

Parent & Student Handbook

K-6

2023-2024

First Wesleyan



Equipping for Eternity

Christian School

Welcome to FWCS!

Our vision is *to see students equipped for eternity and prepared for tomorrow*. We accomplish this by the combined efforts of our experienced and educated staff, a nurturing Christian atmosphere, and an academically rigorous and integrated curriculum. It is our deepest desire to serve you and your family in a way that is pleasing to God and to you. Please use this handbook to become familiar with our policies and procedures. You may also contact the office regarding concerns or questions. Please note that the school reserves the right to interpret rules and policies as individual situations and needs arise.

At First Wesleyan Christian School, we view the entire process of Christian education as a means used by God to bring the student to a personal faith in Christ and to develop a Christian mind in the student so that he/she may fulfill God's will for his/her life. We pray that this will be your child's experience as you partner with us to provide a Christian education for your child.

All families are required to read through this handbook upon enrolling and return the agreement page signed by both parent and student.

Office Phone: (704)865-9823

Office Email: office@fwcsfwcs.org

www.fwcsfwcs.org

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Lead Administrator

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STATEMENT OF FAITH

Vision Statement

To see students equipped for eternity and prepared for tomorrow. Toward this end FWCS focuses on the development of the mind, heart, and will of every student.

Mission Statement

FWCS exists to develop mature Christian disciples who will be academically, emotionally, and spiritually equipped to be productive citizens of the Kingdom of God as they live among the kingdom of men. Toward this end FWCS integrates intellectual, spiritual, and pragmatic features into its program.

Spiritual Statement

FWCS desires to see every student put their faith and hope in the Gospel of Jesus; to see every student live their lives in faithfulness to God by being filled with the Holy Spirit; and to see every student living in fellowship with other believers. FWCS operates from a Christian worldview, and although we do not require attending students to be believers, we purposely strive for them to become followers of Christ.

Academic Statement

FWCS is an integrated academic program that incorporates a Biblical worldview, foundational learning skills, critical thinking, character development, and life pragmatics. In K-1st, students are exposed to a range of subjects, but the primary focus is for them to have foundational skills in math and reading. In 2nd-3rd, students begin making a transition from learning to read to reading to learn and from exposure to certain subjects to more of an in depth dive into those subjects. In 4th-5th, students are expected to engage all subjects academically and to work independently. As 6th graders, students think critically, problem solve, and research to present written expressions and projects.

Behavior Statement

FWCS operates on values of respect, responsibility, self-control, and accountability. Toward this end, FWCS expects students, guardians, and faculty to treat every person with respect and kindness; to do their work in a way that is responsible; to be manageable in behavior and conduct; and to be accountable for their actions.

Affiliations

FWC: First Wesleyan Christian School is an interdenominational ministry of Gastonia First Wesleyan Church. The school was established in 1971 to provide quality Christian education to the general evangelical Christian community of the Gaston area. Though FWCS is legally owned by and meets in facilities owned by the First Wesleyan Church, the school only promotes and/or teaches those common, central, Biblical beliefs that are shared by all conservative evangelical denominations. The FWC LBA (the church board) maintains delegated authority and the school remains subject to it.

ACSI: FWCS is an active member of the Association of Christian Schools International (ACSI), which is the largest and fastest growing Christian school association in the world. ACSI has over 5,000 member schools which minister to over 1,000,000 students. ACSI is a worldwide, interdenominational fellowship that provides its member schools with a variety of services, e.g., legal guidance, regional teacher conventions, curriculum, and various student activities such as spelling bees, speech meets, math contests, athletic tournaments, etc.

During any given school year, FWCS's staff and student body represent 25-plus churches and denominations. All staff members are required to be professing evangelical Christian believers who live lifestyles consistent with their essential spiritual task of serving as Christian role models to FWCS's students.

Statement of Beliefs

1. We believe the Bible to be the only inspired, infallible, and authoritative Word of God.
2. We believe there is one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the complete deity and perfect humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His ministry of intercession for His people, and in His personal return in power and glory.
4. We believe man was originally created in the image and the likeness of God, and that through sin he fell, and is therefore spiritually dead in trespasses and sin.
5. We believe in salvation by the sacrifice of Christ received by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit in this world, which includes the convicting of the lost of sin, the regenerating and indwelling of all who believe, and the empowering of believers for service and godly living.
7. We believe in the bodily resurrection of the dead; the saved to the resurrection of eternal life, and the lost to the resurrection of eternal punishment.
8. We believe in the spiritual unity of all believers under the headship of Jesus Christ.

Regarding Marriage: We believe that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that this relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship which is divinely designed for the birth and rearing of children and is a covenant union made in the sight of God, taking priority over every other human relationship. We adhere to the teachings of Scripture regarding gender identity, sexual conduct, and the sacredness of marriage, and believe

that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful (*The Wesleyan Church, The Discipline 2016*, 17).

Transgender Behavior & Restroom Policy: Gender matters. God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Some individuals reject their biological sex and often present as the opposite sex. While FWCS feels compassion for these conflicted individuals, it is the school's spiritual conviction that no form of transgender behavior has a place on our Christian school campus. Therefore, the school will not admit or continue the enrollment of any student who practices or promotes any degree of transgender behavior or gender identity opposite of one's gender at birth, such as changing one's name or dress styles to match those normally used or worn by the opposite sex. It is also FWCS's official policy that both adults and students are to only use restrooms in accordance with the sexual identity or gender classification that appeared on their birth certificates at birth.

Final Authority for Matters of Belief and Conduct: The above statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of First Wesleyan Christian School's faith, doctrine, practice, policy, and discipline, our Church's senior pastor and Local Board of Administration are FWC's final interpretive authority on the Bible's meaning and application.

1–ADMISSIONS

1–A BASIC ADMISSIONS CHECKLIST

1. Read the [Parent Handbook](#) and address any concerns to the Administrator (gthornburg@fwcsfwcs.org).
2. Fill out an online application by either creating a [New Family Portal Account](#) or logging in to an [Existing Family Portal Account](#).
 - During the application process you will be directed to set up a FACTS tuition account for making a one time, non-refundable registration fee of \$150.00.
3. Call the FWCS office (704) 865-9823 and schedule a family interview.
4. Take an academic screening test.
5. Look for an email of an official offer of acceptance (Enrollment Packet).
6. Set up your payment plan and set your calendar.
 - For fee rates and payment schedules, please see **2–FINANCIALS**.

1–B ANNUAL ADMISSIONS CALENDAR

February 1	Re-enrollment for current school families.
March 1	Enrollment opens to the general public and new applicants.
July 1	Book fees due (non-refundable; consumable may be requested prior to the start day of school if student is withdrawn before then)
August 1	First tuition installments are due

Nondiscrimination Policy

FWCS admits students of any race, color, 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 or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and other school programs.

