



**Flagstaff Community Christian School
Parent-Student Handbook
2016-2017**

I. Introduction to FCCS

Welcome to Flagstaff Community Christian School!

FCCS is about to enter its eleventh year of serving the community of Flagstaff. We are honored and pleased to be a part of what God is doing in the lives of these young men and women! We are also honored and pleased that you have trusted us to partner with you to see your child learn and grow in the Lord just as Jesus did: "And Jesus increased in wisdom and stature, and in favor with God and men." (Luke 2:52)

We are passionate about your children receiving a quality Christian education. Our heartfelt desire is to see the young men and women of God who attend FCCS live lives of distinction, lives that touch the world for our Lord Jesus Christ. This is what we have all been called to do: to walk in the Truth and see the Kingdom of God expand here on earth. A Christian education ought to prepare a student to do exactly that, in their own unique, God-designed way.

What, then, does a Christian education look like? It instructs the entire person: spirit, mind, and body. Both teaching and learning are an act of faith, and we put our faith in the Holy Spirit working in and through the teacher and student. In Isaiah 54:13, we read, "All your children shall be taught by the Lord, and great shall be the peace of your children." Again, in the Gospel of John we read, "But the Helper, the Holy Spirit, whom the Father will send in My name, He will teach you all things..." A Christian education is learning from the Lord how we are to live on earth in every aspect of life. As Jesus said in Luke 6:40: "A disciple is not above his teacher, but everyone who is perfectly trained will be like his teacher." This is what FCCS has to offer: an opportunity to learn from *the* Teacher Himself.

This is accomplished through many avenues: studying the Bible, studying God's creation, learning from the Holy Spirit and learning from others. The result is found in Daniel 1:17-20: "As for the four young men, God gave them knowledge and skill in all literature and wisdom... Then the king interviewed them, and among them all none was found like Daniel, Hananiah, Mishael, and Azariah; therefore they served before the king. And in all matters of wisdom and understanding about which the king examined them, he found them ten times better than all the magicians and astrologers who were in all his realm."

I am convinced that each child has a God-given purpose and destiny on this earth. I desire to see them equipped to enter that destiny and believe that FCCS can be a part of that preparation. Here's to another great year!

Together in Christ,

Eric Garland, Administrator

FCCS Leadership Roster

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Melisa Barrick, After School Care Director	office@fccsonline.org
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II. Identity of FCCS

Mission Statement:

We will work together with the family, the Christian church, and the community to provide students with compass for life through a challenging, Christ-centered education and a solid Biblical foundation.

Vision Statement:

To equip students to strategically influence their generation in the Kingdom perspective through intellectual preparedness, rigorous life-long discipleship, servant leadership, and cultural influence. Our students will be nurtured to become men and women of God's own heart, who will serve the world through their Christ-centered character, mind, spirit, and leadership qualities in every area of human endeavor.

Philosophy of Education:

The philosophy of FCCS is based on a God-centered view that all truth is God's truth and that the Bible is the inspired and only infallible, authoritative Word of God containing this truth. The curriculum of FCCS is developed from a philosophy that places God, not man, in the center of all things (Colossians 2:1-10, Proverbs 1:7). FCCS, as an educational institution, believes bringing up a child in Christ-likeness is primarily the responsibility and biblical duty of the parent (Genesis 18:19, Deuteronomy 6:5-7, Ephesians 6:4). Our school exists, therefore, to partner with and serve the parents in that education without replacing the family's role.

Expected Student Outcomes:

As FCCS fulfills its Mission by implementing its Vision, it is critical that the school produces student graduates that meet high standards. Evaluating students based on the Expected Outcomes listed below will assess attainment of these standards. The student should:

- Understand and commit to a personal relationship with Jesus Christ.
- Be well prepared in all academic disciplines and demonstrate strong skills in reading, writing, speaking, listening and thinking.
- Be proficient in mathematics and science.
- Have knowledge and understanding of people, events and movements in history (including church history) and the cultures of other peoples and places.
- Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- Know how to utilize resources including technology to find, analyze and evaluate information.
- Know, understand and apply God's Word in daily life.
- Possess apologetic skills to defend their faith.
- Treat their bodies as the temple of the Holy Spirit.
- Be actively involved in a church community, serving God and others.
- Be good stewards of their finances, time (including discretionary time) and all other resources.
- Treat self and others in a Christ-like manner.

Statement of Purpose:

To serve the community of Flagstaff by establishing, owning, and conducting a school for the regular instruction of children in a fully biblically integrated classroom setting and to see those children advance the Kingdom of God in every area in which they come in contact.

