:

- 1) The National Council for Private School Accreditation (NCPSA)
- 2) The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities.

Operated by:

The Rocky Mountain Conference of Seventh-day Adventists
2050 South Downing Street
Denver, CO 80210

Supported by:

Fort Collins Seventh-day Adventist Church that is considered a constituent of our school.

FACULTY

Principal & Teacher (grades K-4): Keiko Nagasawa Breese 970-222-6347

principal@fchristianschool.com/ keikonagasawa821@gmail.com

Teacher (Grades 5-8): Dennis Breese 970-222-3450 drbreese@hughes.net

Teacher (Preschool/Pre-K): Jessica Reeder 970-481-7593 j.reeder@fchristianschool.com

School Treasurer: Sam Peterson 970-290-1503 sampeterson0077@gmail.com

School Board Chair: Devon Osbourne 909-907-2581 schoolboard@fchristianschool.com

Fort Collins SDA Church Pastor: Daniel Birai: 720-355-4536 pastor@fcsda.com

Home and School Leader: Leide Dos Santos 601-347-3143 leidermb@gmail.com

OUR MISSION

It is our purpose to provide a safe Christ-centered learning environment to empower students to become respectful and responsible individuals with a lifelong desire to learn.

OUR VISION

It is the harmonious development of the physical, mental, and spiritual powers of the individual student through Christ-centered instruction. It is the preparation for successful citizenship in this world and the world to come. It is to instill the joy of unselfish service for others in the child.

OUR GOAL

Our goal is to teach our students about a lifelong personal relationship with Jesus Christ, and also to challenge, support and care for our students as they develop into respectful, responsible, and caring individual with a lifelong desire to learn.

OUR CORE VALUES – CHERISH

Fort Collins Christian School is a Core Value school. We have implemented the **CHERISH** Core Values as a way to educate and reinforce the values that are important to us. We CHERISH our students, and the students are given the opportunity to acknowledge classmates who show these core values.

“To acquire wisdom is to love oneself: people who **CHERISH** understanding will prosper.”
Proverbs 19:8

1. **Christ-centered Living: Reflecting God’s character in attitudes and actions.** “You come to Him as loving stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ.” 1 Peter 2:5 (God’s Word Translation)
2. **Honor: Showing value, dignity, and high respect for people and property.** “Honor everyone. Love brotherhood. Fear God.” 1 Peter 2:17 (Holman Christian Standard Bible)
3. **Exploration: Discovering new information to gain a deep understanding of God and His creation.** “For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see His invisible qualities – His eternal power and divine nature.” Roman 1:20 (New Living Translation)
4. **Responsibility: Following directions, completing tasks, and taking ownership of choices, words, and actions.** “In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master.” Colossians 3:23 (Easy to Read Version)
5. **Integrity: Being truthful, fair, and deserving of the trust of others and encourage them to tell the truth.** “Even you people are known by their actions, whether their conduct is pure and upright.” Proverbs 20:11(CEB)
6. **Service: Working for the benefit of others.** “Use your freedom to serve one another in love.” Galatians 5:13
7. **Heroism: Making decisions that align with convictions and beliefs, even if it means standing alone.** “Have I not command you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go.” Joshua 1:9 (NIV)

ACADEMICS AND CURRICULUM

Fort Collins Christian School has a high academic standard to ensure each child strives. We believe that God created each child special and unique, and all children learn at different rates. Our dedicated teachers nurture independent thinking, respect various learning styles, and honor your child’s abilities, in a safe and secure environment. At our school, each student is constantly evaluated, challenged, and encouraged to perform to his or her highest God-given potential.

We specialize in creating experiences that promote a lifelong love of learning, in classrooms limited in size in order to maintain a low student/teacher ratio (about 10:1), allowing us to meet the needs of our students through a lot of individualized instructions. Our teachers know each of our students very well and are able to help them achieve academic and personal excellence. Our multi-grade/multi-age classes gives our students the opportunity to learn from one other and to encourage and help other children as well. Learners become teachers at our school.

Our values-driven curriculum provides a solid foundation through Bible, language arts (including reading, writing, English, spelling and handwriting), mathematics, computer education, science, social studies/history, health and physical education, to challenge each student to fulfill his or her potential. The education is enhanced by a world of opportunities including music, art, weekly chapels, foreign languages, STEAM (Science/Technology/ Engineering /Art/Math) classes, field trips, community service, and guest speakers.

The Fort Collins Christian School is a part of the Mid-America Union of Seventh-day Adventist educational system. This system receives guidelines from the North America Division of the Seventh-day Adventist Education Department. The teachers at FCCS use the guidelines provided by the North American Division Office of Education to tailor a program which meets the needs of each student in the classroom.

As a private school, Fort Collins Christian School complies with the Individuals with Disabilities Education Act (IDEA) through collaboration with the Poudre School District. For more information on IDEA and how it applies in private schools, please visit <https://sites.ed.gov/idea/>.

Administrators and teachers are dedicated to the principle of respect for the uniqueness and worth of each individual and to the presentation of the truth about God. Christ-centered materials, methods, and content are flexibly designed and executed in an effort to promote the divergent, specialized potential of every learner.

ACADEMIC PLACEMENT

Appropriate academic placement of the learner is a fundamental principal of education. The following factors are to be considered in grade and level placement.

1. Each student may be tested for readiness or level placement
2. Chronological age
3. Emotional, physical, and social development
4. Scholastic achievement as determined by:
 - a. Standard achievement test scores.
 - b. Teacher observation of the student's ability to reason and express ideas logically.
 - c. Teacher evaluation of academic progress.
5. Prior school performance as evidenced by cumulative records, report cards, and conversations with personnel at the previous school attended. In the event that such documentation is inaccessible, assessment tools will be administered to assist in placement.
6. Grade placement may be re-evaluated resulting from student's performance and testing and by administrative recommendation with approval from the Rocky Mountain Conference Office of Education.

