



**Student Handbook**

**2025-2026**

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## Parents:

We want to protect our students. We want to be observant so that we are aware of what our students face daily. We want to educate students academically for the next steps in their lives. We want to equip our students to be prepared for the world when they leave the safety of our campus. But, we can't do it by ourselves. "It takes a village to raise a child" are the words of an old African Proverb. The quote reiterates that all of the adults in a student's life need to work together to raise strong men and women who can be confident in the world that they face. Besides the parents and extended family, there are teachers, coaches, administrators, support staff, pastors...the list can be endless. Each person will have an impact whether positive or negative.

Pastor Adrian Rogers says that children learn more from their parents' lifestyle than from their words. The word parents can be expanded to encompass any adult who is part of that village. Rogers also expresses the need for reasonable restrictions to help children grow and develop and a happy environment filled with happiness and joy. David Jeremiah states: "Every child is created uniquely by God. God puts a certain formula in the heart of every child. And it is the parents' (or the village's) challenge to figure out the combination. We need to spend time studying, looking, listening, and observing."

Former President Ronald Reagan made the following statement: "Freedom is never more than one generation from extinction." This quote emphasizes the importance of teaching and preserving values to avoid a decline in faith and moral principles. Deuteronomy 6:6-7 states: *"These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."* As the village, we should have that awareness that raising children is a 24/7 job. There is never time off for exhaustion, lack of motivation, or carelessness. Sometimes it would be easier to give in than to stand as David did before the giant—the giant of parenthood. The courage to be the best village possible is reflected in the words of David: "I come to you in the name of the LORD of Heaven's Armies ." Between God and the village, we can raise resilient kids!

**FCCS STUDENT HANDBOOK  
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Notice of Nondiscriminatory Policy As to Students: Family Community Christian School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions' policies, scholarship and loan programs, and athletic and other school administered programs.



## Brief Explanation of Rules

**NOTE: Because of some students' excessive absenteeism, tardies, and early check-outs, the following policies (nos. 1-3) will be strictly enforced. Parents are responsible for their children's attendance and punctuality to school. Certainly we realize that sickness and unforeseen problems may interfere with attendance or tardiness; however, excessive abuse of school absences, tardies, and early check-outs is not acceptable.**

### 1. Absences

- In compliance with Louisiana Bulletin 741, students in grades K-8 cannot miss more than 16 days in a school year to be eligible for promotion to the next grade. Doctor's excuses for every absence 1-16 must be faxed into the school office. Dental excuses are exempt. They can be brought in.
- In compliance with Louisiana Bulletin 741, students in grades 9-12 cannot miss more than 8 days per semester (16 days per year) to be eligible to pass each course. Doctor's excuses for every absence 1-16 must be turned into the school office.
- **Students with excessive absences may be released from the school.** Excessive absences will be defined as those days over 10 days per semester for all students. Extended illnesses or students with diagnosed illnesses such as diabetes, POTS, etc., must have documentation from the doctor. Illness relating to those health issues must still be documented by the parent or the doctor's office.

### 2. Tardy Policy-Students will be considered tardy at 7:45am. Students will go to their classrooms after they have eaten breakfast. If the student does not eat breakfast, he/she should go directly to the classroom. If a student is tardy, the teacher will let Ms. Wendy know so that she can notate it.

### 3. Check-out Policy

- Senior check-out clip board will be at a designated classroom. All seniors must check out when they leave campus during the school day.
- Seniors will be required to attend chapel on Monday@1:00pm. They may not check out for lunch that day.
- Please limit check-out of students each day. All students must complete the required minutes in order to pass to the next grade. Any early check-out of a driving student must be accompanied by a note from the parent. The school will not call the parent for permission.
- EARLY CHECK-OUTS. Only students with emergencies or appointments may be picked up from the office after 2:00 pm each day. If you need to pick up your child, please call Ms. Wendy, and she will have your child waiting for you. The school day ends at 3:30pm.
- **NEW: Any parent who comes after 2:00pm (other than daycare) will have to wait outside. There is a speaker device at the door for your convenience. If your child has a doctor's appointment, call ahead and Ms. Wendy will have them at the office. Between 2:00pm and 3:30pm, there is too much congestion in the area for parents to be in the hallway.**
- **Pick-ups:** Make sure that all persons that may pick up your child(ren) are listed in office. **If a person comes to get your child(ren) and he/she is not on your list, that person will have to wait until we can contact the parent(s) or guardian(s) before he/she can pick up your child. If the person checking your child up is new to the office personnel, he/she will also be identified by drivers' license.**

### 4. Teacher Conferences When you have a concern that happens within the classroom, please follow this chain of command. If there is any problem or misunderstanding originating in the classroom, students and parents are encouraged to contact the teacher first. If the problem is not resolved, contact either the principal (Elizabeth Rigdon) or assistant principal (Holly Lowe-Pre-K-1), or Linda Hemphill (grades 2-5). Most of the time, telephone calls to other parents inflame a situation rather than resolve the conflict. Please consult Wendy Ryals, receptionist, and schedule an appointment during the teacher's planning period. Do not interrupt the teacher's class for any reason. If it is an emergency, administration will bring the teacher to the office. FACEBOOK is not the place for commenting on school issues.

### 5. Classroom material. Students should come to class with materials that they need.

## 6. Academic Policies

- Academic probation follows 9 weeks report card with failing grades or less than a 2.0.
- Any student grades 6-12 who has less than a 2.0 for two successive semesters may result in release from the school. The only exception is extended illness, death in the family, or special approval by the Board. New students will be allowed one year to reach a 2.0. FCCS students may begin the academic year on probation. The only exceptions that will be considered are those students that have signed parents and school administrator 504 plans.
- Any high school student who fails a course the second semester fails the course for the year.
- Each parent is strongly encouraged to register for Remind (text messaging system) and My School Workx (grades, discipline, billing, etc).
- Parents are also strongly encouraged to check grades weekly. If teachers are not putting grades into the program, inform administration.
- Junior high /high school parents are encouraged to make use of tutoring sessions with Dr. Cottingham if they need extra help. Days and time will be announced at the beginning of school.
- Academic Policies
- Students must achieve an average of 70% or higher in their course work for each semester to earn credit. High school students who fail a course do not earn credit and must repeat that course.
- **Students in grades 1-3 must pass both reading and math in order to be considered for promotion. Students in grades 4-8 must pass reading or math, and all but one of the following major subjects: English, social studies, science, and physical education.**
- **Students in grades 3-8 who fail the math and ELA portions of the I-LEAP or LEAP may be required to repeat the grade.**
- Report cards will be sent home following each grading period. GPA calculations are multiplied by the earned credits, and then divided by attempted credits.

## 7. Homecoming and Prom Policy

- Any student bringing a date from another school or graduated from another school must have prior approval by administration. Forms will be available from the teacher in charge of the event.
- Prom attendees may be assessed a fee in lieu of participation in fund raisers.
- All homecoming dresses must be in compliance with the school's dress code. All dresses/skirts must be to the knee (for daytime presentation), and gowns worn by maids or queen must be approved by Mrs. Thames or Ms. Liz

## 8. Make-up Test Policy

- Make up tests are due one week from date of the absence. The students' classroom teachers are responsible for scheduling the make-up test with the student whose class the test is missed. The only exception is for students who have an extended illness. The teacher will establish her make-up procedures the first of the school year.
- If a student is suspended, he/she may not make up a test.

## 9. Mandated Testing

- All students are required to take mandated testing. Any student who does not take the required standardized test will be dismissed from the school immediately. The only exceptions will be those exceptions established by the DOE.
- Students failing both math and reading on the I-LEAP or LEAP may be required to repeat the grade. Testing is the guideline by which we measure what the child has mastered at his/her grade level. Scores on the EOC's will be incorporated into the fourth nine weeks grades.