Doctrinal Statement:

We believe the Bible to be the only inspired, accurate, and authoritative Word of God.

We believe there is one God, eternally existent in three persons: God, the Father; Jesus, the Son; and the Holy Spirit.

We believe in the deity and in the humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of God the Father, and in His personal return in power and glory.

We believe regeneration by the Holy Spirit, through faith in Jesus Christ, is absolutely essential for the salvation of lost and sinful people.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life; and the lost unto the resurrection of eternal separation from God.

We believe Christian unity is necessary to accomplish the mission Jesus has entrusted to His church here on earth.

Position on Critical Issues

One of the strengths of Flagstaff Community Christian School is its place as an interdenominational institution. The joy of sharing the person of Christ and living in unity as a body of believers is, in part, the realization that we have differences in areas nonessential to salvation and that through this recognition and acceptance we can mutually experience that which brings about patience, understanding and love among believers (Rom. 15:5). It is equally important to clearly articulate our position on certain critical issues that are foundational to the mission and values of FCCS.

Foundational

The Board of Flagstaff Community Christian School takes clear position in opposition to each of the following: (1) drunkenness (Eph. 5:18); (2) abortion (Lev. 18:21); (3) premarital sex/extramarital sex (I Thes. 4:3); (4) homosexuality (Rom. 1:26, 27; Lev. 18:22); (5) pornography (Ps. 101:3a).

Qualified

The Board of Flagstaff Community Christian School takes a qualified position on the following issues: (1) legal vices; (2) euthanasia; (3) marriage; (4) divorce; (5) creation.

Legal Vices: There does not appear to be a clear Biblical directive regarding gambling or the use of tobacco and alcoholic beverages except in the case of drunkenness. However, inasmuch as our current society has experienced serious health and personal economic problems related to addiction to these vices, we would discourage use of alcohol or tobacco or participation in gambling.

Euthanasia: There is a wide variance of definition of the term euthanasia. The definition, which FCCS would take a stand against, would be the willful act of inducing or speeding up the death process.

Marriage: God's design for marriage is the union of one man and one woman.

Divorce: God's best for His children would have a man and a woman married only to each other for a lifetime. Inasmuch as there are different interpretations of the Biblical reasons for divorce and God's view of the same, the issue would be referred back to the individual, the home, or the church for a final decision.

Creation: We teach that man was created by God and in His image (Gen. 1:27) and believe there is compelling evidence for Creation and the Flood (Gen. 6-8); all things in the universe were created and made by God in the six literal days of the creation week described in Genesis 1:1-2:3, and confirmed in Exodus 20:11. We believe that none of the Biblical account of Creation and the Flood needs compromising. What we teach in this regard is consistent with the Bible record.

Neutral

The Board of Flagstaff Community Christian School takes no position relative to the following issues: (1) speaking in tongues; (2) form of baptism, i.e., sprinkling or immersion; (3) election; (4) the church and politics; (5) political endorsements by FCCS; (6) healing; (7) communion.

“No position” is defined as viewing an issue to be nonessential to salvation but which has much variance among Christian evangelical groups as they interpret the Scriptures. Therefore, any formal discussions would be referred back to the home and church for that individual to determine for him/herself. This would not prevent an individual, if asked, from giving his/her personal point of view.

FCCS Code of Conduct

FCCS is a relational community that values one another, cares deeply for one another, and desires God’s best for one another. We want to see each member of our community- whether student, parent/family member, employee, board member, volunteer, or visitor- fulfill his/her unique calling and destiny. How we conduct ourselves has an impact on the other members of the community. In order to promote positive interactions, we expect each member’s lifestyle to reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral conduct. It is the goal and desire of FCCS that our community would have a lifestyle in which God might have preeminence. (Colossians 1:18)

FCCS expects its members to demonstrate a teachable spirit, a love and honor for one another, a value for life, a respect for authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow volunteers, employees, parents/families, or students. (I Peter 5:5, Romans 13:1, Matthew 18:15-17)

FCCS expects its members to honor themselves and others by refraining from theft, lying, dishonesty, gossip, slander, backbiting, crude, vulgar and profane language, intoxication, immodesty, and occult practices. FCCS expects its members to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, sexual activity and/or gratification outside the bonds of biblical marriage, promiscuity, homosexual behavior, adultery, impurity, or any other violation of the unique roles of males and females in human sexual relations. FCCS expects members to honor the belief that biblical marriage is limited to a covenant relationship between a man and a woman. (Romans 1:18-32, I Corinthians 6:9-20, Ephesians 5:1-21, Galatians 5:19-21, Genesis 2:24, 1 Corinthians 7:1-5, Colossians 3:5-10)

Any FCCS community member or visitor may be dismissed/removed from any FCCS function or asked not to return if he/she demonstrates by conduct or attitude that he/she is out of harmony with this Code of Conduct or the policies of FCCS whether on or off property as determined in the sole discretion of FCCS leadership. Readmission considerations following dismissal/removal will be determined on a case-by-case basis.