ADMISSION POLICY

It is the policy of Fort Collins Christian School to admit students of any race to all the rights, privileges, programs, and activities generally accorded to a student at the school, and to make no discrimination on the basis of race, color, gender, handicap, ethnic background, or national origin in administration of the educational policies, application for admission, scholarship or loan programs, and extracurricular programs. It is also a policy of the school to observe state laws applicable to education so long as they do not conflict with the beliefs of the Seventh-day Adventist Church.

Enrollment at Fort Collins Christian School is a privilege, not a right. In order to safeguard the scholastic, spiritual, and moral atmosphere, the school reserves the right to refuse admittance of any student whose presence is deemed detrimental. Furthermore, upon registering, parents or guardians will be given a copy of the School Policies and Procedures, and are asked to read them, and agree to follow and accept them by signing the policies and procedure document. Fort Collins Christian School reserves the right to add, change, or modify the information and policies in this handbook at any time. If such a change occurs, parents will be notified and provided with a copy of the revised handbook.

ADMISSION REQUIREMENTS

1. **Application:** Submit a completed application form.
2. **Age for Kindergarten and First Grade:** In accordance with Mid-America Union Conference policy, a student must be at least five years old by September 15 of that year to enter Kindergarten and six years old by September 15 of that year to enter the first grade. It is strongly recommended that parent consider the advantage of waiting until the child is seven years old to begin the first grade, however, readiness is a basic factor in accepting a child into the formal school program. Readiness varies with children and needs to be given individual attention by parents/guardians and by the school administrator.
3. **Birth Certificate:** All the transfer/new students are required to present a copy of their birth certificate. A copy will be made and kept on file with student records.
4. **Medical Examination:** A medical examination, which includes eye examination, is required for all the new students entering the program, as well as all the students entering the first and seventh grade.
5. **Immunization Records:** Parents are required to provide proof of current immunization according to Colorado State Law at the time of registration. Parents who have chosen not to immunize their children must complete an immunization exemption form, which can be obtained online at <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>, or from the FCCS staff.
6. **Transfer Students:**
Students transferring from another school must present current transcripts from the last school attended. Students must have and maintain a “C” average.
Students transferring after school has begun are required to spend on full day visiting FCCS before admittance.
7. **Registration Fee and Tuition:** Satisfactory financial arrangements must be made and the registration fee and first month’s tuition must be paid at the time of registration.

No student will be admitted whose account from the previous school year or from a former school has not been paid in full. Any request for exception will be considered on an individual basis by the School Board.

8. **Completion of all Necessary Forms in the Application Packet:** All forms in the application packet must be filled and all medical documentation (including the birth certificate) provided and approved by FCCS staff before a child may begin attending school. These documents include:
- Enrollment Application Form
 - Financial Agreement Form
 - Schedule of Fees and Tuition Form
 - Emergency Information & Consent to Treatment Form
 - Child Pick-up Information Form
 - Activities and Transportation Consent Form
 - Image Release Form
 - Student Reference Form
 - Medical/Physical Examination Form
 - Acceptable Use Policy for Electronic Devices and Networking Resources
 - Copy of immunization records from the doctor's office or a completed Immunization Exemption Form
 - Copy of the child's birth certificate

FCCS staff is happy to assist you with any questions you may have regarding any of these forms or records.

9. **Probation:** All students are accepted on scholastic and behavioral probation until the end of the first quarter. A review of the student's progress will be done by the School Board at the end of that period.
10. **Formal Admission:** Final action for formal admission of all applications are subject to acceptance by the School Board. Conditional acceptance may be made by the Principal subject to action by the School Board.

The Fort Collins Christian School has been established to offer quality Christian education to "mainstream" students. We do not have the staff, the facilities, or the financial resources to meet the needs of students who are on the extreme ends of the developmental spectrum, either the scholastically challenged, or those with special learning or behavioral needs.

ATTENDANCE

Regular school attendance is one of the most important components of a child's scholastic success. Students who learn at an early age to attend school regularly establish lifelong patterns of attendance that will enhance both their educational and job careers. When students are absent, they miss the essential concepts and experience which provide the foundation for learning. The learning experience cannot be made up. Regular school attendance is vital to student success. Students who attend class regularly do perform better in class.

Regular and punctual attendance at all school sessions and other functions is expected. Excessive tardiness and absence imperil student achievement and disrupt the continuity of the lessons and programs.

According to the Mid-America Union Conference policy, absences are excused only for illness, medical appointments, or a death in the immediate family. A written excuse signed by a parent/guardian or doctor will be required before attendance records can be adjusted.

Parents should notify the school before 8:00 a.m. on the morning of the child's absence.

BAPTISMAL CLASS

The Pastor offers a baptismal class to any students in grades 5-8 who wishes to be instructed in the beliefs of the Seventh-day Adventist Church. This class is preparation for baptism and inclusion into membership of the Church.

CHILD ABUSE

Staff members who have reasonable cause to view or suspect that a child has been subjected to abuse or neglect will immediately report such facts to the Department of Social Service Division of Childcare. Staff are not required to notify parents in the event the Department of Social Service has been notified. Investigators from the Department of Social Service shall be given the right to interview staff and children and to obtain names, addresses, and telephone numbers of parents of children enrolled.