## 10. Dress Code- The dress code for all grades should be neat and reflect school pride. Appropriate clothing is identified in the handbook. A quick check list is below:

- Jeans with holes or frayed fabric are not allowed.
- No caps allowed on campus.
- Leggings are permitted; however, shirts must be long enough to be modest.
- **No thick jogging pants are allowed.** Slim athletic warm-up type pants are acceptable.
- Hair coverings or turbans are not allowed for grades 4-12.
- No thick jogging pants may be worn in grades 4-12.
- All males must keep their facial hair trimmed and neat.
- Boys: no muscle shirts or wife-beater shirts. Girls: no tank tops (even under a top where the shoulder slides off) or short tops that do not cover the stomach
- Boys: No earrings.
- All students: No nose rings of any kind
- **Shorts: Students (grades 4-12) (boys and girls) may wear shorts that reach the knee.** students may wear These shorts may be athletic shorts. If a student does not comply with the dress code, his/her parents will be called to bring other clothing.

11. **Discipline Policy**- This will be strictly enforced.

- A student must have a note explaining the disciplinary problem if he/she is sent to the office.
- Students who have multiple disciplinary actions will be released from the roster. You may request a copy of your child's discipline reports.
- Students who are continually disruptive or disrespectful will be suspended (possibly dropped from the roster). If a student walks out of class without permission, he/she is subject to suspension. If students have a problem with a class, they should wait until break to discuss the problem with the teacher first, then administration.
- The child who exhibits disrespectful behavior (such as slumping in seats, talking, or sleeping) in chapel will be given a warning. Any subsequent disrespectful behavior will result in an immediate write up and call to parent.

12. **Cell Phone Policy**. Cell phones are not allowed to be seen or heard. If you bring your cell phone to school, you must put them in the cell phone pockets inside the classroom. At recess and lunch, the rooms will be locked so that your cell phone will be safe. The first time you are caught with a cell phone, there will be a warning. The second time and all subsequent times, there will be a \$25 charge to get your phone.

13. **Student Driving Policy**

- All students must file a Student Driving Application with a \$10.00 fee to drive on campus. They also must have a valid driver's license and insurance. Students who are caught without a decal will be required to pay an additional \$25.00 to purchase one.

All students will be required to get permission from the main office.

14. **Late Payment Policy**

- **Accounts that are in the arrears by two months will be closed, and students will be dismissed unless an alternate payment plan is approved by the School Board.**

15. **Competitive Food Rule**

- No labeled foods from commercial vendors such as Wendy's or McDonald's or drinks in soda cans or bottles are allowed in the cafeteria.
- Students may bring their lunches.
- FCCS offers free/reduced lunches. You must fill out the application in order to qualify. Please do this within 10 days of school's opening.

16. **Closed Campus** (NOTE: This does not apply to Seniors who may leave when their schedules are completed for the day.

- Students may not leave campus for any reason unless the parents come to the school and check that student out. (In an emergency, the parent may call; however, that will not be an everyday call.) We do not allow students to leave at lunch because they don't come back on time for their next class. Seniors may leave when they finish their schedule for the day. For seniors, Mondays will be designated as *Community Service* days. Students will not be allowed to check in and out during the day without the

proper paperwork. Mrs. Sturdivant will be conferring with seniors about their schedules. The only other students who may check out are those who attend a class at Delta. These students must have a signed letter from their parents.

17. **Drugs/Substance Abuse/Alcohol/Tobacco:** All high school students will be drug tested at least one time during the school year. The date and time will not be announced. See the Drug Policy for further actions.
18. **LUNCH POLICY:** Unless a student is on a special diet, he/she may not have lunch brought to school for him/her. This creates confusion in the office where Mrs. Wendy is trying to do her job. Every student may get a lunch menu and bring a lunch on the days that they do not like what is offered.
19. **Graduation**
  - No student may graduate from pre-kindergarten, kindergarten, or twelfth grade unless all bills are paid in full.
  - No student may “walk” in high school graduation unless he/she has passed all subjects.

## CELL PHONE POLICY

The cell phone policy at FCCS has always been “if we see the phone or hear the phone, we can take the phone and assess a fine of \$25.00.” Because cell phones are the root of 75% of the discipline and cheating problems at Family Community Christian School, we will be implementing a much stricter cell phone policy.

NOTE: Refusal to adhere to any of these policies may result in a suspension.

- Cell phones need to be left in the student’s car or at home.
- Smart watches need to be left in the student’s car or at home.
- If phones and Smart watches are brought to school, they will be put in a phone pouch in the teacher’s classroom for the extent of the class.
- NO airpods or devices should be in any student’s ear.

The problems that administration has to discipline because of cell phones are of the following nature:

- 1) Bullying on social media which leads to a confrontation at school
- 2) Placing inappropriate posts or pictures on Instagram or Snapchat that are circulated among the students at school. These are a poor reflection on the school and its policies.
- 3) Posting pictures in the bathrooms or playgrounds at school that are in direct violation of the no cell phone policy already in place.
- 4) Cheating
- 5) Texting or calling parents to come get them, let them leave school, or bring them lunch
- 6) Unauthorized connectivity access to Wi-Fi

As a result, FCCS administration is placing the following policy in place:

Wendy will keep a record of all cell phone offenses when the phone is turned into her.

**First Offense:** The cell phone will be sent to the office if it is seen or heard, and Wendy will call the parent to let the parent know that the student has received his/her *warning*.

**Second Offense:** The cell phone will be sent to the office if it is seen or heard, and the owner of the phone will be assessed a \$25.00 fine.

**Third Offense:** The cell phone will be sent to the office if it is seen or heard, and the owner of the phone will be assessed a \$50.00 fine.

**Fourth Offense:** The cell phone will be sent to the office if it is seen or heard, and the owner of the phone will be assessed a \$75.00 fine.

**After the fourth offense,** the student will be suspended each time the cell phone is taken. If the student is suspended for using his/her cell phone, the three-strike policy will remain in effect. (Three suspensions and student is released.)

NOTE: The policy remains the same: If a teacher sees or hears a student’s phone, she may pick up the phone and send it to Wendy. The time of the cell phone policy extends from when the student walks on campus and ends at 3:30pm. The exception is for those in car pickup line. They will not be allowed to use their phones while cars are being loaded. When students are on their phones, they are distracted from hearing their names being called. Students may not use their phones in afterschool care.

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Student Signature

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Parent signature

## DRUG POLICY

Drug Use/Substance Abuse: The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuse of over-the-counter drugs, or vaping is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and are subject to expulsion. **If a student refuses to submit to drug testing, he/she will immediately be expelled from FCCS.** Violation of this rule will be dealt with immediately. FCCS is considered a drug/alcoholfree zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or controlled substances (prescription medication) on its campus. **If the intent of the student is to act as if a product is a drug (whether it is or not), the student will be held responsible as though the product is a drug. Penalty: Expulsion.**

While we understand that all of us make mistakes, drug use leads to addiction, and we feel it is our responsibility as a Christian school to curb the use of drugs by testing students at least once a year and possibly more. The following policy will be in effect for all students:

- If a student fails a drug test, his or her parents will be contacted.
- Parents have 5 business days to respond. If parents challenge the findings of the drug test, NELSA will send the same sample to a state lab for further testing at the parents' expense.
- FCCS will assess a \$250 administrative fee for tracking the student's progress.
- The student will be required to be assessed by Northeast Louisiana Substance Abuse at the parents' cost.
- The student will be required to participate in the Juvenile Substance Use Disorder class offered at the Northeast Louisiana Substance Abuse Office for 12 sessions.
- The student will not be allowed to participate in sports or clubs the remainder of the school year. • If the student is a senior, he/she will not be allowed to be an honor graduate: Valedictorian or Salutatorian.
- The "one fail" policy extends for the duration of the student's enrollment at FCCS.
- If the student fails the second drug test (which will come at least 30-45 days following the first test), he/she will be expelled with no recourse.
- After the second drug test failure, no appeals may be made to the board or administration.