History of FCCS:

Efforts directed at the establishment of a Christian school in Flagstaff began in early 2003. A group of individuals from the community initiated discussions and, shortly thereafter, broadened the meeting participants to include pastors from several interested Flagstaff churches. In 2003, Flagstaff Community Christian School (FCCS) was established as a legal entity with the Corporation Commission. In May 2004, FCCS formally established directors and officers. In the fall of 2004, bylaws were formally adopted and signed. In the summer of 2005, an Administrator was hired and the school opened September 2005. That year, FCCS had 18 students.

Since that time, FCCS has been in Christ's Church of Flagstaff, Mountain View Baptist Church, Flagstaff First Assembly, and now resides in the Flagstaff Middle School Complex. As the school has grown, many lives have been impacted for the Kingdom of God!

Professional/Educational Affiliation:

While FCCS is independent in its ownership, it is a member of the Association of Christian Schools International (ACSI). We certify our entire faculty through ACSI in addition to their current state teacher certification.

Christian Affiliation/Governance:

FCCS is a inter-denominational school that is not affiliated with any specific church or denomination. The oversight of the school is conducted by the Board of Directors, who serve FCCS as legal owners, spiritual overseers, and leaders through policy governance.

Admission Philosophy, Policies and Procedures:

FCCS is open to anyone interested in securing a Christian education, from Kindergarten through eighth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by the policies and rules set out for conduct and attitude at FCCS. It is understood that attendance at FCCS is a privilege and not a right. This privilege will be forfeited by any student who does not conform to the school's standards of conduct and attitude and/or who is unwilling to adjust to our environment and culture.

All students who attend FCCS must be convinced that they want to attend and agree to honestly and wholeheartedly apply themselves to study to show themselves approved unto God. They also agree to show Godly love and honor to their peers, staff, faculty, administration, volunteers, and any others who may be visiting or serving the school.

FCCS admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. FCCS does not discriminate on the basis of race, color, national or ethnic origin in admissions policies, scholarship or grant programs, and athletic and other school-administered programs. FCCS reserves the right to select students on the basis of academic performance, Christian commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with FCCS administration and to abide by its policies and rules.

Students will be admitted to FCCS based on the following criteria:

- Willingness to attend a Christian school: student desires to attend FCCS and embraces the culture of biblical Christianity it represents.
- Good academic standing: student has not failed any classes in the previous academic year.
- Behavior and attitude choices: student has not been expelled from a previous school; student has not been convicted of any crime.

- Commitment to Christian morals, lifestyle, and ethics: student regularly attends and is involved with a local church or is willing to begin to do so; student will conduct themselves in a Christ-like manner in everything they do in or out of school.

The administration will consider applicants on a case-by-case basis if there are deficiencies in any area.

III. Culture of FCCS

To understand the Kingdom of God is to understand the culture that exists in heaven around God's throne. Here at Flagstaff Community Christian School, we are attempting to create a school culture that is modeled after that Kingdom. It is based on God's Word, directed by His Spirit, and motivated by His love. It influences every aspect of our life- if we allow it to do so. Even Jesus boldly proclaimed: "Seek first the Kingdom of God and His righteousness, and all these things will be added to you" (Matthew 6:33, NKJV).

For an expanded description, read the document "Culture of FCCS," located at our website, www.fccsonline.org.

NOTE: For the remainder of the Parent-Student Handbook the term "Parent" includes the guardians as well parents.