CLOSINGS/SNOW DAYS

In case of weather-related, safety concerns, or other closures, please remember that we follow Poudre School District's (PDS) school closure schedule. When they cancel, we cancel, and if they start late, we start late (at the same time). Please check your PDS District website, TV or online news. Occasionally, we may feel the need to make a decision which is separate from PDS in order to best care for our students. In any time when we close our school, we will contact parents by calling, emailing, and texting.

CODE OF CONDUCT

1. **Academic Integrity:** Students are expected to submit their own work. Students involved in cheating, fabrication, deception, abuse of academic materials, or electronic dishonesty, are subject to a failing grade for that assignment and further disciplinary action as deemed appropriate for the incident. Lying, deceiving, fraud, and any other act of dishonesty, or continued violation of any school regulation is prohibited.
2. **Disrespect:** Students are expected to respect the authority of teachers, substitute teachers, teacher's aids, staff, and administrators. Parents, volunteers, visitors, or guests of Fort Collins Christian School shall be afforded the same respect by the students and staff. Students are also expected to show respect for their fellow students and for other's property.
3. **Harassment and Bullying:** All students have the right to respectful and fair treatment from other students. Harassment, intimidation, or any other offensive behavior will not be tolerated. Harassment, intimidation, and offensive conduct shall include, but shall not be limited to jokes, gestures, writing, or any physical conduct or interference. Included within this prohibition is harassment, intimidation, or offensive conduct which is or can

be interpreted to be of a sexual nature. Harassment, intimidation, and any other offensive behavior will be subject to discipline including suspension or expulsion.

4. **Possession of Alcohol and Drugs:** Possession and/or use of tobacco, alcoholic beverages, unauthorized drugs/medications, narcotics, inhalants, or objects/devices that induce a “high” will result in immediate expulsion from school.
5. **Possession of Pornographic Materials:** Possession of pornographic materials, which can include but are not limited to magazines, pictures, photos, posters, videos, etc. will result in immediate expulsion from school.
6. **Weapons and Gang Activity:** The use, possession, sale, or furnishing of any weapon, knife (including pocket knife), razor blades, firearms, explosives, fireworks or other dangerous devices and weapons that can inflict serious wounds will result in immediate expulsion from school. Participation in gang activity including, but not limited to, possessing or displaying gang-related clothing, symbols, literature, paraphernalia, graffiti, or materials is prohibited.
7. **Theft and Intentional Destruction:** Students are expected to respect the property of the school, other students, faculty and staff. Any student who defaces, destroys, or takes without permission the property of others will be held financially responsible for reparation in addition to disciplinary consequences deemed necessary by the administration. Intentional destruction of school, church, or personal property is serious and can result in immediate suspension or expulsion.
8. **Major Disruption:** Students should respect the teacher and their fellow students and not disrupt the teacher or interfere with instruction in the classroom. Students who fail to respect a teacher and cause a disruption in the classroom will be referred to the principal for discipline.
9. **Language:** The use of profane, obscene, or suggestive language, whether spoken, written, or gestured is unacceptable. The possession of materials containing such language is also prohibited.
10. **Fighting/Physical Contact/Roughhousing:** Fighting or striking another student is an unacceptable means for settling a dispute. Physical aggression or aggressive confrontation, whether or not physical contact occurred, is not permitted and will be referred immediately to administration. Roughhousing may result in injury and should be avoided.
11. **Other Reasons for Suspension and Dismissal:** Lying, deceiving, fraud, or any other act of dishonesty, continued violation of any school regulations, insubordination to school personnel, leaving school property without permission, entering or leaving the school by any means other than the regular entrance is not permitted.

COMMUNICATION

Communication between parents and teachers/school is a vital part of a child’s education.

1. **Newsletter:** A monthly newsletter will be emailed to parents once or twice per month. This newsletter will serve to inform parents/guardians of what is happening in our classrooms and school. A physical copy of this newsletter is available at the sign-in communication station in the classroom.
2. **Social Media:** The sites are School Website (www.fcchristianschool.com) and Facebook (<https://www.facebook.com/Fort-Collins-Christian-School-1758817827752632/>)

3. **Sign-in and Sign-out Daily:** Parents and guardians are encouraged to sign in and out daily in the log book located at the sign-in communication station in the hallway.
4. **Event Posting:** Upcoming events, activities and reminders will be posted at the sign in communication station in the hallway and on the bulletin board in the lobby.
5. **Jupiter Ed:** Parents will be provided with instructions on accessing their students' grades on Jupiter Ed (<https://login.jupitersed.com/login/index.php>.) The teachers will keep the students' grades updated on a regular basis (weekly basis).
6. **Parent/Student/Teacher Conferences:** Official conferences are scheduled twice a year (after the first and third quarters). This is a special time for teachers to provide parents with detailed, meaningful insight on their child's development. Further discussion may be required and can be scheduled as appropriate.
7. **Communication with Teachers:** Parents are encouraged to communicate with a teacher regarding their child's progress or other concerns and questions. Conferences with a teacher should be arranged outside of class time, preferably before or after school.

CONFLICT RESOLUTION

The FCCS School Board encourages each parent to cooperate fully with the Board and Staff to help fulfill its objectives for a Christian education.

If problems or conflicts arise concerning students, parents, and teachers, the following procedures should be followed.

1. The parent should talk with the teacher about the problem and try to resolve it.
2. If the problem is not resolved, then the parent should request a meeting with the teacher, parent, and Director.
3. If the problem is still not resolved, then the School Board Chairperson should be included in the next meeting.
4. If there is still no resolution, the problem should be presented to the School Board for mediation.
5. Finally, if the parent is not satisfied with School Board's solution, then the parent may contact the Superintendent of Education at the Rocky Mountain Conference of Seventh-day Adventists.