1-C ADMISSIONS REQUIREMENTS

1. **First Wesleyan's Mission and Purpose.** All families are responsible to read the school's Mission Statement and Statement of Faith and understand that these statements are the foundation of the school's curriculum, policies, and educational philosophy. Parents are also required to annually sign their agreement to having their children taught according to First Wesleyan's value system, Statement of Faith, philosophy of education, etc.
2. **Lifestyle and Family Values.** First Wesleyan Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing a homosexual lifestyle or an alternative gender identity from their gender at birth; promoting such practices; failure or refusal to be discreet about their unbiblical lifestyle practices/beliefs while on FWCS's campus and at other school sponsored events; or otherwise having the inability to publicly support the moral principles of the school. (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)
3. **Student Cooperation.** All students are required to conform to and to maintain positive, cooperative, non-antagonistic attitudes towards First Wesleyan's Biblical teachings, values, and lifestyle requirements. FWCS reserves the right to either dismiss or to not re-enroll students who are antagonistic in these areas or who seek to propagate other opposing theological systems or lifestyles.
4. **Immunization and Physicals.** All entering students must provide proof of having received required immunizations or a religious exemption. In addition, state law requires that children entering kindergarten must have a physical exam. Documentation must be submitted to the office by October 1 or else the student will be removed from class.
5. **Family Interview.** All new parents are required to be interviewed by the Administrator if requested.
6. **Entrance Testing/Screening (Grades K-6).** All prospective students, kindergarten through sixth grade, are given entrance tests to determine grade placement and to determine if the school will be able to meet the student's academic needs. Students from FWCS's preschool are usually screened for developmental maturity before they are accepted into kindergarten.

7. **Policy regarding Registered Sex Offenders:** State law requires that any adult sex offender enrolling a child in any school must notify the school in writing regarding their status of being a registered sex offender.
8. **Annual Re-Enrollment:** All current FWCS students must be readmitted each year by submitting new enrollment forms and paying the annual enrollment fee. Re-registration is limited to existing families during the month of February. Beginning March 1 each spring, registration is opened to the general public. All applications are taken on a first-come, first-enrolled basis. Current FWCS students are not automatically accepted back each new school year. Students whose attitudes, language, and general behavior repeatedly conflict with FWCS's Biblical standards will not be allowed to re-enroll.
9. **Kindergarten Entrance Requirements:** Applicants for Kindergarten must
 - Be five years of age before September 1.
 - Pass a Kindergarten readiness test.
 - Obtain all required immunizations or present a religious exemption.
 - Present a physical exam obtained within the previous 12 months prior to the first day of school. Those lacking a physical are allowed a 28-day grace period to obtain one. This physical exam must include a lead screening.
 - Present a copy of the child's birth certificate.
10. **Communicable Disease Policy:** Students admitted to First Wesleyan Christian School shall be protected from influences negatively affecting their well-being. The school shall exclude students from classes who are currently infected with live (active) viruses from illnesses and diseases of a communicable nature.
11. **Proper Grade Placement:** The school reserves the right to place each student in the grade level or class that is best suited to his/her individual needs, developmental maturity, and scholastic abilities.
12. **Probation Status of New Students:** All new students are accepted on a nine-week academic and behavioral probationary period.
13. **Withdrawals from FWCS:** If you wish to withdraw or transfer your student from FWCS, please follow this procedure,
 1. Contact the school office and speak with the Administrator.
 2. Withdrawing students will only owe prorated tuition for the actual number of school days that they were enrolled in FWCS during the current school year. Any prepaid tuition credit will be prorated and refunded.
 3. School cumulative records will be held by FWCS until all overdue account balances are paid in full.
 4. The Supply Fee is nonrefundable though consumables may be requested not prior to the first day of school.

2—FINANCIALS

2—A K-6TH GRADE

1. **Rate Philosophy:** Each year our goal is to have rates that are comparable to other schools of our size and stature while remaining more economical. Each winter we do an analysis of our costs and of the costs of the surrounding region. FWCS operates at 65% cost per student compared to the cost per student in public schools in North Carolina (\$8,792 in 2017).

2. **Supply Fee:** K-6th.....\$500 per student (due July 1)

Supply fees are due July 1 and are nonrefundable and non-transferable. In case of withdrawal, student consumables will be available after the first day of school. Fees cover book rental, consumables, supplies, and the use of our tuition management system. (Fees do not cover certain items identified in the supply list for each grade level. Supply lists are found in the FACTS [Family Portal](#) under Resource Documents.)

3. **Tuition Rates:** First child is always identified as the oldest attending child in K-6th.

K-6th Grades:

1st Child - \$5,700

10% Per Sibling Discount

2—B Tuition Scholarships K-6

1. **NC Opportunity Scholarship:** The NCOS is a state funded scholarship program for need-based families. This scholarship pays up to \$6492.00 (2023-2024) in tuition and fees. Families must apply for this scholarship by March 1st, 2023. [Apply for NCOS](#)
2. **Tuition Assistance Scholarship:** FWCS will be offering up to \$10,000 in scholarships for the new school year to assist families in need. These scholarships will range from \$250-\$1000 per family and will be awarded between May and June by the FWC LBA. Applications will be available online ([FWCS Assistance Application](#)) and from the office from February to the first of April. This scholarship is to assist families that do not qualify for the NC Opportunity Scholarship.
3. **FWCS Excellence Scholarships:** FWCS will be awarding up to \$10,000 in scholarships for high achieving students that demonstrate academic achievement and notable integrity as a student. This scholarship is not applied for but is awarded upon the discretion of the School Committee. Teachers and staff nominate these students to receive such awards. Students of Excellence awarded the scholarship will be announced at the end of spring on our Social Media outlets.

2–C K-6th Meal Program: Meals can be purchased individually or at a discounted price with the Annual plan.

1. **Annual Plan - \$900**
 - Annual Plans account for 172-178 days of school. Meals that are not used do not rollover to the following year and cannot be transferred to another student.
 - If a student withdraws from FWCS and a refund is requested, the annual payment will be adjusted to reflect the days attended (as opposed to meals utilized) at the rate of individual meals.
2. **Individual Meals - \$6 per meal**
 - Individual meal usages are counted and applied to a student's account at the end of each month.

2–D BEYOND Extended Care: Extended care is a service provided by FWCS to assist families with extra care in the afternoons. The program runs from dismissal time to 6:00 PM each day.

1. **Annual Plan - \$1,800**
 - Annual Plans account for in class days of school. Days that are not used do not rollover and are neither refundable nor transferable. If a student withdraws from FWCS and a refund is requested, the annual payment will be adjusted to reflect the days attended at the drop-in rate. If withdrawing, a family will want to weigh which option would be better.
 - There is a 10% discount for each sibling utilizing the extended care program. This applies only to the annual plan.
2. **Drop In Rate - \$15**
 - Drop-in purchases are added to the student's account at the end of each month.
 - Drop-in purchases are applied regardless of the reasons for the student's use of extended care. For example, if a student goes to extended care because a car ride is late, that student's account will receive a charge if they are not on an annual plan.
3. **All Day Drop In Rate (if applicable) - \$40**
 - See the 2023-24 school calendar.
4. **Weekly Rate (if applicable) - \$150**
 - See the 2023-24 school calendar.

2–E BEYOND Summer Camp: The Summer Care program is a 9 week program that runs from 7:30am to 6pm for completed K-6th grade students. Students participate in games, projects, trips to zoos and parks, and many other activities.

NOTE: Rates will be determined by the end of March and events will be available to view by the middle of April at the latest.

1. **Registration - \$25.00**
2. **Summer Rate - \$190/week or \$120/3 days***
***The three days need to be registered in advance and cannot be changed.**
No daily drop-ins

2–F Holiday Care: Extended Care is offered on selected half-days at the normal extended care rate. Extended Care is offered for selected full days at the all day drop-in rate of \$40.00.

2–G Field Trips: There will be incidental expenses for field trips and other events. These expenses will be added to the student's account unless otherwise noted by the family (i.e. in case a family is not participating).

