

Fort Scott Christian Heights Elementary Parent/Student Handbook

PHILOSOPHY OF EDUCATION

The philosophy of education at Fort Scott Christian Heights is based upon the premise that parents are responsible under God for the education and training of their children. Therefore, FSCH serves as an extension of the Christian home and was established to provide parents an opportunity for their children to receive academic instruction and character development in an environment free from humanistic philosophies.

There are three areas of development in a child that require special attention. These areas are spiritual, academic, and social. The goals of FSCH are:

1. Encourage all children to incorporate biblical principles in their character development.
2. Make learning a priority in the classroom.
3. Provide quality instruction to prepare children not only how to make a living but how to live.
4. Provide activities which will help train and develop student socially.
5. Provide instruction to help students make the decision to accept Jesus Christ as Lord of their lives.

The successful development of a child depends upon the combined effort of home, school, and church working together. A child, who achieves academically, desires God's best for their lives, and who is prepared for life, will be successful.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. The emphasis of FSCH is upon the mastery of basic facts, as well as the development of the power of reasoning.

DOCTRINAL STATEMENT

We believe in:

1. The reliability and inspiration of the Bible.
2. The doctrine of the Trinity.
3. The deity of Christ.
4. The value and dignity of man and his sinfulness.
5. The offer of forgiveness of sins.
6. The assurance of eternal life as a free gift from God, obtained through faith in Christ.

7. The power of the Holy Spirit to purify the Christian and enable him to live a victorious, holy life.
8. The reality of eternal joy, or eternal punishment after death.
9. The second coming of Christ.

Statement of Social Position

Fort Scott Christian Heights, with the help of the Holy Spirit, seeks to walk in the truth of God's Word, the Bible. We desire to live like Jesus Christ who was full of grace and truth (John 1:14). We believe that God, in His mercy, spares us from what we deserve, and in His grace, He blesses us with what we do not deserve.

We believe that Jesus Christ's death on the cross completely paid for our sins, and His resurrection from the dead proved His victory over sin and death (I Corinthians 15:55-58; Romans 3:21-26). We also believe that since Christians have not only been assured of forgiveness, but also are dead to sin, we should not continue in sin so God can keep forgiving us. We who have died to sin should live in it no longer (Romans 6:1-2). Rather, because of God's great love in sending Jesus to die for us, we ought to live for Him (Romans 5:8). We have been set free from a life of sin. We are no longer slaves to sin, and we are called to not make a practice of sinning (Romans 6:12-13; Galatians 5:1).

It is our belief that many in the world today would seek to exchange the truth of God for a lie (2 Timothy 4:2-4). For this reason, FSCH would like to be clear in our stance regarding several controversial social issues of today. In doing so, we are not saying that these issues, or the sins involved in them, are bigger or worse than any other sins or issues. Sin is sin; and we are called to reject all sin. We specifically address these issues because modern society has both confused and, in some cases, deliberately and intentionally misrepresented what Scripture says regarding these behaviors

Truth of Scripture: As we address all issues of life, we believe that the Bible has supreme authority in all matters of faith and conduct. We believe that "all Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness so that the man of God may be thoroughly equipped for every good work" (2 Timothy 3:16-17). We believe that the Bible, consisting of the sixty-six books of the Old and New Testament, is the infallible Word of God, inspired by the Holy Spirit, and without error in the original manuscripts (2 Peter 1:21). Because the Bible is true it is the standard of moral goodness (Psalm 19:7-11).

Relationships: We believe that all humans are created in the image of God and therefore each individual is highly valuable. As a result, God expects all people to be treated with respect and honor. We are called to love and encourage one another as we strive for unity (Mark 12:29-31; I John 4:19-20; Ephesians 4:1-3). This means that all bullying, whether it is physical, verbal, cyber, written, or relational is sin.

Gender Identity: We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of

God (Genesis 1:26-27). Rejection of one's genetically defined gender is a rejection of the image of God within that person.

Family structure: We believe that marriage is a covenantal relationship between one genetically defined man and one genetically defined woman (Genesis 2:24; Matthew 19:4-5). We believe that God created man and woman equally in His image, importance, and value, in God's love and wisdom, they were given unique and complementary roles in marriage as a picture of Christ and the Church (Genesis 1:27; Genesis 2:18; Ephesians 5:22-31).

We believe that God has given the primary responsibility of discipling and teaching children to parents (Deuteronomy 6:4-9; Ephesians 6:1-4; Proverbs 22:6; Psalm 78:1-7). FSCH exists to come alongside parents in this journey to equip, strengthen, confirm, and reinforce biblical teaching at home.