CONFIDENTIALITY

In today's world, identity theft is rampant, and as such, we strive to keep information about children confidential in the school setting. We will not share information about your child with any other parent, and we request that you not ask for information about other children at the school.

DRESS CODE

It is Fort Collins Christian School's desire to project a positive, professional image on campus and in the community. The principles that guide our dress code are consistent with our standards of educational excellence and are meant to encourage modesty and simplicity.

Reasons for the Policy:

- We believe that the dress of an individual says a lot about the individual and the organization with which they are associated. Our dress code can be a constant reminder of the special nature of a private school and can help foster an important group consciousness important in a society emphasizing only personal individuality.
- The unified dress code/uniform creates a positive learning environment and also removes many of the distractions caused by name brands, different styles, and other apparel related issues. It allows students to focus on their academics and the main reason for our school - sound, quality education.
- An atmosphere of professionalism and dignity can be encouraged with a unified dress code, and students can learn to appreciate the identification and the privilege of wearing a uniform representing Fort Collins Christian School.

SHIRTS

- Long or short sleeved, collared, plain polo shirts must be a solid color: any colors. Any vendor and any fabric are acceptable, but no designs, emblems, insignias, or logos are permitted.
- A school-provided burgundy polo shirt with the school logo (with khaki pants) will be the official uniform, and will be worn at special occasions: school group pictures, yearbook individual pictures, visitation days, and field trips, such as visiting nursing homes, etc.
- A long sleeve T-shirt worn under the polo may be any solid color.
- All sweaters or fleece must be a solid color.
- School-provided T-shirts with the school logo will be worn on some field trips, such as track and field days, the corn maze visit, and outdoor activity days.
- *We have a school T-shirt day on Wednesdays.*

BOTTOMS

- Pants, shorts, skorts, skirts, or jumpers, etc. must be khaki, gray, navy blue or black (any fabric). Skirts, jumpers, shorts, and skorts should be no shorter than two inches above the top of the knee. Girls need to wear shorts or tights under skirts or jumpers.
- Jeans can be worn with the school T-shirt.
- You can use gym shorts and bicycle shorts for PE.

FOOTWEAR

- All footwear must have closed toes. No flip-flops or beach sandals.
- Socks are required unless wearing strapped sandals.
- **Non-marking sole gym shoes** are required for recesses in the gym and PE. Students can keep their gym shoes in their lockers.

HATS & SUNGLASSES: No hats/caps/hoods/sunglasses may be worn inside the school building.

COSMETICS/HAIR COLOR: If worn, make-up and nail polish should be natural in appearance. Hair color should not be an unnatural color.

ATTIRE NOT ACCEPTABLE AT ANY TIME:

- Any clothing not covering the midriff.
- At no time should undergarments be exposed.

- Sagging and baggy pants are not acceptable. Pants shall be worn securely at the waist.
- Skin Tight form fitting clothing.
- Tops with low necklines: there should not be any cleavage showing.
- Visible tattoos and similar body painting(s) are prohibited or must be covered at all times.
- No ripped, torn, or frayed clothing.

EMERGENCY DRILLS AND EVACUATIONS

Fort Collins Christian School has a Disaster Alert Plan which covers, among other scenarios, fire, tornado, and intruders. Campus wide drills are held regularly. The principal will set up periodic drills and will maintain a record of each drill.

The principal will ensure that all applicable safety standards are met and maintained. We will have periodical facility reviews with the Fort Collins Fire Department and Larimer County Health Department. All deficiencies noted in the review will be immediately brought to the attention of the principal.

Should the building require emergency evacuation, the staff-child ratio will be maintained and children will be evacuated to a nearby location. Each staff member responsible for a group of children will carry emergency contact information with them to the evacuation site.

Parents/guardians will be contacted by telephone, text, and/or email as to the location of their child. Depending on the circumstances, parents/guardians may be requested to pick up their children, or to arrange for the emergency contact person to pick up their child.

DISCIPLINE

Discipline, when needed, is designed not merely as punishment, but as a means of helping the student toward a more meaningful acceptance of Christian rules of conduct as outlined in the Bible and Church standards.

In order to maintain an optimum environment for learning, it is necessary to maintain orderly conduct at all times. Respect for authority is the foundation for good discipline. The students must understand that while they are at school or any of its functions, the faculty has the responsibility to supervise their behavior. Parents are asked to help the students understand this need for orderly conduct.

It is the desire of the teachers and the School Board to encourage by words and example the willing acceptance of school standards. When a student disregards these standards, the following general disciplinary procedures will normally be followed.

1. Verbal counsel and admonition through conferences either in person or by phone at all or several of the following levels:
 - a. Teacher-Student
 - b. Teacher-Parent
 - c. Teacher-Student-Parent
2. Notice of citizenship irregularity sent to the parents.
3. A written statement sent to the parents expressing various concerns about the trend of the student's program.

4. Probation for a limited time to give the student opportunity to change the trend of his/her experience or to show that the major citizenship problem was an out-of-character incident.
5. Suspension by the School Board for a period of time. The parent of the suspended student will be notified in writing as to the reason for the suspension and then contacted by telephone to discuss the issue. If the student and his/her parents desire the student to continue in school, they may request reinstatement and indicated how the student plans to conduct himself/herself differently in the future from the circumstances which led to his/her suspension. The School Board will then determine if the student should continue in school at FCCS and, if so, under what conditions.
6. Termination at the end of the semester by action of the School Board, with permission to complete courses in progress, provided the student's program is acceptable during the interim.
7. Immediate termination and withdrawal from the school by action of the School Board because of a trend of citizenship irregularities or a major citizenship problem.