2–H K-6th Financial Policies

1. **Payment Procedures:** Tuition and payments are made via FACTS Tuition Management System. If a different arrangement is needed, you will need to make an appointment with the Financial Director to discuss options.
2. **Fund-Raising Obligations:** FWCS understands that fund-raisers can be a difficult commitment and we will try to do only fundraisers that justify the effort. Fundraising helps FWCS offset many of the costs associated with running a nonprofit organization of this size. Your participation makes what we offer doable. Although fundraising is not required we ask that you prayerfully consider the impact that participation has on our overall school health and affordability.
3. If you are contacted regarding overdue fees, please do not abuse the staff members. **Verbal abuse of staff members could result in immediate expulsion of your child.**
4. **Academic Records Held:** If fees are unpaid at the end of a grading period, the school will hold report cards until such time as these fees are paid. If fees are unpaid at the end of the year, FWCS will hold all school records until all fees are paid.
5. **Tax I.D. Number: 58-1362131:** When submitting your tax return, you will need FWCS's Tax I.D. number to claim dependent care expenses.
6. **Withdrawal:** If a student withdraws from FWCS, their account will be prorated according to the number of weeks enrolled. If a student withdraws on a Monday, they will be charged for that same week.
7. **Supply Damage:** The annual material and book fee covers the cost of required textbooks, workbooks, and the use of FACTS Tuition Management. Pens, pencils, homework planners, notebooks, crayons, glue, etc., are supplied by the parents according to supply lists provided by your student's teacher. (Students are financially responsible for all lost textbooks and damage to hardback reading texts and computers that remain the property of FWCS.)

3–ACADEMICS

ACADEMIC INFORMATION

3–A Curriculum Overview: The academic requirements for each grade level have been developed to match or exceed the course of study prescribed by the Department of Education of the State of North Carolina. Emphasis is placed upon the students' mastery of academic fundamentals, critical and creative thinking, and spiritual development.

FWCS uses an integrated curriculum that consists of a variety of textbooks published by various leading Christian publishers including ABeka, Bob Jones, Veritas, Summit, Notgrass, and Well Trained Mind. Also included are texts from Saxon Math, A Purpose for Writing, McDougal Littell, and Sadlier-Oxford.

Our curriculum is designed to move students from foundational learning skills (reading, writing, math) to independent learning across a wide scope of academic engagement (history, science, art, music, language) to critical thinking (logic, scientific method, apologetics) to creative engagement (literature, economics, speech, etc.). Throughout our program we also put a strong emphasis on moral and spiritual development. FWCS's basic curriculum covers the following subject areas:

Science	Math	History	Social Studies
Scientific Method	Logic	Apologetics	Life Praxis
Reading	Spelling	Language	Physical Education
Bible/Worldview	Music	Art	Computer Science

3–B Grading/Evaluation: Student report cards will be sent home at the end of each nine week grading period. The following grading system will be used:

Grading Scale	Percentage Breakdown
100 - 90 = A	40 percent - tests
89 - 80 = B	30 percent - quizzes
79 - 70 = C	20 percent - homework
69 - 60 = D	10 percent - classwork
Below 59 = F	

Various tests and samples of the student's work may be sent home in folders on an appointed day. Parents are to sign that they have seen the materials enclosed and return the empty folder to school on the following day. Teachers will communicate with parents about academic problems. To notify parents of work that is a C or below, a midterm progress report may be sent home halfway through each grading period. **Conferences will be scheduled at the end of the first nine weeks.**

3–C Homework: FWCS believes that homework is not a necessary but a **provisional part** of its school program. To strengthen students in their studies, each teacher is at liberty to give homework if deemed necessary. Students are required to complete homework assignments on time. By fourth grade, students are expected to be able to perform homework assignments independently.

Homework is given for several reasons:

1. **For reinforcement.** Most students require adequate review to master essential skills.
2. **For practice.** Following classroom explanation, illustration, and review of new material or concepts, homework is given so that the material will be mastered.
3. **For remedial activity.** Weak areas in a student's grasp of a subject need additional repetition.
4. **For special projects.** Book reports, compositions, research assignments, collections, etc., require time outside the classroom.

In K-3rd grade, when homework is assigned it is often necessary for parents to help their students. By 4th grade we expect students to be able to do this work independently. Every student is different and affected differently by styles of learning and homework. A student's specific learning style may determine how much help they need in completing work. We will do our best to make sure that homework is manageable. On the other hand, if a student is behind, a parent or guardian may need to work more closely with a student to help them.

3–D Honor Roll (Grades K-6): First Wesleyan Christian School will publish a listing of 1st through 6th grade Honor Roll students four times each school year. All subjects in the curriculum will be used to determine a student's eligibility to be included in the Honor Roll. Students who have unsatisfactory grades in non-graded subjects or incomplete grades will not be included on the Honor Roll. Students who have less than satisfactory behavior/attitude grades will not be included on the Honor Roll. At the end of the report period, a listing of all Honor Roll students will be posted on our school website.

3–E Conferences with Teachers: Parent/teacher conferences are scheduled each October in grades K-6. If parents desire conferences at other times, they should contact teachers before 8:00 a.m. or after 3:00 p.m. to set up a conference. Whenever problems arise, parents should always follow the principles given in Matthew 18:15-18 and personally confer with their child's teacher before having any discussion with other parents, teachers, the Administrator, or a School Committee member. In the event that the parent is dissatisfied with the teacher's response, the parent is encouraged to make an appointment with the Administrator. Serious grievances against any employee, administrator, or the organization can be filed by filling out the following form ([Grievance Form](#)).

3–F Cumulative File Review Rights: State law gives parents full rights to review the contents of their children's academic cumulative files. Parents are required to present a written request to the school 24 hours in advance. Parents may request that any nonacademic material of a derogatory nature be removed from their child's file.

3–G Field Trips: The purpose of school field trips is usually observation for education, non-experimental research or to provide students with experiences outside their everyday activities. They are typically a fun experience for the students involved. Should you decide that your student will not participate in a class field trip, please note the following:

- FWCS does not provide alternative care for your student at school on the day of the field trip.
- The classroom teacher will count your child absent on field trip day unexcused.

Before being permitted to go on out-of-town field trips, students must have a permission slip signed by a parent. Seatbelts must be worn by all passengers while on any school-related activity. Students are expected to abide by all regular school rules and the school's dress code while on field trips. A few volunteer parent drivers are necessary to drive FWCS's mini-buses.

Neither teachers' children nor students' siblings are permitted to go on field trips. Exceptions to this rule may be made upon prior approval.

3–H Library Procedures: FWCS's library is available to all students. Books may be checked out at specified times. Books must be returned before another book can be checked out. The student/parent will be responsible to pay for damaged or lost books not returned after two weeks.

3–I Parent Volunteers: The school needs and welcomes parent volunteers to participate in various activities such as field trips, parties, tutoring, and other special events. Please contact your child's teacher if you are able to help. In addition, a Parent Committee will help the school with fundraising and teacher appreciation through the year. Please contact Kim Mauney (poohndoodle123@yahoo.com) to volunteer on the Parent Committee.

3–J Religious Instruction: Although a Christian worldview is integrated into each subject area, approximately 30 minutes per day is devoted to specific religious instruction. This usually includes prayer, teaching from the Bible, singing of hymns and choruses, Scripture memorization, Bible games, and weekly chapel. An effort is made to lead each student to accept Christ as his/her personal Savior. Since students from many denominations attend FWCS, it is not the school's purpose to weaken their denominational ties but rather to provide them with a basic understanding of the fundamental principles of successful Christian living and the basic events, characters, and doctrines of the Bible.

- Chapel is held three or four times monthly. Parents are invited and encouraged to share in these worship experiences. Regular chapel begins at 8:45 a.m. and ends at 9:15 a.m.