Sexual purity: We believe that any sexual activity outside of the marriage bond is sin (Hebrews 13:4). Furthermore, because marriage is a covenantal relationship between one man and one woman, any sexual activity outside of the marriage relationship is defined by the Bible as fornication (Matthew 19:4-5). Fornication is sin. We believe that any form of sexual immorality that deviates from the biblical standard, such as adultery, pornography, homosexual behavior, premarital sex, bisexual conduct, bestiality, any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-10, 13, 18-19; Exodus 20:14; Matthew 15:19; Romans 1:26-27).

Sanctity of life: We believe that life is a gift from God and is precious. We believe that life begins at conception (Psalm 139:13-16; Isaiah 44:2a; Isaiah 49:5a) and each person's days are numbered by God (Psalm 139:16; James 4:13-15).

ADMISSIONS

Admissions Policy

Fort Scott Christian Heights admits students of any race, national and ethnic origins. Any student, who lives a life in accordance with biblical standards of moral purity; who is willing to apply themselves academically; who will obey all the guidelines of the school; and does not have significant learning disabilities, will be admitted. The standards of the school are moral and ethical, as well as educational. Parents, by the act of making application for their child, are giving their full cooperation to the administration and teachers in the enforcement of the standards of conduct.

Admissions Procedure

The following criteria must be met before a child will be accepted as a student at FSCH.

1. A conference between the parents and the principal which will focus on the following:
 - A. Reason for desiring to attend at FSCH
 - B. Philosophy of school
 - C. Rules of school

2. An application must be received at least one week before student will be allowed to enroll.
3. An official transcript must be received from previous school attended.
4. Enrollment fees, book fees, and one month's tuition are required to be paid on the first day of enrollment.

There will be a 30-day probationary period in which the administration will determine if a student will be accepted on a permanent basis.

Admissions Criteria

Students enrolling for the first time shall provide the school with a complete immunization record as required by the State Health Department. Those enrolling in kindergarten must be five years of age by August 31st. Those enrolling in preschool must be a minimum of four years of age by August 31st. A copy of the student's birth certificate is required. The maximum number of students enrolled in preschool is eight, and kindergarten 12.

FSCH does not presently have the personnel or resources to work with children who might have significant learning disabilities and/or those who have a history of social or behavioral problems. Therefore, such students will not be accepted.

STANDARDS OF CONDUCT

1. Our Creator gives us life by which we are to glorify him and our bodies are to be the temple of the Holy Spirit. Therefore, students are to refrain from the use of alcohol, tobacco, or other illicit drugs at all times whether on or off the school property. Any student found with any of these items in their possession may be subject to dismissal from school.
2. Any indecent or immoral action, conversation, writing or any assistance given to such action will not be tolerated and may be grounds for dismissal. **All** behavior must be in agreement with biblical principles of morality.
3. Any student responsible for defacement, lost, or breakage of school property as a result of carelessness or improper behavior will be held financially responsible for repairing or replacing the property.
4. Students will not be allowed to leave campus during school hours except by special permission from the office.
5. Lunch hours are closed and a student may leave campus only in the presence of a parent or approved adult. No outside visitors are allowed during the lunch time except with prior approval from the office. Parents do not need prior approval. Please check in with the office upon arrival.

6. No snacks of any kind will be allowed to be taken to chapel. This includes the chewing of gum.
7. Students are not allowed to use the school phone except in emergencies or for school business.
8. Students will not be allowed to play with any types of balls in the auditorium except during recess time when the weather is inclement.
9. No electronic devices used for music or games will be allowed in the school building or on school functions.
10. Cell Phone Policy: All cell phones (electronic communication devices) must not be visible and must be turned off during school hours. There will be no tolerance for the use of any device which has the capability of communicating with another device.
 - a. The first offense will result in the confiscation of the device and will be kept in the office until school is dismissed.
 - b. The second offense will result in the device being confiscated and will only be released to a parent or guardian.

DISCIPLINE PROCEDURES

1. First warning: Teacher will give a verbal warning for the infraction.
2. Second warning: An in-class warning such as name on board, loss of merit, etc.
3. Third warning: Time out (Portion of recess lost, running laps, etc.)
4. Fourth warning: Complete loss of recess and free activities. Also, a notification will be sent to parents.
5. Fifth warning: Removal from classroom. Parents will be called to pick their child up from the office. This will be counted as an unexcused absence.

Please note: If a student presents a disruptive behavior and/or behaves in a way that is not conducive to learning, the student will be removed from the classroom by the teacher and sent directly to the Principal's office. Upon further review the principal and teacher will determine whether the student will be allowed to return to the classroom.