Student's behavior that is not in compliance with school guidelines will initially be handled by the teacher by issuing a "Citizenship Progress Report" which notes the behavior problem. A copy of this report will be sent to the parents.

FIELD TRIPS

Occasional field trips, class trips, and performing groups will necessitate students being off campus for the day. There will be adequate notification of scheduled field trips with a permission slip outlining the details of the field trip. All young children must be secured in a child restraint system that is appropriate for the age and development of that child. The child restraint must conform to all applicable Federal Motor Vehicle Safety Standards and Colorado Child Passenger Safety Laws.

All school and classroom policies/rules are in force during any off-campus outing. In addition, rules and regulations specific to the event or activities may be introduced. Also, certain points of interest (museum, zoo, etc.) will have rules of conduct. It is expected that these rules be obeyed. Any violation of rules where FCCS is a guest will be dealt with according to the policies of the host and local authorities where appropriate, as well as by FCCS.

Field trips, though part of the lesson plan for the class, are considered a privilege, not a right. Students with poor attendance, poor grades, or inappropriate behavior may be excluded from trips, even if the trip is part of the curriculum for a class. Students who behave inappropriately on school trips will receive disciplinary action by the administrator upon returning to school.

FINACIAL INFORMATION

Fort Collins Christian School makes every effort to keep the school tuition and fees as low as is consistent with good business management. The total cost of establishing and operating the school is not covered by tuition charges. Members of the church who support the school invest a large amount of time and money yearly in order to equip and maintain it properly.

Because our school is generously supported by our church and private donations, we can offer affordable tuition rates, without compromising standards, quality or excellence. In addition, we strive to offer financial aid, discounts, and scholarships as much as possible.

Fort Collins Christian School is supported by three sources:

- Subsidies from the Fort Collins Seventh-day Adventist Church
- Subsidies from the Rocky Mountain Conference of Seventh-day Adventists
- Tuition Payment

Parents of students accepted for admission to FCCS are responsible for full payment of fees and tuition. Regular payments are made directly to the school Treasurer. Parents who are unable to pay the full tuition and fees are advised to counsel with the School Board for financial assistance.

Satisfactory financial arrangement must be made with the Finance Committee on past due accounts at or prior to the time of registration before a child is accepted for a new school year.

A \$340 Registration Fee for each child is required. This is for book rental, supply fees and insurance and is non-refundable. The registration fee is due with the first month's tuition at the time of registration. The annual tuition is pro-rated over a ten-month period (August through May.)

Students who enter late or who are absent but make up back work and receive full credit will be charged full tuition. No refunds are granted during vacation periods. Less than a full year's tuition will be prorated, based on a ten-month pay schedule.

1. Tuition is due on the first day of each month. A full month of tuition is required of any portion of the month attended. A monthly statement will be sent around the 20th day of the prior month. For example, the statement for October will be sent around the 20th of September along with a receipt for September's payment.
2. Tuition is due the first day of each month, but there is a 15-day grace period. If tuition is not received by the 15th of the month, the parent will receive a letter requesting a written plan for paying the balance in full as soon as possible.
 - a) It is the parent's responsibility to make special financial arrangements.
 - b) A \$10 late charge will be added to each account not paid by the 15th.
3. If payment in full is not received by the 30th of the month and acceptable arrangements are not made, parents receiving financial aid will lose the financial aid for that month. For example, if the October payment is not received by October 30th, the parent will lose financial aid for October and will owe the entire balance, including the \$10 late fee.
4. If payment is not received by the 30th of the next month (if the balance is 60 days overdue), parents/guardians need to make payment or acceptable arrangements for continued enrollment of their child(ren). This applies to any students, whether or not he or she receives financial aid.
5. It is the parent's responsibility to make payment arrangements for an overdue balance. Unless acceptable arrangements are made, the Financial Committee and the School Board will enforce the above policies.
6. The family account must be paid in full at the end of the school year or at the time of withdrawal before 1) grade reports are released, 2) the student registers for another school year, 3) student records will be released to another school, or 4) diplomas are released.

FOOD AND DRINK

It is a proven fact that students function much better if they eat healthful, nutritious meals. A good breakfast will help students get off to a good day at school and a good lunch will keep them going through the day. Please make sure your child eats breakfast and brings a lunch to school.

Also, please send some healthy snack they can eat during the day if they are hungry.

Excessive sweets are discouraged and caffeinated beverages are not allowed. Students will not be allowed to leave the premises to buy food or eat lunch unless special arrangements have been made.

GRADE REPORT/ACADEMIC ACHIEVEMENT

Grade reports are given at the end of every quarter or four times a year. Midterm reports are also given to help parents keep track of student progress. Parents will be provided with instructions on accessing their students' grades on Jupiter Ed. The teachers will keep the students' grades updated on a regular basis (weekly basis).

HOME AND SCHOOL ASSOCIATION

The Home and School Association connects parents to the school. All parents of school children are members of this organization. Activities and programs organized by the HAS benefit the students, parents, and school. All parents, as well as church members are welcome and encouraged to attend all Home and School meetings and programs.

HOURS OF OPERATION

Kindergarten: Monday – Thursday 8:00 a.m. – 3:00 p.m./4:00 p.m. (Friday 8:00 a.m. – noon is optional.)

Grades 1-8: Monday – Thursday 8:00 a.m. – 4:00 p.m.