IV. School Procedures

Admissions

The procedure for admission to FCCS is as follows:

- Applications are submitted online, which can be accessed at www.fccsonline.org.
- There is a non-refundable \$40 per family application fee.
- Supplemental documents can be submitted to the FCCS office or uploaded during the application process.
 - Copy of student's documented immunization record
 - Copy of student's certified birth certificate
 - Student Record Transmittal Request (except Kindergarten & Homeschool students)
 - Any other student information needed
- An interview will be scheduled and should be attended by both parents and the student(s).
- A student will then be notified of acceptance for enrollment by FCCS administration.
- If space is not available in the requested class, the student will be placed on a waiting list. The waiting list order is established by the date the application is submitted.
- The balance of the paperwork must be completed before student(s) can begin classes.
 - Personal Referral Form
 - School Referral Form, except for homeschool or Kindergarten students
 - Previous school records from the previous two years, except for homeschool and Kindergarten students
 - Financial Success Meeting with FCCS administration
- Enrollment fees must be paid before student can begin classes.
- Students are accepted to FCCS with the understanding that there is a six month probationary period for every new student.

Re-Enrollment

- Re-enrollment takes place in the spring for the upcoming school year. Specific dates and deadlines will be announced at that time.
- Current families are given the first opportunity to submit their intent to re-enroll for the upcoming year. That includes current students and any student in the family that may not be currently attending FCCS.
- Re-enrollment is completed online
- Re-enrollment fee is \$40 per family

Scholarships

For families who desire to personally generate scholarship funds, Arizona offers a tax credit program. FCCS can equip your family with tools and strategies. These funds will be awarded at the discretion of participating scholarship tuition organizations (STOs).

- A list of STOs that are in partnership with FCCS is included in the Scholarship Packet available through FCCS or at www.fccsonline.org.
- Any family who has scholarship funds awarded is expected to participate and encourage others to participate in the tax credit program. Information will be provided at training sessions in the fall and by appointment.

Financial Information

Tuition

- The annual tuition for K-6th grade is \$5000 and for 7th-8th grade it is \$5400.
- Tuition can be paid in full before the start of school or tuition liability is divided into 10 equal payments. The first payment is due before the start of school, as per the Financial Agreement.
- Tuition may be modified due to special education needs.
- A signed Financial Agreement must be on file before enrollment is complete.
- Upon withdrawal from school on good terms, any prepaid tuition will be prorated and refunded. This does not include scholarship funds or fees.
- If a student is removed from school (expulsion, dismissal, etc.) any prepaid tuition or fees will not be refunded.

Fees

- The \$40 non-refundable application fee for each family is due at time of application. This is a one-time fee.
- The annual \$100 activity per student and \$30 testing fee for Kindergarten is due upon acceptance into FCCS or before the 1st school day.
- Any other payment arrangements with the FCCS office must be made in advance.
- Fees requested during the school year must be paid in full by the stated deadline. Failure to pay in full in a timely manner may prevent student(s) from participation. These include all curricular (field trips, etc.) and extra-curricular activities (athletics, music, drama, speech, etc.)
- A \$40 re-enrollment fee per family is paid at time of re-enrollment for the next year.
- There is a \$50 fee for any NSF check received

Delinquent Accounts

An account is considered delinquent if payments are outstanding 10 days past due. This includes any other outstanding payments (after school care, etc). At this point, there will be a meeting with the Administrator to discuss options for payment. If an account is outstanding 30 days past due, the student(s) may not attend class until the account has been made current.

Textbook Care

Students are responsible to take care of the textbooks they are given. Damaged, lost, or destroyed textbooks will be charged to the student.

Sycamore Education

FCCS uses an online database system as the primary communication between families and faculty/staff at FCCS. Grades, daily homework, weekly teacher/parent communication, behavior, medical information and more are all communicated through this program. Parents are encouraged to check it daily for updates.

Parents: New families will be sent an email invitation with a username and temporary password.

Students: Students can also set up an account to have access to grades and homework.

Smartphone App: Sycamore Education app is available.

Academics

FCCS offers a Christ-centered curriculum that will challenge students. We make every effort for each child to be successful in their academic pursuits. Students should demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Placement:

- Any student who enters Kindergarten must be five years old by the first of September of that academic year.
- The faculty and administration of FCCS reserves the right to place a student in the proper grade level regardless of grade completed in previous year. Any changes to the student's grade level may be made up to 18 weeks after beginning classes at FCCS.

Grading Scale:

Achievement grades are in reference to how effectively the student has mastered understanding the subject matter. Citizenship grades reflect a student's character and social development.