3–K Report Cards: Report cards are issued four times per year at the conclusion of each nine-week grading period. Students in K-6 earning Cs or lower are also issued a midterm report. FWCS's report cards are designed for parents to retain at home for future reference. Parents need only to sign and return to school the report card envelope. Report cards will be held for accounts that are delinquent.

3–L Retention Policy: Whenever the school feels the retention of a student is necessary, a conference will be scheduled with the parents, classroom teacher, and Administrator. The desired goal of this conference is to gain parental consent for retention. We recognize this consent is a vital component for the retention to be effective. Generally, the school will not retain a student without parental consent. However, in some instances when the school believes that promotion would be educationally detrimental to a student, the school reserves the right to retain a student if he/she plans to continue as a student at FWCS. This may also occasionally be the case if a parent requests for a student to be held back. In any situation, the Administration will carefully consider the options.

3–M Special Adaptations for Struggling Students: Even though FWCS has exceptionally high academic goals and standards, the school is very progressive and proactive in recognizing the reality of students who struggle due to special learning needs (LD, Autism, ADD, etc.) Accommodations are made when/as possible. A pediatrician or specialist's diagnosis is most helpful and a copy of evaluations should be placed in the student's cumulative file for reference.

3–N Standardized Testing: Each spring, FWCS uses the Iowa Standardized Test. FWCS students' scores are compared to those of other public, private, and Christian schools. FWCS's average scores are consistently higher than those of the other three groups. Parents are provided with a detailed explanation and breakdown of their children's individual scores in June.

3–O Teacher/Student Ratio: FWCS's traditional classrooms have average class sizes of 14-16 students. The maximum class size at FWCS for grades 1-6 has been set at 19 students per classroom. The maximum class size for kindergarten is 17 students.

3–P Visiting Classrooms: Parents are encouraged to visit their child's class from time to time. The school does ask them to make prior arrangements with the classroom teachers before such visits.

4–DAILY PROCEDURES

4–A K-5 Daily Schedule (8:00 a.m. - 2:55 p.m.)

7:30-8:00 a.m.	Students may enter the building and go directly to their classrooms
8:00 a.m.	Class starts
8:01 a.m.	Students tardy to class
2:15-2:55 p.m.	Students are dismissed in shifts to be picked up or to go to extended care K/1st - Dismissed at 2:15 pm and held till 2:25 pm after which they are placed in extended care. 2nd/3rd - Dismissed at 2:30 pm and held till 2:40 pm after which they are placed in extended care 4th/5th/6th - Dismissed at 2:45 pm and held till 2:55 pm after which they are placed in extended care
2:25 p.m.	Extended care begins for K/1st
2:40 p.m.	Extended care begins for 2nd/3rd
2:55 p.m.	Extended care begins for 4th-6th
3:00-6:00 p.m.	Extended child care activities begin

4–B Drop Off: Kindergarten through sixth grade students are to be dropped off at the lower doors under the “First Wesleyan Christian School” sign. (See APPENDIX A for drop off map)

- **Late Drop Off:** If students are tardy or late, they are to report to the office for check-in. They are marked as tardy by the teacher. See below for more information.

4–C Pick Up: Parents are responsible to pick up their children on time. Siblings of differing release times are to be picked up at their individual times and not together with the oldest sibling. Parents may use the extended care program for sibling care and may then park and pick up their students all at once. Using the extended care program is not free however. (See APPENDIX A for pick up map)

4–D Rainy Day Drop-off/Pickup: With the addition of the awning from the gym to the parking lot, students may be dropped off there and walk through the gym on rainy mornings. On rainy afternoons, pickup will be no different than normal pickup days.

4–E Arrival and Departure Procedures

1. **Parking Restriction:** Please do not park next to the sidewalk in front of the school office and gym at any time. We must keep this area clear for arriving and departing students and delivery vehicles.
2. **Arrival Restrictions:** Children may arrive at school no earlier than 7:30 a.m. Arrivals between 7:30 a.m. and 8:00 a.m. should go directly to their individual classrooms. Prior to 7:30 a.m., no students will be allowed in the building and will be asked to remain in their car.
3. **Dismissal Schedules:**

Grade	Full Day	Half Day
Kindergarten - First Grades	2:15 p.m.	11:20 a.m.
Second - Third Grades	2:30 p.m.	11:35 a.m.
Fourth - Fifth Grades	2:45 p.m.	11:45 a.m.

4. **Pick Up Location:** Students being picked up by parents or other approved drivers are taken by their teachers to the gym.
 - To provide for the safety of the children and promote a smooth flow of traffic, parents will use a one-way approach from the Church Street entrance, unloading within a designated area and exiting onto Poplar Street.
 - When picking up your student pull your car up as far as the awning and line up accordingly. Several cars will be loaded at the same time for efficiency. PLEASE have your child's name sign hanging or presented for all the teachers to see. Do not assume all teachers know the make and model of each student's car.
5. **Pick Up Restriction:** If parents are divorced or separated, and one parent is not allowed to see or pick up the child, a certified copy of the latest court order must be on file in the school office. Any other out-of-the-ordinary procedures must also be described in writing and will be placed in the student's file.
 - Please be courteous, considerate, cooperative, and cautious in adhering to traffic routines on the school grounds. Please be careful at all times when driving through this area.
6. **Early Pick-Up Procedures:** If you need to pick up your child from school before the end of the regular school day, please come to the front door and buzz. An office staff member will bring your child to the door.
7. **Visitors on Campus:** All parents and guests visiting the campus during school hours must report first to the school office. Please cooperate in FWCS's effort to keep our school campus safe.

8. **Security Doors:** FWCS has self-locking security locks on all three of its main entrance doors. The Preschool entrance is locked at all times.

4–F Absences: Absences are classified as excused or unexcused. Each absence is considered unexcused until a note or call from a parent/guardian explaining the reason for the absence is received by either the teacher or the office. A student must attend school/class for half the time to be counted present. Each student must have an excuse (parent/guardian's phone call, voice mail, email, or written note) the day he returns from any absence. If forgotten, a student has two (2) days to bring a written excuse. If no reason is provided for the absences, then it is documented as unexcused.

1. **Excessive Absences:** A student (K-6th) who misses more than 18 days of school may not be promoted, require remedial tutoring, or other available options.
2. The following are acceptable reasons for an absence:
 - Student's illness
 - Medical or other appointments
 - Family trip with prior approval – A parent needs to provide the school office a written request for a student's work and waiver for days missed due to a trip.
 - Missions trip
 - Exams at another school
 - Death of a relative
3. **Unexcused Absence:** A student with habitual unexcused absences may be asked to withdraw or denied re-enrollment. The following are categorized as unexcused absences:
 - Receiving no documentation for absence
 - Going to bed late or sleeping late
 - Skipping school
 - Suspension or other disciplinary actions
4. **Make-Up Work for Excused Absence:** A student will have one (1) school day for every day missed to a maximum of five (5) school days to complete make-up work. (Special arrangements can be made upon the approval of the teacher and/or Administrator.) Students may receive zeros for work not turned in, and loss of credit of 10 points per day may be assessed for work turned in late. Normally, pre-announced tests, which have been scheduled on the day of a student's return from an absence, shall be taken unless prior approval has been provided to the student by the teacher. (Students receiving an in-school suspension fall under this section of the policy.)

5. **Make-up Work for Unexcused Absences:** Daily class work and assignments due on the day of the unexcused absence will be graded as a zero. Major tests and assignments missed will be made up with reduced credit (i.e. loss of credit of 10 points per day for each day it is turned in late), within the same time period allotted for excused absences. Any work not made up within five (5) school days will receive a zero for the test or assignment.