Parents who desire to drop off their children before 8:00 a.m. can make arrangements with the principal. Morning supervision begins at 7:45 a.m. If parents would like to bring their child at 7:30 a.m., this is covered under the Early Arrival Policy. We have a staff meeting on Tuesday mornings, so please do not bring your child before 7:45 a.m. on Tuesday unless a special arrangement is made beforehand.

The Before and After School Care is available with an extra charge (\$5 per hour). If parents would like to bring their child to school before 7:30 a.m., they will be charged \$5 per hour for the before-school care unless a special arrangement is made beforehand. If the child is not picked up after 15 minutes (grace period) from the end of the program, the parents/guardians are charged \$5 per hour for the after-school care unless a special arrangement is made beforehand.

Please refer to the School Calendar 2019-2020 for holidays, vacations, and breaks.

ILLNESS, INJURIES, AND EMERGENCY CONTACT

All children experience childhood illnesses which may at times be contagious. In our quest to stop germs from spreading, we request that parents safeguard their child and others by keeping children at home if signs of illness are present. Illnesses requiring a child to stay at home include, but are not limited to, fever 100.4°F or higher, diarrhea, vomiting, inflammation of the eyes, rash, head lice, sore throat, herpes (mouth sores) that are oozing, impetigo, scabies, constant runny nose, severe coughing, extreme sleepiness, ear pain, vaccine-preventable diseases, or suspected

contagious illnesses (such as chicken pox, mumps, influenza, “stomach virus,” etc.). Children may not attend classes until they have fully recovered. In the case of fever, diarrhea, or vomiting, children may not attend until symptom free without medication for a minimum of 24 hours prior to returning to school.

If a child becomes ill or is injured at school, immediate action will be taken to ensure the student’s safety and wellbeing. If a child received a minor injury (i.e. scrapes, etc.) while at school, the teacher or staff member will administer first aid in the form of water, soap, bandage, or ice pack. Children at school with fever, diarrhea, or vomiting will be sent home and may not return before 24 hours of being symptom free. A doctor’s note stating that the child is well enough to return to school may be required. Parents of children who become ill at school will be contacted and requested to pick up their children as soon as is possible. The emergency contact on file will be called if parents cannot be reached. *Please keep emergency contacts current.*

Please notify the school if your child is diagnosed with or exposed to an infectious disease. Notice will be posted if exposure to an unusual infectious disease occurs at the school.

In the case of a severe emergency, 911 will be notified first, followed by the notification of parents or guardians. An emergency release must be signed by the parent/guardian in order to authorize staff to take appropriate steps on behalf of the child.

IMMUNIZATION RECORDS

Colorado law requires every child to have a medical/physical examination form signed by an approved health official. This examination may not have taken place more than 6 months prior to, nor more than 30 days after the child’s first day of attendance after the child’s first day of attendance. Yearly physicals will be required for every child under the age of seven. An immunization document with the dates of all shots is also required.

If you have chosen to refrain from vaccinating your child, an immunization exemption form must be completed yearly (see Admission Requirement #5). If you have chosen to refrain from vaccinating your child, there may be times when a certain illness is present at school, and school personnel, with the input of the school health consultant, may deem it safest for your child to stay home as opposed to being exposed to the illness at school. In such cases, the child must remain at home until the threat of illness has passed. We cannot reimburse the fees for those days missed, and are not able to provide make-up days.

Per state law, children may not attend school until immunization records are received, and if the medical/physical examination form is not properly filled out within 30 days of the child’s first day of attendance, the child will be excluded from school until the form is properly completed and received by the staff.

INSURANCE

Each student is covered by an accidental policy which covers a portion of medical bills incurred as a result of accidents at school. Insurance coverage begins one hour before school starts and ends one hour after school ends. Students who have accidents while at school must report them immediately to their teacher. Specifics about the costs and coverage limits are explained in a brochure available at the school office.

ITEMS TO BE LEFT AT HOME

The following items are not to be brought to school without permission from a teacher. Gum, cell phone, i-pad/tablet, CD player, electronic games, beepers, cameras, laser pointers, personal music, romance novels, magazines, posters, pets, skateboards, matches, lighters, candles, fireworks, pocket knives, all Harry Potter products, or any product that promotes violence or behavior that is not consistent with Christian principles.

LOCKERS AND BACKPACKS

Areas used for students to store their books and belongings (such as desks, cubbies, and lockers) are school property and may be searched by administrators at any time. Any materials that are used to decorate a school locker must be able to be easily removed at the end of the school year. Backpacks and bags are for the storage and transport of school related items and personal effects. The administration reserves the right to track items removed from unattended backpacks and bags, students are encouraged to leave items of value, such as large sums of money, expensive watches, and electronics at home. The school is not responsible for items of value misplaced by students during the day, after-school activities, on field-trips or other off-campus activities.

MEDIA RELEASE/PARTICIPATION POLICY

FCCS utilizes many media and advertising platforms to promote our school. One of the forms in the application packet is a media release. This form indicates that the school may use the child's image on promotional materials, such as flyers, as well as in social media posts (including, but not limited to Facebook, Instagram, and school and church websites.) Additionally, the form indicates that any school activity or performance may be videotaped and live streamed on social media, or posted on social media after it is over. Parents may decline to give permission for their child's image to be used, however, this may mean that the child's participation in the event may need to be altered. We do not wish to exclude any child: however, social media is a way of life in our world today, and it is one of our best tools for promoting our school. FCCS staff will be happy to work with families who wish to decline permission for their child's image to appear on social media to find ways to have the children involved in activities and performances as much as possible, while still sharing the event on social media. These alternations will be handled on a case-by-case basis. FCCS is not responsible for other people at an event (including families of other students) recording or taking pictures and posting them on social media.