Achievement grades are assigned as follows:

K-8th Grade
90-100%= A (4.0)
80-89%= B (3.0)
70-79%= C (2.0)
60-69%= D (1.0)
Below 59%= F/Failing (0)
P= Passing
F= Failing
I= Incomplete

Effort grades are assigned as follows:

K-8th Grade
1= Superior Effort
2= Average Effort
3= Minimal/No Effort

Citizenship/character traits are assigned as follows:

K-8th Grade
S= Strength In Trait
N= Normal Development Exhibited
W= Weakness In Trait
I= Improvement

Report Cards and Progress Reports:

- Progress reports may be issued anytime throughout the year at the discretion of the teacher/ Administrator.
- Initial eligibility for extra-curricular or curricular activities will be determined by current grades.
- Parents are required to sign and return to teacher all progress reports issued. Failure to return a progress report may cause student to be ineligible for extracurricular activities.

Elementary:

- Report cards are issued on a quarterly basis

Jr. High:

- Report cards are issued on quarter basis.
- Semester grades are the recorded/transcript grades earned for each class.

Honor Roll:

Awards are given on a quarterly basis for student achievement.

- Straight A Honor Roll: 4.0 GPA
- Principal's Honor Roll: Average 3.5 GPA with no grade less than a C.
- Warrior Honor Roll: Average 3.0 GPA with no grade less than a C.

Conferences:

- Conferences with parents and teachers will be scheduled at the end of the first and third quarters.
- Parents may request a conference with any teacher at any time of the year.
- Conferences that are 'non-academic' in nature may be called by the Administrator and will involve appropriate staff or board members. These may be financial or disciplinary.
- Administrator may request the pastor/leader of the student's church to attend conferences.

Academic Probation and Dismissal:

- All students below a 2.0 'C' average at the end of the grading period will be placed on academic probation.
- Parents will be notified and a conference with the teacher(s) will be required.
- Academic probation will last until the student's cumulative G.P.A. exceeds 2.0 for an entire semester.
- Continual academic probation with a G.P.A. less than 1.0 will result in academic review and possible dismissal.

Promotion and Graduation:

- Students will promote to the next grade upon successful completion of the current grade.

- Students may not promote to the next grade if they have received a failing final grade in any subject and/or if their GPA is below 1.5.
- With the approval of the teacher and Administrator, successful completion of an approved summer school session may allow a student to promote to the next grade.

8th Grade Graduation:

- All students who have successfully completed all the requirements for 8th grade will be able to participate in 8th grade graduation ceremony.

Class Scheduling:

- Schedules will be posted, with times, in the teacher's room.
- Teachers may modify the schedules as needed with Administrator approval.
- Chapel will be held once per week as part of the Bible curriculum.

Activity Eligibility:

- Activities include extracurricular and curricular such as athletics, field trips, and student council.
- In order to participate a student must maintain a 2.0 G.P.A. with no "D" or "F" in any subject.
- G.P.A. will be checked at commencement of activity and weekly during activity.
- A G.P.A. of less than 2.0 or a "D" or "F" in any subject automatically makes a student ineligible to participate in competition/activity or early dismissal to attend a competition/activity. Ineligible students may be allowed to participate in practices or activity planning with coach/advisor and Administrator approval.
- Administrator will approve any exceptions with input from advisor/coach/faculty.
- Anyone removed from a roster cannot receive any post-season awards or honors.
- Student Council:
 - Any student seeking an elected position should have a 2.0 G.P.A. with no "D" or "F" in any subject prior to entering the election.
 - A student council member with a G.P.A. of less than 2.0 or a "D" or "F" in any subject automatically makes that student ineligible to participate in weekly student council meetings. A student with 3 ineligible grade checks will be asked to step down permanently from student council.

Physical Education (PE):

- Every student will participate in PE. This is a required part of the curriculum.
- If a student is unable to participate in a scheduled PE activity due to an injury or other incapacity, a note from a physician will be required before student is excused from scheduled PE activities. If a student is unable to participate in a scheduled PE activity, an alternative PE activity will be assigned.

Transcripts and School Records:

- We will release a student's school records personally to the parent or through a written, signed request.
- We will release a student's school records to a third party (i.e., another school) with a parent's written, signed request.

Attendance

Regular attendance is a critical component for success at school. Students are expected to attend class every day. The teacher structures class as a construction process where each day builds on what was presented the day before. Make every possible attempt to attend daily. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school.

Tardy:

- Arriving in class after the posted starting time for the class to begin, for any reason, is considered tardy.
- A tardy will be considered excused when a parent notifies the office and the tardy is due to weather, unexpected traffic delays, or specific appointments (doctor, dentist, etc.). All other tardy situations will be considered unexcused.
- 5 unexcused times being tardy will be recorded as an unexcused absence.
- Chronic tardiness (defined as more than 4 unexcused tardies during any 3 week period) may result in a meeting with the family and administration to come to a solution.