## **PRIVACY POLICY**

In response to the recent legislation relative to student data privacy (Act 837, La. R.S. 17:3914), schools are being asked to adopt a student data policy. FCCS has adopted the following policy in reference to the Student Data Privacy Act:

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, Family Community Christian School Board approves a person employed in a school or person authorized by the principal to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and LRS 17:3914 as follows:

- Information to protect the health, safety, or welfare of a student or the general public;
- Information to facilitate a student's participation in a school sanctioned extracurricular activity, including but not limited to a sport, organization or club;
- Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
- Programs and activities related to school sanctioned performances or productions, events, award programs, and graduations;
- LHSAA, NCAA, and other related sports programs or sanctioning entities;
- Online resources and educational tools;
- School photography and yearbook providers;
- Information provided in accordance with a contract between the Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract; and
- Directory information, to the extent allowed in FERPA.

**MEMORANDUM OF UNDERSTANDING FOR JUNIORS AND SENIORS**  
**THIS MEMORANDUM MUST BE SIGNED AND RETURNED TO SCHOOL**

Juniors and seniors participate in special events in which family members and guests are invited. These events include the Junior-Senior Prom, Senior Awards Ceremony, Junior Ring Ceremony, Chamber of Commerce Academic Banquet, Baccalaureate and Senior luncheon, and Graduation. The FCCS School Board, administration, and faculty expect that students behave with dignity and decorum. The guidelines for these events are below:

**Junior-Senior Prom**

- Girls must dress with modesty appropriate to Christian standards. Dresses should not be backless or have slits that reach upper thigh. Dresses must be approved by the Junior Class Sponsor or administration.
- Boys must dress in either a suit or tuxedo.
- If fees are required, they must be paid in advance of the event.
- This event is considered a drug-free (alcohol and/or drug) zone.
- Any student whose date does not attend FCCS must be approved prior to the prom. See the prom sponsor for information.
- All students: no nose rings
- Boys: no earrings

**Chamber of Commerce Academic Banquet, Senior Awards Day, and Junior Ring Ceremony**

- Girls must wear Sunday-type wear: dresses or pants outfit. Dress length needs to be no shorter than 2 inches above the knee. Whatever is worn must be appropriate to Christian standards.
- Boys must wear khakis or dress pants with a button-up shirt with collar. Tie is required.
- All ring balances must be paid prior to the event.
- Rings can be purchased from other vendors and presented that day.
- Senior graduation practice will follow these ceremonies. Baccalaureate and Senior Luncheon
- All students may invite two parents without cost. Any other guests must be approved prior to the event. Extra guests must pay the rate for a plate.
- Girls must wear Sunday-type wear: dresses or pants outfit. Dress length needs to be no shorter than 2 inches above the knee. Whatever is worn must be appropriate to Christian standards.
- Boys must wear khakis or dress pants with a button-up shirt with collar. Tie is required.
- All fees and tuition must be paid prior to the event.
- All students: no nose rings
- Boys: no ear rings

**Graduation**

- All students must participate in graduation practice, or they will not be allowed to participate in graduation. Any exceptions must be approved by the senior sponsor and principal.
- Girls are to wear white shoes (no sandals) and a Sunday-type dress under their gowns.
- Boys are to be clean-shaven. They are to wear dark shoes, khaki pants, and a white shirt with a navy blue or black tie.
- Seniors will be assessed a \$60.00 graduation fee for senior end-of-year activities in lieu of fundraising. The fee will need to be paid by the end of the first nine weeks.

**Valedictorian/Salutatorian Awards**

- The following criterion will determine Valedictorian:
  - Student with the highest academic GPA will be named Valedictorian.
  - If GPA is the same, student with the highest ACT score will be valedictorian.
  - If tied in all of the above, students will be named co-valedictorians.
- The following criterion will determine Salutatorian:
  - Student with the second highest academic GPA will be named salutatorian.
  - If tied, student with the highest ACT score will be salutatorian..
  - If tied in all of the above, students will be named co-salutatorians.

**Note:** If a student does not adhere to the dress code, he/she will not be allowed to participate in the event. All males must be clean-shaven for these events.

## About FCCS

Our educational ministry began at Winnsboro Church of the Nazarene in 2008. We were challenged to reach out to the community and the families of our area. As we began to pray and seek guidance as to the vision and mission that we wanted to pursue, we decided to change our church name to Family Community Church because we wanted to focus on our community, with a special focus on the families of our community. One of the results of that vision has been the implementation of our educational ministries. Family Community Christian School is one of those ministries. Our desire is to partner with you and your family to educate and strengthen your child's Christian values.

**The vision and mission statement of our international church will guide our school's policies, procedures, and practices. When combined, they define who we are and why we exist.**

### Vision

Our vision is to train students to be fully devoted disciples of Jesus Christ.

### Mission

*Form* students to become more like Jesus *Inform*  
students to prepare them for a life of  
service

*Transform* students to impact their world for Christ

### Three R's of Education

As we develop the guidelines for our school, we will be incorporating *Three R's of Education* into students' daily routines:

- **Respect** ○ **God** ○ **School**  
**Rules** ○ **Adults in**  
**Authority** ○ **School**  
**Property**
  - **Other students (peers) and their property**
- **Responsibility- I am responsible for my own learning.**
  - **Organization** ○ **Materials/Texts—I will have the materials and textbooks that I need for classes.**
- **Readiness** ○ **Ready to learn**
  - **On time with supplies**
  - **Homework completed**

### ADMINISTRATIVE STAFF

**Principal: Elizabeth H. Rigdon**

**Assistant Principals: Holly Lowe: Pre-kindergarten-first**

**Linda Hemphill: Grades 2-6**

**Receptionist: Wendy Ryals**

**Records: Sandy Oliver**

**Business Office: Elizabeth H. Rigdon**

**High School Student Records and Services: Judy Johnson**

**School telephone number: 318-435-4791 School fax number: 318-435-4792**

## Admissions

### Application Requirements

- **Registration Fee** – A non-refundable registration fee is submitted when the student registers for school. This fee secures your child's slot in the school.
- **School Records** – Copies of previous school records including educational and diagnostic testing, transcripts and report card (from the previous year) are to be submitted. The school will usually request these records for you. High school students must bring a copy of transcript plus copy of most recent report card and any testing scores before they can receive a schedule.
- **Parent/Student Interview**—Required for all students grades 9 and above. The interview will be scheduled at the family's convenience.
- **Birth Certificate/Social Security Number/Immunization** – A copy of the student's birth certificate, social security number, and immunization records is required from all students. Immunizations must be current according to state regulations.
- **No student will be accepted who has been expelled from a prior school. A student who has been suspended two times or more may not be accepted because of prior infractions.**
- **No student who has failed 2 or more subjects will be accepted without special approval from administration and counselors.**

### Acceptance/Non-Acceptance

FCCS reserves the right to refuse students based upon poor academic achievement, prior disciplinary actions, or any other criteria in direct opposition to the mission and core values of the school.

### Notice of Nondiscriminatory Policy as to Students

Family Community Christian School admits students of any race, color, or national and ethnic origin to all the rights, privileges, program and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs (if such are available), and athletic and other school-administered programs.

### School Certification

FCCS is certified by the Louisiana State Department of Education (DOE) enrollment courses are certified (<http://www.louisianaschools.net/lde/uploads/3416.pdf>) Dual enrollment courses are certified through the University of Louisiana at Monroe, Louisiana Tech University, and LA Delta Community College, Winnsboro Campus.