4–G Tardy Policy: FWCS desires to develop Christ-like character and encourage academic excellence in each student. One important character trait is punctuality. Parents are encouraged to assist FWCS in this training by making sure their student promptly arrives and departs from school. Students must be in the classroom when school begins at 8:00 a.m. A student is expected to be in his seat for school and each class. Students should be encouraged by parents to check in to class prior to using the restroom or doing other activities.

1. **FWCS Tardy Procedures:**

- a. Tardies are excused or unexcused.
 - b. Students are allowed 4 unexcused tardies.
 - c. Any student upon receiving a fifth unexcused tardy at any point in the school year will then receive one (1) **unexcused** absence.
 - d. All absences count towards the total allotted per year.
 - e. See policy on absences for consequences regarding excessive absences.
2. **Early Dismissal:** A note requesting an early dismissal must state the reason, give the time of dismissal, be signed by the parent, and be given to the teacher. A parent must sign the student out at the school office. Any child who leaves before 11:30 a.m. is recorded as being absent for the day.

Regular attendance is essential to successful class work. Absences may be classified as excused for the following three reasons:

- Student Illness
- Death in the immediate family
- Doctor appointments

Students leaving **before 11:30 a.m.** will be counted absent for the entire school day.

Students leaving **after 11:30 a.m.** will be counted present for the school day.

A **written note** giving the reason for the absence should accompany your child's return to school.

Family vacations and trips should be scheduled during school vacation breaks whenever possible. Should it be necessary for a student to miss school for personal reasons, please contact

the classroom teacher to procure the make-up work for your student. Make-up work will be ready for pick-up no earlier than 12:00pm the day it is requested. Two week's notice is necessary if a family trip is planned.

Students absent more than five unexcused days in any one-quarter will be subject to having their letter grade lowered by one letter. Before being promoted to the next grade, the staff and Administrator will evaluate any student who is absent twelve or more days. Retention in the current grade or summer tutoring may be either required or recommended.

3. **Homework Makeup Policy:** Upon their return to school students shall be allowed two days to make up each missed day's assignments. The following chart illustrates this policy.

# Days Missed	Makeup Work Due
1	3rd day back
2	4th day back
3	6th day back

Work not completed within the above limits will receive a lower grade no higher than a "C".

5-BEHAVIOR & DISCIPLINE

5-A Dress Code: FWCS requires students to wear modest attire that is conducive to both learning and a spiritual classroom climate. This code applies fully to all special events.

1. Students should be comfortably dressed for the classroom and playground.
 - Classroom temperatures vary with the season and location in the building.
 - A light jacket or sweater is a good thing to keep in a book bag at all times.
 - In the spring and fall, it is good to dress in layers.
2. Clothing should always be clean and tidy in appearance.
3. Socks must be worn at all times and students are asked to wear closed-toe shoes.
4. Modest shorts may be worn. Clothing should reach the fingertips of students when standing.
5. The following items are not appropriate:
 - Bike shorts and/or spandex shorts/pants.
 - Cut-off T-Shirts, Oversized T-Shirts (below child's fingertips), and midriff tops.
 - **Sandals** (K-4), jellies, flip-flops, turf shoes, cleats, and clogs. Students in grade 5/6 have the privilege of wearing wide strap sandals as long as they have proper shoes on all P.E. days. Crocs are acceptable.
 - Clogs are not acceptable school shoes. For various safety reasons we require that girls' shoes must have full wrap around heels or full heel straps.
 - Clothing and accessories that depict secular celebrities or themes that give an anti-Christian message are prohibited and should not be worn to school.
 - Clothing items such as shorts or jogging pants with lettering or pictures printed on their seats or backsides.
 - Clothing items that promote transgender beliefs or practices or reflect gender identity contrary to one's gender at birth. E.g. a boy wearing a dress.
6. Caps, Hoodies, or hats may not be worn in class or at the lunch table.
7. All students are required to wear proper undergarments.
8. Dresses and skirts should be of a modest length - reaching fingertips. Backless dresses, sun dresses, those with straps thinner than two inches are never approved attire.
9. All girls, K-6, are expected to wear tops that are long enough so that no midriff shows at any time, including when the girls lift their arms up above their shoulders. Dresses cut immodestly low in either the back or front are not acceptable attire.
10. Dresses and tops on older girls may not be overly tight or excessively form fitting. Girls ignoring this standard will be required to (1) either phone their parents to bring a change of clothes or (2) wear a large oversized T-shirt over their top until the end of the school day. The school will provide these T-shirts.

11. Tank tops with large arm holes, sundresses, and dresses with spaghetti straps are not acceptable attire. Dresses or tops must have tight fitting arm holes with at least two inches or four fingers wide shoulder straps.
12. **Sandals:** Sandals with full heel straps may be worn in grades 5/6 as an upper grade privilege on the condition that the students always wear tennis shoes to P.E. classes. After the third failure to bring tennis shoes to P.E. class a student will lose his/her privilege to wear sandals to school.
13. **Shoes:**
 - **Heel Straps:** All shoes must have an enclosed heel or heel strap which holds the student's foot securely in the shoe.
 - **Crocs:** These are acceptable in K-6 if they are equipped with straps on the heels.
 - **Flip flops:** Flip flops are never acceptable footwear for any grades.
 - **Heely Shoes:** Heely shoes equipped with wheels may not be worn at FWCS. They have proven to be dangerous both to the wearers and to others.
 - **Sandals:** Sandals may only be worn by students in grades 5/6. They must be full strapped with a wide strap across the top of the foot and around the heel.
14. Girls must wear either one piece swimsuits or covering T-shirts to all FWCS sponsored swimming activities. Midriffs must be covered.
15. Skirts worn over leggings or footless tights must still reach fingertip length.
16. Transgender cross-dressing is not acceptable attire.

Keep in mind that FWCS is a Christian school and that we strive to demonstrate this distinctive trait through our speech, actions, and dress. If there is a question regarding appropriate clothing, students will either be asked to call home for other clothing or not be allowed to participate in the special event such as formals and graduation. The Administrator reserves the right to determine the appropriateness of any clothing or hairstyle.

Every year, numerous items of clothing end up in the lost and found. Consider placing your child's name on all coats, jackets, and sweatshirts to ensure keeping track of them.

5–B Student Conduct: Attendance at First Wesleyan Christian School is a privilege and not a right. Students forfeit this privilege if they or their parents do not conform to the standards and ideals of work and life at FWCS. The school will insist on the withdrawal of a student at any time for either (1) inappropriate behavior, (2) inappropriate, rude, coarse, or profane language, (3) if in the opinion of the school, the student does not conform to the spirit of the ministry of the school, or (4) corrupting the morals and values of other students whether inside or outside of school. The school reserves the right to interpret the rules and policies as individual situations and needs arise.

1. **Philosophy of Discipline:** consequences are designed to alert the child, to change behavior, and to alert a parent of continued poor behavior choices.

Discipline at FWCS seeks the following objectives:

- To develop and maintain the optimum learning environment.