Excused/Unexcused Absences:

- An excused absence is when, due to circumstances beyond control, the student is unable to attend school: sickness, injury, funerals, etc. To be excused, a parent must call or otherwise notify the school office. A doctor's note may be required in certain circumstances. Any absence outside of these parameters is considered an unexcused absence.
- Generally students must do work assigned during days missed. Credit for this work is up to the discretion of the teacher.
- When the student returns to school, they should meet with teachers and arrange to make up all quizzes and tests that were administered during the absence. The time to get 'caught up' with assigned work missed due to an excused absence should be the same period of time the student was absent.
- If absence is prolonged, it is highly recommended to request assignments from the student's teacher. Extended absence may affect grades and credits awarded.

Prearranged Absences:

- There are times when students may be gone from school and it is known in advance (vacations, etc). Arrangements with teachers must be made before the scheduled absence for the completion of missed assignments in order to receive credit.
- Homework may be required to be completed in advance.
- Testing will be arranged by teacher.

Activity-Related Absences:

- If a student misses class due to a school-related activity, it will be considered an excused absence and not count against the student's attendance record.
- Arrangements with teachers must be made before activity-related absence for the completion of missed assignments in order to receive credit.
- Homework may be required to be completed in advance.
- Testing will be arranged by teacher.

Excessive Absences:

- FCCS will allow a maximum of 10 absences per semester.
- Exceeding the maximum may result in a loss of credit and/or retention.
- Credit losses may be appealed to the administration.

Student Activities

Opportunities for Student Involvement:

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Opportunities for students to participate in extra activities are outlined below:

Athletics – FCCS is in the process of growing our athletic department. The Flagstaff community has many opportunities for students in athletics.

Chapel – Our weekly time to gather as an entire student body to worship and hear teaching from faculty or staff, as well as, members from our community.

Cultural Awareness Week – Students will explore cultures from around the world through personal discovery and research, as well as cultural events throughout the week.

Field Trips – FCCS encourages field trips to enhance learning and spark discovery in the lives of our students. Each year the upper elementary FCCS students go on a weeklong field trip to either Yellowstone, Grand Staircase, Catalina Island, or San Diego.

Science Fair – Students learn the scientific process, research techniques, and presentation through a research paper and science fair project.

Service- Serving others and our community is a large part of the culture we have at FCCS. This can vary from a clean-up project at the school campus to travelling to another country. It will be age-appropriate and on some occasions will involve the entire school.

Speech Meet – Encouraging and building confidence in each FCCS student to speak and communicate in front of a group of people, the speech meet is a great opportunity to develop skills as each student will give a speech in a school-wide speech meet. Students who receive high marks are then invited to give their speech at a local, public venue in our annual Speech Slam.

Spelling Bee – Each student participates in a grade level spelling bee and the top two students in each grade level are invited to compete in the regional spelling bee held in Prescott, AZ.

Student Council – Each year the entire student body elects a student body president. Grades 6-8 then elect two representatives each from their class to make up FCCS Student Council. Student Council focuses on 3 areas: FCCS service projects, community service projects, and building community within FCCS.

Yearbook – The yearbook staff is made up of students who grow in skills of photography, editing, and design. A FCCS yearbook is made each year and available for families to purchase at the end of the school year.

Lifestyle Expectations

Student Conduct:

Students are expected to conduct themselves- in action as well as attitude- in a manner that is honoring to God, themselves, their parents, and their school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

Expectations for conduct are as follows:

Honor God in All Aspects of Behavior

- Everything, whether in word, deed, or attitude, should be done to please our Heavenly Father.
- Students are to show honor and Godly love to all, as they are made in His image and Jesus loves all and died for all.
- Students are expected to use language that is honoring to God.

Respect Adults and People Who Are in Authority

- Honor, respect, and Godly love should be given to teachers and leaders at all times.
- Students are expected to complete tasks as assigned.
- Students are encouraged to use respectful titles when addressing teachers and adults.
- Students are expected to follow the laws and ordinances of our local, state, and federal government.
- Students are encouraged to use polite language, i.e., please, thank you, etc.

Respect Others

- Students will be expected to treat others with kindness, respect, and Godly love.
- Language should be kind and encouraging, full of the life of Christ. Obscene language, gestures, or inappropriate dialog will not be tolerated.
- Students are required to allow fellow classmates equal time for sharing ideas. Positive comments toward fellow students' ideas will be encouraged. Negative or demeaning commentary will not be allowed.
- Fighting, physical abuse, or verbal abuse will not be allowed.
- Harassment of any type will not be tolerated.
- No guns, knives, or any type of weapon will be allowed on FCCS property or at any FCCS event. The only exception to this is for educational use only with written permission from the Administrator.