### Faculty

Our teachers are carefully chosen professionals dedicated to providing a Christ-centered education of excellence to our students. Our faculty is not only well-prepared and certified according to DOE requirements, but also understands that students have individual differences. We believe that every student deserves the opportunity to develop to his or her full potential in all areas of learning.

### Curriculum

Our curriculum consists of A Beka and various state adopted textbooks. Any state-adopted curriculum has been thoroughly screened to ensure that it reflects the mission and core values of our school. All subject matter will be presented from a Biblical worldview.

We strive to make learning a stimulating experience emphasizing basic disciplines, critical thinking, and artistic expression, so that our students will develop the motivation, discipline, and intellectual curiosity necessary to fulfill their potential. Students in grade 10 – 12 have the opportunity to enroll in ULM and/or LA Tech for dual enrollment for high school and college credit. Also courses may be offered through NE Louisiana College-Delta Branch (formerly NE LA Technical School). All students will be offered courses that qualify them for LA Core 4 diplomas and TOPS awards.

### **Facilities Usage**

All school events taking place on or off the Family Community Christian School campus must be approved by the FCCS administrative office. *Event Request Forms* may be obtained from the front office. Only when the event is approved will it be placed on the school calendar.

### **School Hours**

School hours are 7:45 a.m. –3:15p.m. **Students will go to *Extended Care* if not picked up by 3:45 p.m.** They will be charged the rate for extended care. **Driving students may not check out without a note from their parents. This note must be turned into the office when the student enters school in the morning. We will not call the parent to receive permission unless there is an emergency.**

On half-days, students will dismiss at 12:30 p.m. Students remaining on campus on half-days will go to *Extended Day* at 12:45 p.m.

### **Drop Off/Dismissal Procedures**

**With our new security system, all doors will lock at 8:00am. Please make sure your student arrives to school on time.**

Students will be dropped off by the following methods:

- Pre-kindergarten-first grade students will be dropped off at the end of the elementary building. They will go directly to the classrooms or to the cafeteria (K-1) if they are eating.
- Grades 2-12 will be dropped off in front of the gym, and go to the cafeteria to eat breakfast or directly to their classrooms.

**Teachers will take roll at 7:45am. At 7:50, students will be considered tardy, and they must go by the office to receive a tardy slip.**

Parents need to pick up **pre-kindergarten-1st grade students at 3:20 p.m. at the end of the elementary building.** Grades 2-12 will be picked up in front of the gym. A teacher will be on duty at this location until 3:45 p.m. Parents should not exit their vehicles to enter the building unless they are parked in the designated parking lot. The dismissal line will move quickly and efficiently if everyone works together. **Please do not come into the building to get your child unless there is an emergency or doctor's appointment. Call the office, and Mrs. Wendy will have your child waiting if you have an appointment.**

### **Absentee Policy**

According to Bulletin 741, students must attend school a certain number of days. Louisiana Law R. S. 17:221 states that every parent, guardian, or tutor of any child between the ages of seven and seventeen is responsible to enroll that child in a public or private day school in conjunction with the school calendar as set forth by the

local board or directors. Every child's parent, guardian, or tutor is responsible for assuring the attendance of that child in regularly assigned classes during regular school hours established by the board of directors.

Attendance as it relates to grade eligibility for students in grades K-8:

In compliance with Louisiana Bulletin 741, students in grades K-8 cannot miss more than 20 days in a school year to be eligible for promotion to the next grade. **Excuses for every absence 1-20 must be turned into the school office. Excuses must be turned in within 5 days, or they will not be counted. Turning in excuses is the parent's responsibility. NOTE: TOTAL ABSENCE DAYS ARE COUNTED WHETHER THEY ARE EXCUSED OR UNEXCUSED.**

In compliance with Louisiana Bulletin 741, students in grades 9-12 cannot miss more than 10 days per semester to be eligible to pass each course. **Excuses for every absence 1-20 must be turned into the school office.**

**Acceptable reasons for excused absences as set forth in Bulletin 741 are:**

- **Death in family**
- **Personal Illness**
- **Natural catastrophe and/or disaster**
- **Participation in school-approved activities or church-related events**

### **Family Community Christian School Traditions**

**Back-to-School Sunday – Faculty and Staff begin the year with a corporate Sunday service and luncheon sponsored by Family Community Church.**

**Every Friday will be Spirit Day! Wear a school tshirt to show your spirit!**

**Red, White, and Blue Day - American History classes will sponsor a Red, White, and Blue Day in memory of 9/11.**

**Pastoral Appreciation Week- During the month of October, the school and PTO recognizes the pastors of our students with a Pastoral Breakfast.**

**Veterans' Recognition-** During the month of November, FCCS recognizes our veterans with a program and a luncheon. Various clubs will assist with the luncheon.

**Spirit Week** – There is a fall Spirit Week during the week of Homecoming. During Spirit Week there are fun dress-up days and other activities leading up to Homecoming.

**Senior Christmas Tree-** The senior class will decorate a school tree in the foyer of the gym.

**Grandparents Day-** The lower elementary sponsors a breakfast for Grandparents.

**Prom -** The Junior Class sponsors a Junior-Senior Prom in the spring semester. This event will be held at a selected location to honor seniors and their dates.

**Spirit Week #2** – This Spirit Week will precede Spring Testing. During Spirit Week #2 there will be fun dress-up days and a final *Testing Pep Rally* to encourage our students.

**Junior Activities** – The Junior Ring Ceremony is celebrated on last day seniors attend school. Parents and high school students may attend.

### **Senior Activities**

- **Senior Walk-**When seniors receive their caps and gowns, they celebrate with a senior walk down all of the halls of the school.
- **Senior Award-** This event is held before the Junior Ring Ceremony.
- **Baccalaureate Service and Senior Luncheon-** This event is held to honor seniors and their parents. It is sponsored by FCCS, Family Community Church, and the senior class.
- **Senior graduation practice-** Practice is held the last of school for the seniors.

**Athletic Banquet** – FCCS honors its athletics with an Athletic Banquet each year on a selected date late in the school year. Watch for the time and the date.

**Awards Day-** Awards Day for grades 1-11 will be held in May. Watch for the time and date.

### **General Information**

#### **Campus**

The *Family Community Christian School* campus is encompassed in all buildings and lands located at 2023 Highway 15, Winnsboro, Louisiana. All buildings, athletic facilities/fields, parking areas and student lockers utilized by FCCS students and/or faculty within the above mentioned perimeter are considered part of the FCCS Campus as it relates to any school-related activities.

Family Community Christian School maintains a closed campus. All visitors must enter the building at the main entrance and sign in with the receptionist. All other doors leading into the buildings will remain locked during the school day to provide maximum security for all students. Non-FCCS guests are not allowed in the classroom or in the lunch room without prior approval from administration.

The Administration shall develop detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm.

The routine campus security measures shall include, without limitation:

1. Controlled access to campus
2. Additional staff training
3. Increased communication to students, parents and to the community
4. Increased student and community awareness
5. Physical inspections and monitoring using various means including canine security units

### **Visitor Sign-In/Sign-Out**

To insure the safety of our children, all visitors to the school campus must sign in and out at the reception area. Upon signing in, each visitor will receive a visitor badge to be worn at all times. Before leaving the campus, each visitor must sign out and return his/her badge to the reception area.

### **Revisions**

Revisions to the Student Code of Conduct included in the Student/Parent Handbook shall be made as needed and are approved by the board. Revisions made during the year will be communicated via letter to the mailing address of record.

### **Parents Defined**

Throughout the Parent/Student Handbook, Student Code of Conduct and discipline policies, the term “parents” includes a parent, legal guardian, or other person having lawful control of the child.