- To correct behaviors and language that are disruptive or destructive to the learning or spiritual environment.
 - To train students in positive Christ-honoring behavioral, social, and language patterns which will be essential to them as adult believers and citizens.
 - To remove, as a last resort, disruptive and rebellious students so that the learning and spiritual environment may be maintained.
2. **Reach of Policies:** The school's policies apply to students while they are at school, in vehicles on a school-sponsored activity, or at a school-recognized function. Students are held accountable for any improper use of social media such as cell phones, Facebook, Twitter, etc. All forms of sexting or cyber bullying is prohibited and will result in either major suspensions or expulsions.
 3. **Levels of Action:** There are several levels of disciplinary actions which are usually followed. These levels are not necessarily progressive in the administration of discipline.
 - a. Consequences for inappropriate behavior will start at the lowest level, such as eye contact, speaking with a student, etc. and will increase if inappropriate behavior continues.
 - b. Depending upon the severity of the behavior, the age of the child, and the circumstances, consequences may include but not be limited to: missed recess, detentions, exclusion from special activities, a note to the parents, a phone call to the parents, and/or a conference with the parents, teacher, and Administrator.
 - c. A student may be either placed on probation, suspended, or expelled if he/she does not respond to the efforts of the school for changing inappropriate behavior.
 4. **Probation.** Decisions regarding probation status are made by the Administrator in consultation with the teacher(s) involved. The probationary period will last for a period of nine weeks. If at the end of the probation period there is no significant improvement, as determined by the teachers and Administrator, the parent will be required to withdraw the student from FWCS.
 5. **Suspension.** The Administrator has, at all times, the authority to suspend a student. Suspensions will be from 1-10 days. Suspensions will be reported to the parents or legal guardians immediately with a full statement of the reason(s) for suspension.
 6. **Expulsion.** The Administrator has full authority to expel students immediately if he feels the student's extreme or chronic behavior warrants it. Parents have the right to appeal expulsions to the FWCS School Committee within seven days by writing a letter to the Administrator. **Note:** No mandatory parental conferences, parental notifications, prior suspensions or probationary periods are required before final expulsion.
- 7. Corporal Punishment:** FWCS uses no form of corporal punishment.
- Parents will **not** necessarily be notified when students are sent to the principal's office for an initial pep talk or occasional exhortation or disciplinary action.

5–C Good Manners: For the 2023-2024 School Year FWCS will be teaching students to use good manners and appropriate respect to adults.

1. Respectfully speaking when spoken to.
2. Using the following responses:
 - Please and Thank You and You're Welcome
 - Yes Ma'am, No Ma'am; Yes Sir, No Sir
3. Never to disrespectfully yell at an adult on campus for any reason. The result of a student disrespectfully yelling at an adult on campus will automatically result in one day of suspension. The second offense is three days.

Teachers and staff will expect students to learn these manners and use them appropriately while on campus.

5–D School-Wide Rules

1. Follow directions the first time they are given by any staff person.
2. Keep hands, feet, and objects to yourself.
3. Show respect for all staff members and students through your words and actions.
4. Treat all school property and other students' property with respect.
5. While in the building or on the grounds (except recess and P.E.), walk at all times.
6. Talk when and where you have permission and always use a quiet voice inside the building.
7. The chewing of gum is not permitted on campus at any time.
8. Use only positive, kind, acceptable language and words which are free of rude, sexually suggestive, coarse, and profane meanings.

5–E Lunchroom Rules

1. Walk at all times in the lunchroom area.
2. Use a quiet voice and observe "No Talking" time.
3. Leave the lunchroom clean and neat.

5–F Playground Rules

1. Follow directions the first time they are given by any staff person.
2. Use equipment properly as designed and treat equipment with respect.
3. Obey the rules of organized games.
4. Return equipment neatly to storage areas.
5. Solve disagreements with the help of an adult.
6. Do not pick up, play with, or throw any objects such as rocks, sticks, and sand. There will be zero tolerance.

5–G Forbidden Activities

1. FWCS reserves the right to have its personnel inspect any student's backpack, desk, cubbies, clothing pockets, cell phones, at any time, both on campus and on various off-campus trips, if the staff member believes that the contents are not in the best interests of the school and/or may contain dangerous, illegal sexting photos, or stolen items.
2. Students are forbidden from using or possessing tobacco, illegal drugs, alcohol, vaping, e-cigarettes, and written and/or visual pornographic materials, which includes sexting pictures. Students discovered using or participating in these behaviors either during or after school hours, off campus are subject to severe school disciplinary actions which could include expulsion.
3. Please note that private-independent school employees acting in loco parentis rather than as government agents, are not subject to the constitutional prohibitions regarding unreasonable searches and seizures. Searches may be performed without notice, without consent, and without a search warrant. Cell phones may also be confiscated.

5–H Example Classroom Discipline Plan: Teachers exercise personal discretion and may decide not to offer a warning prior to a consequence.

Number of Offense(s)	Consequence
● 1st Offense	Verbal Warning
● 2nd Offense	Head down, stand at the back of the room, lose five minutes of recess, etc.
● 3rd Offense	Lose 10 minutes of recess, playtime, or free time and walk the line or sit in designated locations. A phone call to parents may be made at this time..
● 4th Offense	Parents and administrators are notified in writing or by phone. Lunch-time/Specials detention may be assigned for the next day.
● 5th Offense	One day "In-school Suspension" (solitary work area for the entire school day) served the next school day. Parents will be notified.

5–I Severe Behavior Clause: If a student engages in behavior that is willfully disobedient, openly disrespectful, physically or spiritually destructive, or violent, the student will be removed from the classroom immediately. The student will not be allowed to return to the classroom until the parents have been contacted. Disciplinary consequences may consist of only a parental conference or may be as severe as immediate expulsion from the school.

Note: No prior warnings or suspensions are required before final expulsion.

5–J Games and Electronics Not Allowed on Campus

- **Gameboys and Other Similar Electronic Toys...**
The staff has asked that these be banned from campus due to their causing discipline problems in both before care and in extended care. Numerous experts believe that they severely deteriorate students' classroom attention spans.
- **Ipods, Tablets, CD Players, and MP3 Players...**
These have proven to be very unmanageable. It is not reasonable or possible for FWCS's staff to monitor the content of the music on these electronics. We thus ask that they not be brought on campus or else be kept in book bags at all times.
- **Cell Phones...**
Students' cell phones must be kept in their book bags at all times. Cell phones discovered out of book bags may be confiscated by the principal for 48 hours.

5–K Other

1. **Toys:** may be brought for special class occasions (such as show & tell). During the school day toys are to be kept in the student's book bag. Whether a toy is large or small, it is not to be loose in a desk as a distraction to the student. Collections of sports cards will be treated with the same restrictions. We also ask that students not bring toy guns or other items representing violence to school.
2. **Videos and Movies Acceptable at School:** Please do not send videos with your child to be shown at school until you have first cleared it with a teacher or the extended child care director. The school's general policy is to only show "G" rated movies. Occasionally "PG" movies with definite educational value will be shown to older students. Parents will be notified prior to a PG showing.

5–L Parental Interaction with Staff: The following guidelines should be observed by parents enrolling students in FWCS.

1. **Yelling At Staff:** Under no circumstances may a parent yell at a staff member on or off of campus. Our campus functions on the ability to solve conflict in a mature and adult manner. The consequences for disrespecting or yelling at a staff member will likely result in expulsion from FWCS.

2. **Accusing Staff:** In a typical scenario of disciplinary action between a teacher and a student, the administration will trust the explanation of events provided for by the teacher or staff member. Children tend to exaggerate and imagine at a level far greater than adults. We encourage all parents to gain an account of events first from the staff member that was present before either accusing or calling the office.
 - Under very rare circumstances will the student's word be treated as equal to a staff member. Exceptions to this rule would be accusations of serious misconduct or abuse. In such a case, the Administrator or Committee Chair should immediately be contacted.
3. **The Perfect Child:** does not exist.
4. **Entrusting Your Child:** We take the responsibility of loving and protecting your child very seriously. When you entrust your child to FWCS you are agreeing that students are subject to the authority and discretion of staff members. If ever there is a grievance against a staff member for decisions made, the appropriate means of handling that situation is to first talk to that staff member to get clarity. Under no circumstances may a parent or guardian "set someone straight".