Accept Responsibility for One's Belongings and the School Facility

- Students are expected to care for their own belongings in a responsible manner.
- Students are assigned textbooks and are responsible for their care.
- Students are expected to exhibit respect and care for the school facilities.
- Students are to clean-up after themselves following class activities and lunch period.
- Students are not permitted to use any electronic equipment (cell phones, iPod/MP3 players, CD players, etc.) during school time. Any violation of this could result in confiscation of device and a parent will need to pick up the device from the Administrator.

Student Discipline:

Discipline at FCCS is designed to address the heart issue of the student and to assist both parents and children in dealing with these issues in a Biblical, life-giving manner. According to Hebrews 12, correction and discipline are a part of being in God's family. The goal is to encourage the student to have a right relationship with God and others while taking responsibility for their choices and learning to improve their decisions. We desire for students to own their decisions as well as create solutions to the problems they face. This is done in the context of helping them discovering their God-given identity in Christ.

Obviously, every discipline issue is unique. Many factors influence each situation: frequency, severity, attitude, and response. However, the general steps to addressing poor student choices include:

reminders and prompts from the teacher in an effort to allow the student to make needed changes; communication and counsel with the parents; in-school consequences such as detention, service projects, or targeted research assignments; probation; suspension (either in-school or out of school); and expulsion.

Student Dress and Grooming:

Students are expected to adhere to the dress code during all regular school hours and special school functions. The teacher and/or Administrator will communicate any exceptions to the school dress code for special school functions. The goal of the dress code is to honor ourselves, others, and God in our apparel. We desire to avoid distractive attire and rather present ourselves before our peers and our God in a modest manner. Official FCCS clothing can be purchased through the FCCS office.

Dress Code:

- Modesty and appropriateness should be emphasized over style and attention. Clothing should be loose fitting and God honoring.
- Shirts can either be collared (polo or button down) or FCCS apparel with a modest neckline and sleeves. A cardigan/vest worn over a shirt or blouse is also acceptable.
- Fleece or hoodies will be allowed with appropriate clothing underneath.
- Dresses do not need to be collared, but should have modest neckline and sleeves. FCCS apparel or a collared shirt is to be worn when wearing a skirt.
- Khakis, jeans, shorts, skirts, and dresses can be worn. Pants/shorts must be worn at the waist at all times. Underwear should never be visible.
- Shorts, skirts, dresses, etc. should be modest in length, use the finger length method as a guide. Wearing shorts/tights is recommended under dresses.
- Clothing that will not be allowed includes: anything ripped, torn, or stained; camouflage; athletic, sweat, or pajama clothing, flip-flops, and t-shirts that are not officially from FCCS.
- Hats will not be worn in the building.

In the event that a student is in violation of the dress code, the parents will be contacted to bring an appropriate change of clothes. There are occasions when the faculty and administration will modify these guidelines (such as theme days, school events, or field trips) but the idea of modesty and neatness should still be observed on these days.

Student Relationships:

FCCS desires to foster the development of appropriate, Christ-centered relationships among the students and everyone involved in the school environment. With this in mind, we do not see “dating” or “boyfriend-girlfriend” relationships among students as appropriate or Christ-centered. These young men and women of God need to develop relationships described in 1 Timothy 5:1-2, treating young men as brothers and young women as sisters.

Guidance for Community Life at FCCS: the Matthew 18 Principle

We are to be in the world, but not of the world (II Corinthians 10:3). The school is dedicated to proclaiming “kingdom values” and witnessing to them in its daily life. This means that the school community should have a different spirit than is present in the secular world - in which most of us earn our living and spend so much of our week. This spirit is one of love and respect between brothers and sisters in Christ. It should permit God-honoring procedures for working through the inevitable differences and misunderstandings that come up in any community. Therefore, fear should not characterize the relations between and among FCCS families, faculty, staff, administration, and the Board. It is understandable how all of us can let fear into our relations,

because that is often the way of the world. However, among Christians: “There is no fear in love, but perfect love drives out fear, because fear has to do with punishment. The one who fears is not made perfect in love.” I John 4:18 (NIV). “For God has not given us a spirit of fear, but of power and of love and of a sound mind.” II Timothy 1:7 (NKJV).