Classroom Rules

1. *Respect*

Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interest, but also for the interest of others. Philippians 2:3-4

2. *Honesty*

Lying lips are an abomination to the Lord, but those who deal truthfully are His delight.
Proverbs 12:22

3. *Obedience*

Obey those who rule over you, and be submissive. For they watch for your souls as those who must give account. Hebrews 13:17

4. *Diligence*

Therefore, whether you eat or drink, or whatever you do, do all to the glory of God.
I Corinthians 10:31

5. *Self-Control*

But the fruit of the spirit is love, joy, peace, long suffering, kindness, goodness, faithfulness, gentleness, self-control. Against these there is no law. Galatians 5:22-23

DRESS CODE

The standard of appearance for students of FSCH is based on three principles: modesty, neatness and appropriateness. A student's clothing and appearance should always be pleasing and not draw undue attention to oneself, thus emphasizing the more important qualities of personality and character. Parents are responsible to ensure that students comply with daily dress code standards. The dress code is in effect at school and at all school-related functions including sporting events away from school.

Female Students (K4-6)

1. Sleeves must be long enough to ensure the underarm is covered. Shirts must be long enough in order to cover the midriff when sitting, standing, or raising the hand. Shirts must be free of inappropriate pictures, slogans, or designs.
2. Skirts must be to the knee. Shorts or leggings must be worn under skirts to ensure modesty.
3. All pants must be neatly fitted. Pants are not to be baggy, dragging the floor or too tight (skinny jeans). Rips and tears must be patched so that no bare skin is exposed above the knee. Capri length pants are permitted. Leggings are not to be worn as pants. Pajama pants are not allowed.
4. Long shorts (within 2" of the knee) are permitted.
5. Minimal jewelry is permitted as is nail polish. One set of earrings is permitted; however, plugs/gauges and other facial and body piercings are not allowed. At any time, faculty or administration may request that jewelry be removed if it becomes distracting or poses a safety hazard. Only natural hair color is allowed.

6. Shoes must be worn at all times. For safety, shoes must have an enclosed heel and toe. Flip-flops, slides or bedroom slippers are not allowed. Tennis shoes are strongly encouraged due to practicality and play.

Male Students (K4-6)

1. Sleeves must be long enough to ensure the underarm is covered. Shirts must be long enough to cover the midriff when sitting, standing or raising the hand. Shirts must be free of inappropriate pictures, slogans or designs.

2. Pants must be neatly fitted. Pants are not to be baggy, dragging the floor or too tight (skinny jeans). Rips and tears must be patched so that no bare skin is exposed above the knee. Pajama pants are not allowed.

3. Long shorts (within 2” of the knee) are permitted.

4. Minimal jewelry is permitted; however, piercings of any type are not allowed. At any time, faculty or administration may request that jewelry be removed if it becomes distracting or poses a safety hazard.

5. Hair needs to be cut to clear the collar and neatly trimmed around ears. Hair is not to be lower than the eyebrows.

6. Shoes must be worn at all times. For safety, shoes must have an enclosed heel and toe. Flip-flops, slides or bedroom slippers are not allowed. Tennis shoes are strongly encouraged due to practicality and play.

ATTENDANCE/TARDINESS

Philosophy

The purpose of the attendance policy is to encourage regular and consistent attendance and punctuality in school by all students.

Parents play the fundamental role in the education of their children. Nobody else commands greater influence in getting a child to school and recognizing how a good education can define his or her future. Being on time is a life skill that is important to each student’s future.

Our school highly values class time as a significant part of our curriculum. There is a high correlation between good attendance, academic achievement and successful every day work experience. Daily teaching strategies, such as interactions between students and teacher, discussions, lectures, audio-visuals, and reports cannot be duplicated outside of the classroom and constitute a valid and crucial part of course work. Furthermore, each student is expected to

contribute to the daily academic activities in their classes. When a student is absent, the educational experience of all students will be diminished. Tardiness of individual students interrupts instructional time. Regular and consistent school attendance helps develop responsibility, self-discipline and fosters the skills necessary for successful every day work experiences.

Policy

To foster positive work and study habits, the Fort Scott Christian Heights administration and faculty believe that students must be in class and punctual in order to fully maximize their educational opportunities. Absences and tardiness are strongly discouraged. If your child will be absent or tardy from school, please call the school office as soon as possible (620-223-4330).

We encourage parents to schedule any appointments on days we are not in school. It is typical that students in the elementary years will require dental and physician appointments on a regular basis. Please schedule appointments on Friday when possible.