6–HEALTH & SAFETY

6–A Campus Security Rules

During the school day:

1. Students may **never** leave the school grounds without notifying administrative staff.
2. During the day, students may not be removed from campus by someone other than their custodial parents without prior clearance through the office. Persons lacking pre-authorization must have either (1) a written note from the parent or authorized person **or** (2) definite phone verification by parent or authorized person. Verbal verification without a note may not be honored.
3. All students remaining after 3:00 p.m. must be supervised at all times while on campus. They must stay within view of FWCS supervisors. Once a student leaves campus after school, he or she may not return.
4. Dangerous or expensive items such as knives or guns are not allowed on campus. Those bringing guns or knives to school face immediate suspension and/or expulsion.
5. Neither the school nor its staff members will be responsible for any items brought from home by the student whether for use in the classroom or at recess.

6–B Health and Medical Information

1. **Emergency Information Updates:** It is absolutely essential that parents keep their children's emergency information completely current so that they may be quickly contacted in the event of illness or injury. The school will not be held responsible for any health problems caused by its inability to contact parents due to inadequate or outdated emergency information.
2. **COVID 19** - Please follow the guidelines your doctor suggests. Policies may change throughout the year.
3. **Illness During the School Day:** If a child becomes ill during the day, the school will attempt to contact his/her parents for instruction in dealing with the situation. If the parents cannot be reached, the school will contact the next authorized person listed on the registration form. In the event that neither can be reached, the school will employ whatever means are reasonable or necessary at our discretion.
4. **Forty-Eight Hour Rule:** During epidemics of very contagious illnesses, the school will institute its 48-Hour Rule which requires students to be held out of school at least 48 hours if they (1) experienced any vomiting or diarrhea and/or (2) repeatedly come

to the school office complaining of headaches or stomach problems. This policy protects the health of the school staff and your child's classmates.

5. **Contagious Disease Policy:** FWCS has conferred with the county health department for assistance in controlling communicable diseases. To protect all children the following policies will be followed:

Many diseases are not easily detected during the communicable period; however, the following symptoms are often warnings or signs of a communicable disease. Children should be kept home if they display any of the following symptoms:

- | | |
|------------------------------|---------------------------------|
| ● diarrhea | ● sore throat |
| ● vomiting twice in 12 hours | ● earache or headache |
| ● excessive runny nose | ● red or discharging eyes |
| ● swollen glands | ● chronic sneezing and coughing |
| ● fever of 100.4 or higher | ● skin eruptions or rashes |
| ● flushed skin, chills | ● head lice or nits |

6. **Communicable Illness:** The school requires students who become ill with the following communicable illnesses to not return to school until they are definitely beyond the contagious stage and are free of all open sores or other possible contagious symptoms:

- | | |
|-----------------|---------------------|
| ● measles | ● conjunctivitis |
| ● chicken pox | ● AIDS |
| ● mumps | ● strep sore throat |
| ● scarlet fever | ● impetigo |
| ● impetigo | ● hepatitis |

For more serious diseases, the school reserves the right to require a written release from a physician or the health department before a student is allowed back in class.

7. **Fevers:** Students registering a fever of 100.4 degrees or higher will be sent home and may not return until they are fever free for 24 hours.
8. **Chicken Pox:** In case of chicken pox, children should be kept home for at least one week.
9. **Twenty-four Hour Rule:** A child should be free of fevers, vomiting, or diarrhea for at least 24 hours before returning to school. During periods of massive illnesses the school will switch to a 36-Hour Return Rule which requires children to remain out of class for at least 36 hours after they go home or are out due to vomiting, high fevers, diarrhea, etc.
10. **Ringworm:** Since ringworm is extremely contagious the school will immediately contact parents whenever any spots are discovered that we suspect to be ringworm.

Parents will be required to pick up the student and have him/her checked out by a doctor. The office must receive a release slip from the doctor stating either that the ringworm is being treated or that the spot is not a ringworm before the child will be readmitted to class. During treatment students are expected to keep ringworm spots on their hands, face, or legs covered by a band aide.

11. **Head Lice:** It is FWCS's policy that students are not allowed in class with either live lice, or dead lice eggs, or nits in their hair. Students sent home with head lice will not be readmitted to class until their heads have been checked and declared nit free by the school's office. Please contact the school office for additional details.
12. **Dispensation of Medication at School:** Medication may be administered to children at school if it is absolutely necessary for the critical health and well-being of the student. **Under no circumstances may students keep medication or vitamins on their persons for self-administering.** The following guidelines must be adhered to:
 - a. All meds will be kept in the K-6 school office, to include daily (once-a-day) medications and P.R.N. inhalers. All prescribed meds will require a special permission form completed by the physician and the parent will be dispensed during a prearranged schedule.
 - b. Written physician instructions and/or a labeled container must be provided to the school detailing the name of the drug, size of dosage, and the time when the medication is to be given.
 - c. Parents or guardians must fill out and submit a Medication Permission Slip to the main school office after 7:30 a.m. Medications should be dropped off at the K-6 office starting at 7:30 a.m.
 - d. Medication in its original container must be brought to the school appropriately labeled by the pharmacy or physician and should not exceed a one-month supply.
 - e. The school staff will administer Tylenol to students on the condition that (1) the separate Tylenol permission slip is signed, and (2) parents are contacted by phone.
 - f. **Please note:** Tylenol and non-prescription drugs are considered medication and thus must be stored in and issued by the office.
 - g. Please do not ask classroom teachers or non-office staff to administer medication.
13. **Limitations on Medication Administered:** FWCS will only administer Tylenol a maximum of twice monthly to any individual student unless a physician's note is provided to the school which clarifies the student's chronic need for Tylenol.
14. FWCS does not administer medications such as Tums or Pepto-Bismol.

6-C Other Issues

1. **Accident Insurance:** All students are covered with a Student Accident Insurance policy. The benefits are payable only for the portion of expenses that are not recoverable under any other insurance or service contract parents may have. All

injuries that have resulted in a doctor or hospital visit should be reported to the office immediately. Records of filing for insurance and copies of primary insurance payments need to be submitted to our bookkeeper in a timely fashion. Certain time restraints apply to claims.

2. **Safety Policy at FWCS:** Students are not permitted to leave the school grounds without permission and supervision. Fire drills are held regularly and state health standards and maintenance inspections are carried out according to state law. FWCS has developed detailed procedures for responding to a terrorist event. Teachers are instructed annually in specific steps to take in the event of a terrorist attack on FWCS's campus.
3. **School Closing:** When a decision is made regarding FWCS's closing due to bad weather or any other emergency, it will be announced immediately via text message through the FACTS communications system, Class Dojo and Facebook.
4. **Gaston County Schools:** FWCS does not always follow Gaston County procedures. The county must accommodate buses while we do not. We do not usually have a delayed starting time as this is often more difficult for everyone involved.

6–D Sexual Exploitation/Victimization, Harassment and Bullying Policy

It is against both biblical principles and Federal Law for anyone to sexually exploit/victimize, harass or bully any person of the FWCS family (adult or student). Legally, sexual exploitation is defined as any unwanted behavior of a sexual nature that makes a person feel uncomfortable, unsafe, or threatened. Harassment/Bullying is defined as any spoken, written, physical action, or electronic transmitted message that causes another student to feel either uncomfortable or threatened. (Bullying involves chronic, consistent targeting of an individual or group of people.)