### **Student Code of Conduct**

At the beginning of the school year and throughout the school year as needed, the Student Code of Conduct shall be made available in the school office to students, parents, teachers, administrators, and to others on request. **Drugs/Substance Abuse/Alcohol/Tobacco/Vaping See separate drug abuse policy.**

### **Search of Students**

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including, but not limited to, students’ outer clothing, pockets, locker or belongings.

Students also understand and agree that FCCS shall have the right to monitor or examine any electronic device at the school or any FCCS activity. Additionally, FCCS may monitor or examine any postings on the Internet or

other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, (for example, *Facebook*) or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. When postings interfere with academics, discipline, or good will of the school or student body, we shall have the right to view and use these as documentation.

Students understand and agree that they are responsible for, and may be subject to, disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the student themselves.

### **Use of Third Party Security Enforcement**

If necessary, the school shall retain the right to utilize third party resources, including but not limited to, security guards, law enforcement, or canine units to further establish a secure zone on the FCCS campus.

### **Anti-Harassment Policy**

The environment at *FCCS* must be one in which all individuals are free to work, learn, and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others (bullying). This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers, and staff members treat each other with due respect for rights, individuality and personal dignity.

### **Weapons**

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. No weapons may be in vehicles, on a person, or in lockers, or on the school property.

### **Sexual Harassment**

Family Community Christian School is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and FCCS's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the FCCS community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher, principal or the administrative offices. **Repeated offenses will result in expulsion. NO PDA allowed. These will be treated as offenses.**

### **Code of Conduct: 24/7**

Students are expected to represent FCCS in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to FCCS in a negative manner which will result in disciplinary

action or a student's dismissal from the school. A student may be removed from participation in extracurricular activities or may be excluded from school honors (or more) for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7.

### **Vehicle Use on Campus**

**Students and parents are required to follow all traffic signs while on the Family Community Christian School campus. Speed limit on campus is listed as 5 mph.** Any student or parent that does not follow these traffic regulations may have their privileges to drive on campus revoked. Cars belonging to students must be registered through the vehicle registration form found at the receptionist desk. It is mandatory that a student present a copy of his/her insurance, registration and driver's license at the time of vehicle registration. Vehicles without all required documents will not be allowed to register or be driven on the FCCS campus. Upon registration, student vehicles will be given a parking permit that is to be displayed on the vehicle mirror at all times.

**Students who drive their own vehicles to school must park and exit the vehicle immediately upon arriving on campus. They may not return to their vehicle until school is dismissed unless given permission through the main office.**

### **Extended Care**

Extended Care is provided for FCCS students. FCCS provides opportunities for students to be involved in active play, computer activities, and homework assistance. It is a place that students may complete homework assignments so that evening at home can be family time. Extended Care hours are from 3:45-6:00 PM. Refer to tuition and fees for financial information. For additional information, contact the School Office.

### **Holiday Care/Summer Care**

Family Community School will provide holiday care for working parents. For more information, see the financial information sheet. Summer Care is committed to providing a safe and fun environment for your child to play - a place where play encourages children to make friends, to share thoughts and ideas or to spend time with caring adults. Many of FCCS children participate in Summer Care. We are fortunate to have a warm and caring staff who are committed to your children. These individuals provide quality child care by demonstrating enthusiasm, warmth, and respect for the children.

For many children and their parents, Summer Care has become the new neighborhood. It is here that many of their childhood experiences will be built. It is our mission to do everything we can to enhance those experiences and enrich your children's lives.

Attending Extended Day (after school care) is considered a privilege. Students participating in this program should adhere to the FCCS Code of Conduct. An administrator at all times has the authority to remove a student from Extended Day.

Extended day is available to FCCS students for an additional fee.

### **Medication**

FCCS prefers not to give prescribed medication at school; however, in emergencies we will dispense prescribed medicines only. The only medication that can be given must be under the supervision of a doctor. All medicines must have a doctor's prescription and/or instructions from the doctor on the container.

### **Communication with Faculty & Staff**

FCCS faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

1. Staff Mailboxes - Notes or letters may be left with the school secretary for placement in the staff mailboxes (which are outside the teachers' doors).
2. E-mail - All FCCS staff and faculty have e-mail addresses. Call if you need your child's teacher's email address. Every attempt will be made to respond to all phone messages and e-mail messages within 24 hours during the school week.
3. If you would like to arrange a conference through the office, please make your request in the form of a note, telephone call or e-mail so that a time may be scheduled. Instructional time in the classroom is valuable. **Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns.** Teachers and administrators have conference times built into their schedules at which time they would be happy to meet with you.
4. **Our staff's family time is precious. We ask you to refrain from calling our staff at home unless it is an emergency.**
5. **The school receptionist is not free to leave the office to take messages to students. Please make every attempt to have after-school plans in place prior to the school day.**
6. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.
7. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the principal.
8. **When you have a concern that happens within the classroom, please follow this chain of command. If there is any problem or misunderstanding originating in class, students and parents are encouraged to contact the teacher first. If the problem is not resolved, contact either the principal or assistant principal. Most of the time telephone calls to other parents inflame a situation rather than resolving the conflict.**

9. **Please consult Wendy Ryals, receptionist, and schedule an appointment during the teacher's planning period. Do not interrupt the teacher's class for any reason. If it is an emergency, administration will bring the teacher to the office.**

### **Academic Policies**

1. Students must achieve an average of 70% or higher in their course work for each semester to earn credit. High school students who fail a course do not earn credit and must repeat that course.
2. Students in grades 1-3 must pass both reading and math in order to be considered for promotion. Students in grades 4-8 must pass reading or math, and all but one of the following major subjects: English, social studies, science, and physical education.
3. **Students who fail the math and ELA portions of the I-LEAP or LEAP may be required to repeat the grade.**
4. Report cards will be mailed home following each period. GPA calculations are multiplied by the earned credits, and then divided by attempted credits.

#### **Numeric Grading Scale**

100 – 94      A = Excellent

93 – 87      B = Above Average

77 -70      D = Below Average

69 – 0      F = Failing

#### **Letter Grading Scale**

E      = Excellent

S = Average

S-      = Below Average

U      = Unsatisfactory

- The numeric grading scale is used for all academic subjects. The letter grading scale is used in some classes for elementary grades only.
- High School EOC scores will count as 30% of the fourth ninth-weeks' grade.

### **High School Graduation Policies**

- Dress beneath cap and gown
  - Girls: a dress that does not fall below bottom of gown and does not come above neckline of gown (must adhere to the dress code), white shoes (no sandals or extremely high heels), and minimal/no jewelry ( nothing pinned to gown).
  - Boys: khaki slacks, white button-up shirt, navy blue tie, dark shoes and socks; clean-shaven
- Other reminders
  - A student may not participate in graduation if he/she has not successfully completed all classes required to graduate.

- A student may not participate in graduation if he/she does not attend the scheduled graduation practice.
- A student may not participate in graduation if he/she owes money to the school or any school organization. This includes fees for lost/damaged books.
- A student may not participate in graduation if he/she has unresolved infractions of any kind against the school.

## Awards

Awards are given at the end of the school year to recognize those who have excelled academically, athletically, and spiritually. The following awards recognize those areas:

- **Most Christ-like:** This award is usually voted on by the students and teacher. The student who exhibits a Christ-like spirit such as recognized in the Bible gets this award. (High school will have 2 students selected per grade.)
- **Citizenship Award:** Teachers select the student who exhibits that spirit of cooperation, service, and follows the mission of the school. (High school will have 2 students per grade.)
- **Leadership Award:** This award is given to those students 10-12 who have a 3.5 and exhibit leadership qualities. The students who receive this award cannot have any posted behavioral infractions.
- **Principal's List:** This award is given to those students who have a 4.0.
- **A Honor Roll:** This award is given to those students who have a 3.5-3.99. These students cannot have any grade on their report cards **lower than a C**.
- **A/B Honor Roll:** This award is given to those students who have a 3.0-3.49. These students cannot have any grade on their report cards **lower than a C**.