Tardiness for Elementary is defined as not being physically in the classroom by 8:00 A.M. Front doors will be locked promptly at 8:00 A.M. Leaving school early is called an **Early Dismissal**. Acceptable reasons for taking students out of class early are the same as those for an excused absence. Any part of the school day missed will be counted as a tardy.

If your child is absent the day before *or* arrives after 8:00 A.M. on a school day, the parent/guardian must come into the school office to sign the child in before the student may go to his or her classroom. Students will not be allowed entry to the classroom without a form signed by the parent or guardian. Students who are absent from school or leave school early due to illness may not participate in school activities that day or evening (parties, field trips, etc.).

Five (5) tardies (excused or unexcused) shall equal one absence. A student who misses more than Ten (10) days (excused or unexcused) in the school year may be retained in the same grade.

Excused Absences

Students are expected to be in school except in cases of emergency or for reasons as explained below:

1. Death or serious illness in immediate family.
2. Personal illness or accident. Illness may include, but are not limited to:
 - a. Contagious diseases such as pink eye, influenza, etc.
 - b. Skin rashes, especially if the cause is unknown or if accompanied by fever or drainage. (May require a doctor's note to verify that the student is not contagious.)
 - c. Head lice infestation.
 - d. Fever--students with an oral temperature of 100.4 or greater should be kept at home until they have been fever-free for twenty-four hours

- without medication.
- e. Vomiting--Students who vomit must stay home for twenty-four hours after the last episode of vomiting.
3. Circumstances or conditions which, in the opinion of the school administration, constitutes a valid excuse.

Make-up Work

Students whose absences are **unexcused** will be given zeros in each class and no opportunity given for make-up work. Students whose absences are **excused** are given an opportunity to make up missed work. However, no amount of make-up activity can completely duplicate the classroom participation missed during the absence. Students will be given one (1) day for each day absent to complete his or her make-up work. Grades on make-up work will not be reduced unless turned in late. 25% will be deducted for each day work is turned in late. Parents will need to speak with the teacher to schedule a time for make-up tests.

School Program Attendance

School programs are a vital part of our educational experience. With this in mind, participation of all students is mandatory. Parents must notify the teacher prior to the program if a student cannot attend. This will be counted as a school day absence.

Student Evaluations and Awards

Honor Roll

A Honor Roll: To achieve the A honor roll, a student must have all A's in their academic subjects.

A-B Honor Roll: To achieve the A-B honor roll, a student must have only A's and B's in their academic subjects. Semester honor roll will be based on a percentage average of the two nine-week grades for each class. The year-end honor roll will be based on the two semester grades for each class. A student who receives a C for a semester will not be eligible for the year-end honor roll. Honor roll students will be posted in the hallway outside the school office.

Standardized Tests

A battery of achievement tests are administered in the spring every-other year to all grades 1-6. Kindergarten will receive standardized testing each year.

Grading Scale

Percentage	Grade	Percentage	Grade
93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59 & Below	F

Weighting

Seatwork/Homework	50%
Tests/Quizzes	40%
Class Participation	10%

PARENT RESPONSIBILITIES

Parent/Teacher Conferences

Parents of elementary students are required to schedule a conference with their child's teacher during the week immediately following the first quarter. One evening, usually Tuesday or Thursday, of the week following the first quarter is scheduled for parent/teacher conferences. Communication between parents and teacher is vitally important, however when a conference becomes necessary it must be scheduled. For a parent to walk into a classroom and request an immediate conference is not acceptable. Teachers are willing to schedule conferences in order to work out any problems.

Homework/Make-up Work

The philosophy of the elementary department is that homework will be minimal. However, when homework is assigned, the teachers expect the parent's cooperation and understanding. Parents and teachers must appear to the child as a team.

When your child is sick and misses school for more than one day, it is the parent's responsibility to make an appointment with the classroom teacher and pick up their child's assignments. This must be done when the teacher has adequate time to assemble the assignments. Any tests that need to be made up should be scheduled with the child's teacher.

Parent Teacher Fellowship (PTF)

PTF is an organization which is comprised of parents, teachers, and friends, and is responsible for major fundraising functions. The funds raised are primarily used for special projects and needs of the school. Parent participation is highly encouraged.