MEDICATION ADMINISTRATION

All prescription and non-prescription medication given in the school setting requires written authorization from a health care provider, as well as parental written consent. The medication authorization forms are available from the principal. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration, route of medication, and the time the medication needs to be given. All medication must be brought in the original labeled container with prescription number, name of medication, date filled, name of physician, child's name, and directions for dosage. It is essential that a medication measuring spoon or other device be sent with the child's medication to ensure proper dosage.

Pursuant to and in compliance with the Colorado Nurse Practice Act section 12-38-103(10), the staff involved in medication administration received special training and is supervised by our

School Nurse Consultant. Our staff are not authorized to determine when an “as needed” medication is to be administered. Administration of “as needed” medication will be determined in collaboration with the consulting registered nurse, who will write and maintain a care plan for that child.

An individualized health care plan must be updated every 12 months from the date of the initial plan and as changes occur. The plan must include all information needed to care for the child, must be signed by the health care provider, and must include but is not limited to the following:

- Medication schedule
- Nutrition and feeding instructions
- Medical equipment or adaptive devices, including instructions
- Medical emergency instructions
- Toileting and personal hygiene instructions
- Behavioral interventions
- Medical procedure and intervention orders

All medications are stored in a locked cabinet that is inaccessible to students and kept under the conditions directed by the health care provider or pharmacist.

MULTI-GRADE/ MULTI-AGE CLASSES

Our school has three multi-age and multi-grade classes: Preschool and Pre-K (ages 3-6), and Grades K-4 (ages 5-10) and Grades 5-8 (ages 10-14). This classroom setting also provides our students with peer leadership opportunities, and helps them learn to value individual differences, care for others, and how to learn and grow together in community learning arrangements. This gives our students the opportunity for learn from each other and to encourage and help other students as well. Learners become teachers at our school.

PARENTAL CUSTODY

It is the policy of Fort Collins Christian School not to become involved in custody disputes. FCCS will only recognize court orders which specifically say that a father or mother is not allowed to pick up the child/ children from school. The school will honor that order and not release the child/children to the parent who has been prohibited from picking up the child at school.

At no time will either parent be denied access to a conference with the child’s teacher regarding the progress of the student. Either parent may have access to the cumulative records of the student regardless of custody. If one of the parents of a student wishes to deny the other parent access to the student’s teacher or records, then they must provide the school with a copy of the court decree denying the non-custodial parent such access.

PICK UP AND PICK-UP AUTHORIZATION

1. Parents/guardians must provide the school with a list of all adults who have permission to pick up their child(ren).
2. Only authorized adults will be allowed to pick up children. In an emergency, the child may also be released to an adult for whom the child’s parent or guardian has given verbal

authorization. Proper identification of an authorized adult for pick-up will be required before the release of the children.

3. In the event of an unauthorized adult pick-up, parents/guardians will be called. If staff are unable to reach the parents, the child will remain in the care of the school.
4. A grace period of 15 minutes is provided for the parents to pick up their children. Children that are not picked up at the end of the grace period will stay- in the classroom until their parents come.
5. If the parent/guardian does not pick up the child within 15 minutes after the end of the program, we will contact them. If we are not able to reach them, we will contact the person(s) on the emergency contact list or child pick-up list to ask them to come to pick up the child.
6. If the child is not picked up after 15 minutes from the end of the program, the parents/guardians are charged \$5 per hour for the after-school care unless a special arrangement is made beforehand.
7. If the child is not picked up at all at the end of the program, we will contact social services.

RESPONSIBILITIES OF STUDENTS

Fort Collins Christian School is concerned with all aspects of Christian living – personal devotions, health, conduct, dress, recreation, entertainment, and social relationships. Students are encouraged to develop/demonstrate their character in accordance with our core values. Students who present themselves for admission to FCCS pledge in writing to conform to all school standards of conduct and dress and to adhere to school policies and regulations.

RESPONSIBILITIES OF PARENTS

1. Guide the child from the earliest years in the development of socially acceptable standards of behavior, in treating others with love and respect, exercising self-control, in being honest and accountable for his/her actions.
2. Uphold in the home the Christian ideals (School Core Values) taught at school.
3. Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn. Take an interest in the child's progress.
4. Recognize that criticism bruises the spirit and erodes motivation and that the child needs much encouragement to succeed in life.
5. Discuss with the child the home and school rules/discipline plan. Encourage and guide your child to solve their problems and help them to make good choices, and establish the consequences resulting from violation of those rules.
6. Be sure the child's attendance at school is regular and punctual.
7. Keep students home who show signs of communicable diseases. Parents should notify the school before 8:00 a.m. on the morning of the child's absence.
8. Sign the child in and out daily. You can talk to the teacher in the morning or after school when you sign in and out. We post upcoming events and activities and reminders on the bulletin board above the sign in/sign out table between lockers in the hallway, so you always know what is happening at the school.

9. Read the school newsletter carefully, so you know what is happening in the classrooms or the school. We email all the parents the newsletter once or twice a month.
10. Encourage the child to be responsible for his/her personal appearance and hygiene and comply with the dress code of the school.
11. Be aware of the need of good health habits for yourself and child(ren).
12. Discuss criticisms of the school with the Teacher/Principal rather than with your child(ren). Always uphold the school and teachers in the presence of the children.
13. Actively participate in the school activities and the Home and School organization since learning is a cooperative effort of the child, teacher, and parents.
14. Meet financial obligations of the school promptly.