## Books

Books are issued in class on the first day of school. All textbooks are the property of Family Community Christian School. Book fees are charged for the use of the books. They are to be returned at the end of the year. Students will pay for lost or damaged books. Designated workbooks are the property of the students.

## Repeating Failed Courses

If a student fails the first semester of any full credit class, the student may proceed to the second semester of the class with permission of the administration. If the first semester grade and the second semester grade must then average a 70% or higher, the student will receive credit for the entire class. **However, if the student receives a passing grade for the first semester of a full credit class but then receives a failing grade for the second semester, the student has not demonstrated content mastery and will, therefore, repeat the entire course.**

## Academic Probation

Students are placed on academic probation for the following:

- If a student receives two F's or has less than a 2.0 GPA at the end for the semester grading period, parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one more semester. During this time, FCCS faculty will make every effort to ensure student success with regards to academic improvement. Failure to improve performance may result in the student being dismissed from FCCS. A student may not receive any F's for a semester average during the 12-month probationary period. If such grades do re-occur during this period, the student will be referred to the School Building Level Committee which includes administration, counselors, and classroom teachers. Students who are asked to leave FCCS for academic reasons may reapply after one full calendar year. If they choose to return to FCCS after the academic year, they must apply through the

Admissions Office and follow normal admissions procedures. Any student who has two *F*'s at the end of the school year, may begin the year on academic probation. The student must have a 2.0 at the end of the first nine year.

### **Make-up Test Policy**

Students must make up tests within one week of that student's return to school. If other arrangements are to be made in cases of extended illness, the arrangements must be made with the office. **If a student is suspended, he/she may not make up his/her graded work.**

### **Students with Learning Differences**

If a student has been tested and diagnosed with learning differences within the past three years, he/she may qualify for classroom accommodations. **The only areas that we are able to accommodate are read-aloud for tests and extended time.** A copy of the evaluation must be submitted to the school administration or an administrative conference with the parent is necessary. **Students with major learning/behavioral/physical disabilities may be asked to find a school which provides the services that we do not receive.**

### **On-Line Learning**

The School Board has voted that no students may participate in on-line learning unless they are seniors in credit recovery. The experiences we have had with this program has been unsuccessful because students do not complete 100% of the on-line assignments that are necessary in order to complete the class. The Board will have to approve any other on-line learning for a student.

### **Homework Policy**

The primary purpose for homework is to reinforce class content and instruction. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Whether or not a student spends less or more time on homework depends on organization, study skills, use of time, homework environment and other factors. If a student does not turn in a graded assignment on time, points may be deducted from the assignment at the teacher's discretion.

### **Technology Acceptable Use Policy**

Family Community Christian School provides technology resources to its students and employees for educational and administrative purposes. The goal in providing these resources to students is to promote educational excellence consistent with FCCS's mission statement and curriculum. The goal in providing these resources to employees is to promote access to a multitude of instructional and administrative resources. The use of these technology resources is a privilege, not a right, which may be revoked at any time for misuse. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with the policies stated in the Student or Employee Handbook. **Students who do not return the completed, signed Acceptable Use Technology Policy provided in the student packet at the beginning of the year will not be allowed to use school computers.**

## Student Discipline

### General Guidelines

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  1. The seriousness of the offense;
  2. The student's age;
  3. The frequency of misconduct;
  4. The student's attitude; and
  5. The potential effect of the misconduct in the school environment.
3. FCCS does not use corporal punishment unless the parent requests corporal punishment. In that case, the parent has to sign a release with the office. Other students shall not be spanked or paddled for violations of the Student Code of Conduct. Only the principal will administer this punishment in the presence of a witness.
4. If a student has repeated infractions, that student will be prohibited from field trips, athletic events (as participant or fan), or any other on- or off-campus extracurricular activities. **In-house suspensions will be used rarely. The decision for an in-house suspension will be made by administration.**
5. **FCCS utilizes the 3-strike policy: on the third suspension the child is released from the roster.**

### Physical Restraint

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Family Community Christian School will provide a partnership with parents to enforce a Christ like code of conduct. Our second goal is to provide an atmosphere of order that is essential in allowing students to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom

procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT FCCS'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

### **Minor Infractions**

The following is a non-comprehensive list of minor infractions:

1. Minor classroom disruption.
2. Failure to comply with the FCCS dress code.
3. Refusal to complete class work or tests
4. Loud or disorderly conduct while in hallways and restrooms.

Minor offenses may result in disciplinary action by the administrator in charge. **Students will not be allowed to disrupt the learning of others.**

### **Classroom Management Rules**

Each building (elementary, middle school, and high school) at Family Community Christian School shall establish classroom rules which shall be followed in his/her class. These rules will be submitted to and approved by the administration prior to the beginning of each school year, and any changes throughout the school year shall be approved prior to implementation. Along with the rules, each teacher can establish in-class consequences, which shall be posted. When classroom management rules are violated, the teacher will be responsible for administering consequences.

### **Major Infractions**

**Please note that FCCS follows progressive discipline steps which means that repeated student violation of code will result in progressively greater levels of consequences including: parent conference with administration, Out-of-School suspension, dismissal from FCCS. Three suspensions will result in a student's dismissal. In some circumstances, law enforcement may be called.**

The following is a non-comprehensive list of major infractions.

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and/or showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in classroom situations will not be tolerated and will result in disciplinary action. Consequences will be related to number of violations; however, **repeated offenses with no or very little behavior modification may result in expulsion.**

3. Bullying: Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in disciplinary action. See also: Anti Harassment Policy in General Section.
4. **Cheating/Dishonesty:** With the advancement of technology, cheating has become an issue in all educational facilities. First, cheating is morally wrong—taking information from another student in order to pass. Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery. **Students will receive a “0” on the assignment in question and receive disciplinary action. Repeated cheating will result in student/parent/administration conference. Note in the cell phone/Smart watch policy prohibits phones/watches in the classroom.**
5. Drug Use/Substance Abuse: The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuse of over-the-counter drugs, or vaping is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and are subject to expulsion. Violation of this rule will be dealt with whether on or off campus. FCCS is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or controlled substances (prescription medication) on its campus. **If the intent of the student is to act as if a product is a drug (whether it is or not), the student will be held responsible as though the product is a drug. Penalty: Expulsion.**
6. Tobacco Use: The possession, use or distribution of tobacco or tobacco products such as but not limited to electronic cigarettes, cigars, chewing tobacco, Skoal, etc. is prohibited. FCCS is considered a tobacco free zone.
7. Electronic Device or Medium: A misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. **SEE CELL PHONE POLICY FOR DETAILED DESCRIPTION.**
8. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any schoolsponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense. If one student begins an altercation and the other tries to walk away from the fight, only the student who begins the altercation will be suspended. Punishment for the second student will be decided following investigation of the incident. If a teacher is intentionally hit during an altercation, that child will receive an expulsion.
9. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses.
10. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
11. Immorality: Students are expected to maintain moral purity as is outlined in God’s Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography whether on campus or off campus. Parents, help us to monitor any behavior that is immoral or distasteful.
12. Insubordination/Disrespect: Insubordination or disrespect will result in suspension. **Repeated offenses may result in expulsion.**

13. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. If it can be proved that you have taken something that belongs to someone else, you may be expelled from school.
14. Tattoos and/or body piercing: **Tattoos and/or body piercing are not acceptable** behavior while a student at FCCS. **This includes temporary tattoos and writing on body or clothing with pens and markers. Men's pierced ears are prohibited and nose rings are prohibited for all students.**
15. Truancy: Missing school without parent or teacher permission is truancy. Students must obtain written permission before leaving a classroom.
16. Vandalism: Destruction or defacing of property belonging to the school, Family Community Church, or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
17. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.
18. **Repeated violations of minor infractions will be considered a major infraction.**

### **Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of the FCCS Code of Conduct. An administrator at all times has the authority to suspend a student. The length of suspension will be determined by the administration. All missed classwork is the responsibility of the student; **however, any graded work will result in a zero.** Very specific changes in attitudes and actions will be expected prior to readmission. Students may be placed on disciplinary probation if they do not adhere to the rules. Suspended students are not allowed to be on campus during the period of their suspension. Students are not permitted to participate in or attend extra-curricular activities while on suspension. Students suspended will not be exempt from any finals for the semester in which the suspension occurred. Parents will be required to attend a before/after suspension conference. **Following three suspensions, the student will be dismissed from the school.**

### **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation. [See listing of infractions.] While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion" below.