Since sexual exploitation/victimization, harassment,, and bullying behaviors are biblically unacceptable and illegal, they will not be tolerated on FWCS school grounds or at any school activities. Offenders will be suspended and/or expelled. Cell phones will be confiscated and given over to law enforcement.

Reporting Procedures for Incidences of Sexual Exploitation, Harassment and Bullying

1. The student should immediately communicate to the harasser or bully that the behavior is totally unwarranted and unacceptable.
2. Any (and all) incidences should be reported immediately to a staff person in authority, such as a teacher. The staff person will take action and inform the Administrator of the report.
3. The staff person shall be asked to document the incident from the person so victimized and any credible witnesses (2-3). Documentation should include the seriousness of the situation and a description of the steps taken to prevent a recurrence. This report will be given to the Administrator.
4. An administrative investigation will follow all repeated or chronic offenses.

7–COMMUNICATIONS

7–A Contact Information

1. FWCS
 - a. Phone: (704) 865-9823
 - b. Fax: (704) 852-4219
 - c. Office Email: [Office Contact](#)
 - d. Administrator Email: [Administrator Contact](#)
 - e. Preschool Director Email: [Preschool Director](#)
 - f. Financial Officer Email: [Financial Officer](#)
2. First Wesleyan Church
 - a. Phone: (704) 867-7206
 - b. Email: officegastoniafirst@gmail.com
 - c. Pastor Email: pastorgastoniafirst@gmail.com
 - d. Vice Chair Email: [Frank Eshun](#)

7–B Other Information

1. **Sending Notes or Money to School:** When sending written notes or monies to school through your children, please place the money, notes, etc., in a clearly-labeled envelope. Also, please itemize what monies are for on checks. Most payments are made through our tuition management system.
2. **Forms to be Signed (On Yellow Paper):** The school will attempt to always print various permission slips and other forms requiring parents' response and/or signatures on yellow paper.
3. **Matthew 18 Principle:** The Bible in Matthew 18:15-18 gives specific instructions as to how to deal with interpersonal relations. FWCS puts into practice this Matthew 18 principle. Accordingly, if a problem develops, parents are expected to first go to the teacher involved and try to resolve the issue. If that is not deemed successful, then the matter should be brought to the attention of the school Administrator. The final step, if necessary, would involve a meeting with the FWCS School Committee. A grievance form may also be filled online ([Grievance Form](#)).
4. **Resolving Home-School Conflicts:** First Wesleyan Christian School seeks to meet the needs of its students. Parents who are dissatisfied with the performance of the school, please use the following steps:
 - Begin with prayer. Pray for the teacher, student, or situation.
 - If the classroom teacher is involved, ask for an explanation of the situation from his/her perspective.
 - Ask for clarification of rules or consequences.
 - Be realistic in your expectations of the teacher and school.
 - Be willing to view your child from the teacher's perspective.
 - Express your concerns in a non-aggressive manner.
 - Work with the teacher to establish a written plan of action. This should include a clear statement of what you will do and what the teacher will do. Establish a reasonable time frame for the improvement of the problem.
 - Should this plan of action fail to resolve the problem, please schedule a conference that will include both the teacher and Administrator.
 - **Another parent should never confront a student.** This confrontation often leads to threats and accusations and is clearly contrary to FWCS policy. Any concern involving other students should be handled through the child's teacher or the school office.
 - Do not confront another parent of an FWCS student.
5. **Contacting Teachers:** Parents are asked to only contact their student's teachers via email or Class Dojo. Please do not contact teachers on their personal phones. Teachers need

time away from their work and they will respond according to set times of the day. For all emergency needs, parents may contact the office.

6. **Telephone Messages:** You may leave messages with the office between the hours of 7:00 a.m. and 3:00 p.m. Students and teachers will not be called out of classes except in emergencies. Please be sure your child is aware of transportation and lunch arrangements before leaving for school rather than calling in a message for them.
7. **Telephone Usage by Students:** Student use of the school phones will be limited to emergency situations only. All arrangements for transportation, e.g., going to a friend's house or bringing a friend home should be made in advance.
8. **Cell Phones** If a student has a cell phone, it is to remain in their backpack at all times unless permission is granted. Cell phones will be confiscated otherwise. The administration reserves the right to disallow the use of or carrying of cell phones at school.
9. **Class DoJo:** Class Dojo is the platform FWCS uses for communicating with parents on what's happening inside the classroom and school. Announcements, photos, and videos help integrate every family into our school community. (Look for info from your child's teacher(s) about how to sign up.)

8–MISCELLANEOUS

8–A Lunch Room

1. **Hot Lunch Program:** FWCS operates a hot lunch program for grades K-6. Menus are available to view on your FACTS portal.
2. **Microwaves are Not Available:** Please be advised that microwaves are not available for students to use in warming up their lunches brought from home.
3. **Snacks Allowed at School:** Students are allowed to eat a snack during the mid-morning hours. Teachers may have specific guidelines but . . . **Please make your child's snack nutritious.** Children do not need high sugar snacks. The purpose of our vending machines is to provide after-school snacks and drinks and may not be utilized during school hours. Please do not send carbonated soft drinks to school to be consumed during school hours. We have experienced many spills and other problems when children bring drinks to school that have a high concentration of red dyes, sugars, and other substances that are often impossible to remove from our carpets. **It is thus the school's policy that red-colored drinks such as Gatorade, Kool-aid, Cheerwine, red juice boxes, etc., not be brought to school for any activity.** We are asking that children bring only bottled water with them from home to be consumed during the day. Water bottles may be refilled from the water coolers in the school. Children in extended care will be provided with one (1) juiced as part of their afternoon snack that is to be consumed in the cafeteria. Thank you for your understanding and cooperation in this matter.
4. **Birthday Celebrations at School:** Your child is welcome to share simple snacks with his/her classmates in honor of his/her birthday. Individually wrapped treats, cookies, cupcakes, or ice cream treats may easily be shared without making a mess or consuming a lot of time. Please restrict your plans to these guidelines.

Occasionally parents decide to provide pizza lunch birthday parties for their children. This is allowed. We only ask that parents notify their child's teacher at least ten days in advance so that our kitchen staff can be notified to prepare fewer lunches on the pizza lunch day.

8–B Transportation

1. **Bus Transportation Not Available:** Neither FWCS nor local public school districts currently provide bus service for FWCS students at this time.
2. **Seatbelt, Air Bag, and Auto Policies:** Seatbelts must be worn by all students while traveling on any school-related activity. This includes the transporting of students for athletic events.

Students less than 5'2" in height or 100 pounds in weight are not permitted to ride in the front passenger-side seats of vehicles equipped with airbags unless they are riding in their own parents' automobile.

3. **Booster and Car Seats not Required on Buses:** State Law does not require the use of either booster seats or car seats in either buses or limousines for K-6 students regardless of the child's age or body weight. The law exempts all vehicles that were originally manufactured to carry/transport ten or more passengers.
4. **Liability Insurance Notice:** Drivers who volunteer to drive on school events need to be aware that the school's liability insurance does not provide primary coverage for volunteers in the event of an accident. FWCS's insurance is secondary and only kicks in after the volunteer's insurance is depleted.

8-C Spirit Rock

1. **Behavior:** Students may not climb on the Spirit Rock or jump from the Spirit Rock. Repeated offenses may result in time out from recess, a call home, or suspension.
2. **Painting:** The Spirit Rock may be rented to paint by parents for special occasions, such as their student's birthday, for the fee of \$30.00. In this case, the rock is rented for five days. A sign-up sheet will be maintained by the office and is first come first served.