RESPONSIBILITIES OF TEACHERS AND STAFF

1. To bring Christ into every class and encourage students in the pursuit of spiritual growth.
2. Incorporate CHERICH Core Values in the curriculum.
3. If you need to leave the students, make sure that a staff aide or volunteer supervises the students.
4. Make sure all the students are safe and comfortable. Take them to the gym when we have excessively hot or cold weather for recesses and physical activities.
5. When we are outside in the hot weather, take the students in the shade and have them drink enough water.
6. Maintain acceptable academic records, inform parents regarding school events/activities and student achievement and behavior, be willing to consult with students or parents whenever necessary if there is a possibility of a low or failing grade or other problems.
7. Be alert to changing patterns in student behavior and promptly refer special help for any student who seems to be in need of such assistance.
8. Explain items in the School Policy, Rules and Procedures, which relate to students and require their observance.
9. Establish classroom rules and standards and enforce them with love and respect.
10. Be firm, fair, and consistent in enforcing school and classroom rules.
11. Follow the school discipline plan when the child misbehaves and has problems.
12. Recognize that some disciplinary problems are related to student's academic frustrations and interpersonal relationships.
13. Handle individual infractions privately.
14. Check the parent's sign in/sign out sheet, record the attendance of the students daily. Make sure that all the students are picked up before closing the school at the end of the day.
15. All teachers and staff have training on child abuse and know how to report child abuse.

RESPONSIBILITIES OF THE PRINCIPAL

1. Give priority attention to fostering a strong spiritual atmosphere in the school.
2. Make sure that the Christian ideals (our CHERICH Core Values) are taught and practiced in the school.

3. Create within the school the best learning situation possible by developing an atmosphere of mutual respect with the school staff.
4. Understand that excellence is achieved through a cooperative venture of expecting the best, sprinkled liberally with praise and encouragement.
5. Work with the staff, School Board, and Rocky Mountain Conference Office of Education in formulating educational policies and guidelines and familiarizing parents and students with them.
6. Be firm, fair, honest, and consistent in all decisions affecting student, parents, and staff.
7. Demonstrate, by work and personal example, Christian Core Values, respect for law and order, self-discipline, and genuine concern for persons coming under administrative authority.
8. Assume the responsibility to see that the school policies are enforced and ensure that all discipline cases that are referred, are resolved promptly, and that the person requesting the referral be informed of any action taken.
9. Check the parent sign in/sign out sheet and make sure that all the students are picked up before closing the school at the end of the day.
10. Report communicable illnesses to the local health department pursuant to regulations of the Colorado Department of Public Health and Environment.
11. Make sure that all the teachers, staff, staff aides, and volunteers have background checks and training on child abuse.
12. Be responsible for reporting on child abuse.

RESPONSIBILITIES OF THE SCHOOL BOARD

The School Board meets once a month (or as needed) and makes announcements through the Church bulletin and in the monthly newsletters sent out from the school. The Board has an open meeting policy, meaning that any constituent member or parent is welcome to attend meetings as a non-voting participant. The Board reserves the right to call Executive Sessions at which time only Board members may be present. All agenda items must be routed through the Principal.

The FCCS School Board perceives that its first and greatest concern is to provide the means for every student in its constituency to receive a quality Christian education.

The Board also understand that quality education can only occur in an orderly and peaceful environment which protects the rights of both student and staff.

For these reasons, the Board agree to:

1. Inform the students, parents, and staff of the behavior and academic requirements of each member of the student body by publishing and distributing the FCCS Student Handbook.
2. Provide and maintain a well-qualified staff who, in cooperation with the Principal, will be responsible for the control and proper conduct of the students while under legal supervision of the school.
3. Give full support to the staff in its administration of the school policy.

4. Consider in a fair and consistent manner the resolution of student behavior problems which are brought to it, in accordance with FCCS and Conference policy, as well as State and Federal law.
5. Encourage a program of continuing education for teachers and staff in the area of their discipline.
6. Assure the operation of Fort Collins Christian School is in accordance with the Constitution and Bylaws established by the school constituency and the Mid-America Union Conference Education Code book, a copy of which is available for reference in the school office.

SKATEBOARDS, BICYCLES, ROLERBLADES

Due to insurance and liability issues, skateboards, roller skates, and rollerblades are prohibited on school property. A student may ride his or her bicycle to and from school with the express written consent of the parent to the administration. Bicycles used to commute to and from school should remain secured during the school day.

SUPERVISION

Students shall attend all assigned classes and be punctual. Students are not to be in any unsupervised areas before, during, or after school. Should a child not be where they are expected to be, they will be assumed to be lost and immediate action will be taken to locate the child. Administration will be notified and if the child is not located within a few minutes, parents and police will be contacted.

VISITORS

1. Parents and other interested adults are welcome to visit the school. A courtesy call to the teacher involved at least one day prior to the visit is required.
2. No students should bring relatives or friends to school without prior permission from the teacher and from the visitor's parent or guardian. Student guests must observe school regulations and dress policy. Their parents must sign in/sign out for them.
3. All the visitors must sign in/sign out on the visitor's sheet. A written policy regarding visitors to the school are on the sheet, and they fill in their name, address, and the purpose of the visit. At least one piece of identification must be inspected for individuals who are strangers to personnel at the school.
4. A record of all visitors will be kept at our school.

WORSHIP ATTENDANCE

Fort Collins Christian School is a Seventh-day Adventist Christian school and as such, has worship and Bible study integrated into the curriculum. Students are expected to attend and participate in weekly chapel programs, daily classroom worship, and Bible study activities.

WELCOME

We are so excited that you have joined our family at Fort Collins Christian School! If you have any questions regarding the information in this handbook, or any other questions pertaining to your child's education here, please feel free to reach out! We would love to hear from you, and look forward to working with you and your child!