### **Expulsion**

Attendance at Family Community Christian School is a privilege. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will be dismissed

or asked to withdraw. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance.

Expulsion will be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing a conducive, academic environment. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. **Note that if a student is expelled from FCCS, he/she, according to Franklin Parish School Board (Public) Guidelines, may not be accepted into the public system; acceptance is at the discretion of the Franklin Parish School Board.**

### **Sportsmanship Code of Conduct**

Competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent FCCS in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation. All students participating on a FCCS-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress code and the appearance guidelines outlined by the athletic department. Random mandatory drug tests will be required by all athletes.

### **FCCS Discipline Codes and Consequences**

**When a parent enters into *Headmaster Discipline*, the following codes will be used to document discipline and consequences.**

#### **BREACHES OF CONDUCT:**

SECTION 1.01 ABUSIVE LANGUAGE OR CONDUCT IN THE PRESENCE OF OTHERS

SECTION 1.02 CHEATING

SECTION 1.03 DISRUPTIVE BEHAVIOR AND/OR MINOR INFRACTIONS

SECTION 1.04 GAMBLING

SECTION 1.05 TARDY

#### **SERIOUS BREACHES OF CONDUCT:**

SECTION 2.01 ABUSIVE LANGUAGE OR CONDUCT DIRECTED AT A SCHOOL EMPLOYEE

SECTION 2.02 ALCOHOL

SECTION 2.03 ARSON

SECTION 2.04 ASSAULT  
SECTION 2.05 BATTERY  
SECTION 2.06 BULLYING (HARASSMENT)  
SECTION 2.07 COMPUTER MISUSE  
SECTION 2.08 DRESS CODE/UNIFORM (SEE HANDBOOK FOR POLICY CHANGES)  
SECTION 2.09 DRUGS  
SECTION 2.10 FELONY CHARGES (OFF CAMPUS)  
SECTION 2.11 FIGHTING WITH INJURY OR PHYSICAL RESTRAINT  
SECTION 2.12 FIGHTING WITHOUT INJURY OR PHYSICAL RESTRAINT  
SECTION 2.13 GUNS, WEAPONS, AND DANGEROUS OBJECTS  
SECTION 2.14 INDECENT EXPOSURE OR CONDUCT  
SECTION 2.15 INSUBORDINATION  
SECTION 2.16 LEAVING CAMPUS WITHOUT PERMISSION  
SECTION 2.17 SEXUAL HARASSMENT  
SECTION 2.18 STUDENT CONFRONTATION WITH A SCHOOL EMPLOYEE  
SECTION 2.19 TELEPHONES/WIRELESS COMMUNICATION DEVICES  
SECTION 2.20 THEFT  
SECTION 2.21 TOBACCO PRODUCTS  
SECTION 2.22 VANDALISM  
SECTION 2.23 DISOBEYING TEACHER  
SECTION 2.24 SKIPPING CLASS

## **LEVELS OF PROGRESSIVE DISCIPLINE**

### **Level 1 - Student Warning**

**Level 2 – Parental Assistance:** The teacher shall communicate with the student and the student's parent in an attempt to solve the discipline problem.

**Level 3 – Office Intervention:** The principal or designee may intervene to address student disciplinary matters in situations where the teacher's efforts in the classroom and with the parents are deemed unsuccessful by such administrator in resolving the student's misconduct.

**Level 4 – Out-of-School Suspension:** A form of discipline involving the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities for a time period to be determined by the Principal or designee.

**Level 5 - Expulsion from School:** Expulsion is a form of discipline involving the removal of a student from all classes of instruction and all other school-sponsored activities with FCCS.

**\*\*\*Cell Phone Fine:** See Cell Phone Policy.

## **Dress Code**

The administration reserves the right to determine if a student is dressed and groomed appropriately. FCCS has chosen to implement the dress code policy by the adoption of a dress code program. **A dress code check will be done during first period.**

There are clear biblical principles which ought to govern choice for dress:

1. Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:9-10).
2. Dress is to reflect a wholesome appreciation for God's creative plan (Deuteronomy 22:5). Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6:19-20).

## Pants and Shorts

1. Dress pants and jeans are acceptable, but may not be torn, have visible holes, be ripped, or be excessively tight or loose. All pants must be hemmed with sewn patches covering any open holes. Tailored shorts (demin or cotton materials) & Capri's are permitted, but shorts must be Bermuda length and come to the top of the knee.
2. No cut-offs or rolled up pants/jeans.
3. **Athletic wear, i.e. sweat pants (4-12), basketball shorts, board shorts, warm ups (7-12), pajama pants, and spandex are not permitted at any time.**
4. No undergarments may be showing at anytime.
5. **Leggings are not permitted from grades -412.**
6. **No girls' rompers or skorts are permitted grades 4-12.**

## Skirts and Dresses

1. Skirts and dresses are to fit properly and be no shorter than 2 inches above the knee.
2. Sun dresses or halter tops cannot be worn.
3. No girls' rompers or skorts are permitted grades K-12.

## Shirts

1. Shirts are to be modest, showing absolutely no cleavage or midriffs showing, 2. No white undershirts permitted as the primary shirt.
3. No spaghetti-strap, tanks tops, or camisoles can be worn as outer wear. (They can be worn under a shirt or sweater).
4. No t-shirts with inappropriate writing, phrases, pictures, emblems, logos, descriptions, or decorations.
5. No sports bras may be visible.

## Outerwear

Sweaters, jackets, and sweatshirts are permitted, but must not have inappropriate writing, phrases, pictures, logos, descriptions, decorations, or emblems.

## Accessories

1. **No hats, caps, sunglasses, bandanas, hoods, or turbans are allowed. .**
2. Shoes must be worn at all times; sandals are permitted but must remain on feet at all times.
3. **No bedroom slippers permitted.**
4. No inappropriate jewelry. No body piercing, dog collars, or chains. (Pierced ears acceptable for girls only; however, nose rings are not permitted.
5. No tattoos—permanent, henna, or hand drawn.
6. Unconventional hairstyles or cuts that become a class disruption are prohibited.

## Dress Code Violations

- Parent must bring an appropriate change of clothing.
- Students who drive will not be allowed to drive home to change clothing.

## **General Policies**

### **Office Telephone Usage**

STUDENTS ARE NOT ALLOWED TO USE CELL PHONES ON CAMPUS. Cell phones seen or heard by the teacher will be confiscated and disciplinary action will be taken. Students will be allowed to use the phone in the school office in the case of an emergency with a note from the teacher. **Parents: Please do not call your student on his/her cell phone during school hours. Call the school office. SEE CELL PHONE POLICY FOR DETAILS.**

### **Music & Dancing**

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the biblical view that God created man in His own likeness. As such, FCCS places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at FCCS. It is the desire of FCCS that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive, does not reveal the image of God created in us. It is the desire of FCCS that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

### **Parties**

FCCS will celebrate the following holidays:

**Thanksgiving** – celebrated in grades K-3

**Christmas** – all grades celebrate with an emphasis on the birth of Christ

**Valentine's Day** – celebrated by grades K-3.

**Easter Egg Hunts** – celebrated by K-2

### **School Wellness Policy**

In the event of an extreme emergency, students will be transported to Franklin Medical Center unless otherwise designated by the parent.