FINANCIAL INFORMATION

Payment Policy

1. The fees for book rental, workbooks, and enrollment are due on the day of enrollment. These fees are non-refundable.
2. Tuition is charged on a monthly basis for nine months and is due by the 5th of each month. Monthly tuition charges are not prorated, therefore attendance during any part of a month will result in a full month's charge.
3. Monthly payments are preferred to be made in nine monthly payments but special arrangements may be made with the principal to make twelve monthly payments.
4. If tuition becomes 30 days past due, then a letter may be sent notifying the parents of the following action:
 - A. A payment must be received by the end of the current month bringing the account up to date, or
 - B. Satisfactory arrangements must be made with the principal concerning payment of the account, or
 - C. If neither payment nor arrangements are made, then the termination of the child enrollment may result.
5. No records, grade cards, or transcripts will be released until all tuition and fees are paid in full.
6. All past due student tuition account must be paid in full before students may enroll for a new school term.

DONATIONS AND GIFTS

The monies which are received from tuition and fees only cover approximately 45% of the total operating budget. The low tuition and cost enable more Christian parents to enroll their children in FSCH. In order to cover the deficit, there is a need to receive cash donations as well as other gifts. All donations are tax deductible.

LIABILITY INSURANCE

In case of injury to a student which requires medical attention, FSCH's liability insurance is secondary coverage. This means that only if a parent does not have medical insurance or has a deductible will the school's insurance pay.

MISCELLANEOUS

1. **Lunch:** FSCH does not offer a hot lunch program. If a student desires to bring a lunch from home, there are microwaves available at the school for students to warm their lunches. **The exception to this is on Thursdays.** A hotdog lunch is available for purchase. Lunch includes a hotdog, chips, fruit, and drink.

2. **Elementary Parties:** There are usually two class parties during the school year: Christmas party and Valentine's Day party. If a parent has an objection to or a personal conviction against any of these parties, he or she would be allowed to remove his or her child from the school for that time. If a parent is unable to remove his or her child from school, the teacher will not exclude the child for the party activities.

3. **Head Lice:** If a child is discovered to have head lice, the parents will be notified immediately and expected to pick the child up to begin treatment. The child will not be allowed back in the classroom until the school secretary or the teacher has checked the child's head. The only time that all parents will be informed is in the event of several cases being reported.

4. **School Day:**

Grades 1-6: Classes will begin at 8:00 A.M. and will be dismissed at 3:40 P.M. Monday through Thursday.

Kindergarten: Classes will begin at 8:00 A.M. and be dismissed at 12:15 P.M. Monday through Thursday.

Preschool: Classes will begin at 1:00 P.M. and be dismissed at 3:40 P.M. on Monday, Tuesday and Thursday.

There will be no classes on Friday except as possible make up days for inclement weather.

Students will be allowed to enter the building at 7:40 A.M. Due to staff limitations, FSCH cannot be responsible for student supervision for those students who arrive earlier than 7:40 A.M.

5. **School Dismissal:** A vehicle line will be formed coming from the north (10th Street and over the hill on Little Street) and exiting south. Each student must use the provided foot bridge to access their ride. Students will not be allowed to exit the sidewalk unless the vehicle is in front of the foot bridge or accompanied by a teacher. If your child is not out on the sidewalk, please pull up a few car lengths and a teacher will bring your child to you as soon as possible. If you need to come into the school for any reason, please use the vehicle line first to pick up your child. Please park in the south parking lot. Remember your children are in your care and your responsibility. Students are expected to be picked up immediately after dismissal, but no later than 4:00 P.M. Parents who are habitually late in picking up their students, will be asked to meet with the principal.

6. **Weather/School Closing** - There may be circumstances such as inclement weather when it becomes necessary to close school. When this happens, the office will notify parents by text. Social media will also be used to communicate with parents.

Tuition and Fees 2023-2024

1 st Child	175.00 Per month
2 nd Child	110.00 Per month
3 rd Child	85.00 Per month
Additional	80.00 Per month
Kindergarten	125.00 Per month
Preschool	85.00 Per month
Grades 1-12 Book Fees	75.00 per child, per semester
Kindergarten/Preschool Book Fees	50.00 per child, per semester
Keyboarding Fee (Freshmen only)	50.00 at enrollment
Registration Fee (due at enrollment)	
Pre-K – 6 th	35.00 per child
7 th – 12 th	55.00 per child

Half-Month Due for August at Enrollment:

1 st Child	87.50
2 nd Child	55.00
3 rd Child	42.50
Additional	40.00

Kindergarten	62.50
Preschool	42.50

PLUS Book Fee and Registration Fee Per Child

FSCH Elementary Handbook Agreement

(Return this signed page to teacher the first day of school)

I _____ have read and understand the
(Parent's Name)

FSCH Elementary Handbook. I agree to comply, respect, and uphold the rules and regulations presented in this handbook. I agree to hold my child responsible to the policies outlined in this handbook.

(Parent's Signature)

(Date)