When a student has a fever of 99.9 degrees Fahrenheit or above, or exhibits symptoms severe enough to prevent the student from being in the classroom, parents will be called to pick up the student. **Regardless of parent requests, if a student has fever or says he/she is throwing up, the parent will be called.**

Students should stay home until they are fever free for 24 hours without the use of medication to lower the fever.

Students are not allowed to have medication of any kind with them. All medicines will be given to the administration for dispensing and safekeeping. **No non-prescription drugs will be dispensed by the office.** We prefer to dispense prescription medicine only in emergencies. The parent must sign a medical release form before the office can distribute prescription medication. Prescription medicine must be in the child's name and dated with a current date. Medical consent forms are available in the school office.

All students must have proof of immunization on file in compliance with the immunization requirements of the State of Louisiana.

Please report all contagious diseases to the school office. This greatly assists the faculty and staff if other students in the class develop the same symptoms.

Due to problems with lice in a school setting, and in order to prevent and infestation of them, please report all cases to the school office immediately. Any student with lice will be sent home until the head is free of lice and eggs. In order to be readmitted, students must be checked and cleared through the school office.

### **Gum, Drinks, and Food**

Drinks and food should be consumed in designated areas only; they are not to be brought into the classrooms by the students. Water is the only drink allowed in classrooms.

### **Bad Weather Days**

Days of bad weather that result in the school being closed will be announced as far in advance as possible on major radio and television stations. We will also notify by Facebook and Remind.

### **Withdrawal Procedures**

Students are required to officially withdraw from FCCS before records can be released to another school. **No student's records will be released unless all bills are paid in full.** Please notify the school office at least one day prior to withdrawing your child. All hardback textbooks and library books must be turned in and all accounts must be settled prior to the release of any records. **Teachers will be required to sign a sheet verifying that all books and outstanding work has been turned in.** Refunds, if applicable, can be expected within 30 days.

## **Cafeteria Policies & Procedures**

### **Federal Lunch Program**

FCCS offers a hot lunch program, which is based upon nutritious selections for breakfast, lunch, and snack. Our program has been approved by the State Department of Education's Nutrition Division. In accordance with Federal Law and U. S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director's Office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. USDA is an equal opportunity provider and employer.

Fax: 202-690-7442

E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

- **Breakfast, lunches, and snacks for the 2022-23 school year will be free, reduced, or paying to all students.**
- **Cafeteria Payment** ○ All lunches will be paid for in the school office any day of the week or to home room teachers. Please make checks separate for lunch payment
  - You may pay daily or prepay for a longer amount of time if desired.
  - Bills will be sent monthly. Students who are in arrears will not be allowed to eat in the cafeteria. They will be given a sandwich and milk until their bill is paid.
- **Menus will be on the school website. They will also be posted in the classroom and sent home by the student at your request. NO STUDENT WILL BE ALLOWED TO CALL HOME OR CHECK OUT FOR A LUNCH. If a purchased lunch is being delivered, it must be delivered in a lunch box or bag with no logo on any parts of the meal. This should be delivered to the school office with the child's name on it.**

### Competitive Foods Rule

According to the *Louisiana Administrative Code* §741 for School Cafeterias, competitive foods are prohibited in the cafeteria. This includes fast food, restaurant prepared food, etc., which is purchased and brought into the café in branded bags, wrappers, etc. Students who bring such items to the cafeteria should do so in an unbranded bag or a lunch box with all branding or identifying marks removed. The cafeteria can be fined and/or have money withheld from the school lunch program for violations of this rule. Students may not have carbonated drinks in the cafeteria at any time.

### Documentation for Dietary Restrictions

If your child has a dietary restriction, please request a dietary restriction form from the school office. This form must be signed by your child's doctor, stating specifically what the dietary restriction is and how the restriction should be handled in case the child comes into contact with the food/drink that he/she is allergic to. If you have any questions, please contact the school office at 318-435-4791. **Lunch Line & Café Procedures for Students, Faculty & Staff**

- On good weather days, students in elementary will come into the cafeteria from the outside through the end doors of the cafeteria. On bad weather days, students will walk through the gym to the cafeteria.
- **Everyone (students, faculty and staff) must *stop* at the designated desk and tell the attendant your assigned number to have his or her meal counted and paid for.**
- Every student must take milk unless a doctor's excuse has been provided regarding a milk allergy.
- Lunches may not be brought to the office (unless you have forgotten your lunch—this would be a rare occasion). Mrs. Wendy is too busy to hand out lunches to students.

### Payments

**All payments must be made in a timely manner. In order for us to meet *our* financial obligations, we will expect payments to be kept up to date.**

**Please adhere to the following:**

- **If an account is overdue 30 days, you will be contacted by the business office. If you desire to present a plan to the Church Board for your account which is in arrears, you must present this plan in**

**writing to Elizabeth Rigdon by the thirtieth of the month. The Board will act on the plan immediately, and a signed approval or disapproval will be returned to you.**

- **No account may be in arrears without Board approval. If your account is in arrears and no plan has been presented, your child will be dropped from the roster. If your plan has been approved, you must strictly adhere to the plan or the approval will be considered non-binding. Before returning to the school, all balances must be paid in full. Fees**

All fees must be cleared prior to report cards being mailed after the first and second semesters and before records are transferred to another school. Grades and records may be withheld until all fees are cleared. Information regarding your account should be directed to bookkeeping.

**No student may participate in graduations unless all fees are paid.**

#### **Policy on Insufficient Funds Checks**

In the case of a returned check, a certified letter will be sent to the signor of the check at the address on the check. A \$25.00 returned check service charge applies. If a family has a returned check that is for tuition, fees, he/she will also be charged the \$40.00 late payment fee in addition to the \$25.00 returned check service charge. The student's account will be flagged so that he/she cannot continue to come to school until the check and fees are paid. By law, the signor of the check must be given fifteen (15) days to pay before legal action may be initiated.

**Action Following Two Returned Checks** – On those occasions where two (2) returned checks have been written in any combination to Family Community Christian School, the individual responsible will no longer be allowed to pay by personal check. All tuition payments will be made in cash, money order, or cashier's check and brought to the FCCS Office.

**LATE FEE: Any payments made past the due date of the 10<sup>th</sup> of the month will assess a late fee of \$35.00.**

**The exception will be made when the parent has made prior payment arrangements on a certain day of the month with Elizabeth Rigdon or Sandy Oliver. If you are late beyond that date, then your account will be charged the \$35.00.**

#### **2022-2023 Tuition Rates (Includes books)**

**Registration: Individual: \$100.00**

**Family: \$150.00**

**Tuition only \$3240.00 per year**

**Tuition and After School Care Plan \$4788.00 per year**

**12 month plan: \$285.00 per month \***

**12 month plan: \$397.00 per month\***

**10 month plan: \$395.00 per month\***

**10 month plan: \$540.00\***

**Quarterly plan : \$1040.00**

**Quarterly plan: \$1,367.00**

**Comprehensive Plan (Includes tuition, ASC, and Summer care) \$6,300.00 12 month plan: \$525.00\* 10  
month plan: None Available**

**\*If you use our automatic pay plan, you can save per month on tuition.**

**After School Care drop-ins: \$10.00 per day**

**Holiday/Summer camp drop-ins: \$30.00 per day**