Therefore, the FCCS Board, administration, faculty and staff are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinions. This means that each is committed to ensuring that there is no basis for retribution or fear--for each recognizes that someday an account must be given for one’s life and actions. Harmony built on a basis of love and respect can be arrived at by following those principles and steps given by our Lord Jesus and recorded in Matthew 18:15-20. We expect all to implement these principles and steps as we deal one with the other.

Principles:

1. Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “A hypocrite with his mouth destroyeth his neighbor: but through knowledge shall the just be delivered.” (Proverbs 11:9)
2. Keep the circle small. “. . . if thy brother shall trespass against thee, go and tell him his fault between thee and him alone. . . .” The first step and often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
3. Be straightforward. “. . . tell him his fault . . .” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly presented. The Scripture says, “. . . faithful are the wounds of a friend. . . .” (Proverbs 27:6)
4. Be forgiving. “. . . If he shall hear thee, thou hast gained thy brother.” This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “. . . If a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted.”

Dealing with Problems Using Matthew 18:15-20:

1. School problems should be resolved at the lowest level. By this we mean that the two parties involved should do their best to settle the differences between them. Forgiveness and restoration are the desired results. “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.”
2. If the two parties have met, but the disagreement is unresolved, the problem should be taken to the Administrator for mediation. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution. “But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”
3. If the problem is still unresolved, the aggrieved party may contact the Board President who will determine an appropriate course of action. The ultimate goals are for the parties to

resolve, correct, forgive, and wholeheartedly restore the relationship. “If he refuses to listen to them, tell it to the church.”

In summary, the Matthew 18 principle requires that parents talk to the responsible party (teacher, coach, staff, etc) about student problems before they talk to Administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

FCCS Anti-Harassment Policy

The policy of Flagstaff Community Christian School is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. FCCS does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

Health and Safety Issues

Distribution and Consumption of Medication:

- Students should never be given medication to bring to school for ‘self-medication’. All medication, including cough drops, should be brought to the FCCS office and will be dispersed by a faculty/staff member.
- Students needing medication, prescription or non-prescription, (including supplements) must have a FCCS Permission to Dispense Medicine form filled out by their parent with enough medicine for dosages required during the school day or for the period of time medication is needed. The medication/supplements must be in its original packaging, with dosage information clearly visible.
- Parents are responsible to notify FCCS of any allergies and any precautions that need to be made for the student. If an EpiPen may be required in the event of an allergic reaction, FCCS would ask the family to provide 2 EpiPen for the school year.
- If permission was given on the student application, faculty/staff are allowed to dispense over the counter medicine, including acetaminophen, ibuprofen, Benadryl, cough drops, triple antibiotic ointment, to student.
- Parent will be notified via email when the student is given medication.

Medical Issues:

- All families should complete the health information in the application process and keep all information current. This includes all relevant information as well as permission for emergency treatment in the event of an accident or injury to child prior to the arrival of the parents.
- In the event of a serious injury of a child, the parents will be called immediately after 911 is summoned. A Medical Report will be filled out on all 911 type accidents and emailed to the parents.
- If an injury is not deemed serious enough for 911, it will be treated according to the following protocol:
 1. Faculty/Staff/Volunteer will assess injury.
 2. Faculty/Staff/Volunteer will treat injury (cleanse, band-aid, ice pack) if needed.
 3. Parent always will be notified in the case of a head injury and if deemed necessary in other instances.
 4. A Medical Report will be filed for all injuries except minor scrapes and bruises.
- If an illness occurs or escalates during school time, FCCS will call parents of ill student and request pick-up. Vomiting and/or high fever requires the student be taken home from school.
- Please do not send students with fever, persistent cough, communicable diseases, head lice, etc. to school until the condition(s) is/are resolved.
- FCCS has no nursing facility to 'house' sick students. In the event that FCCS has to care for an ill student, we will attempt to place him/her in a quiet, secluded area until parents arrive.
- If exposure to a communicable disease happens accidentally at school, you will receive email notification as soon as the school finds out.
- If you discover your child has a communicable disease and may have exposed FCCS students please notify the student's teacher or FCCS office immediately.

Safety Issues:

If for some reason FCCS is experiencing a lockdown or lockout:

- No one is allowed to exit or enter FCCS.
- Dismissal will be delayed until the area is deemed safe by FCCS administration or authorities.
- Parents will be notified via email as to the beginning and end of the lockdown or lockout status with any other information we have available to us at that time.

Snow/Weather Cancellations and Delays:

- In the event of dangerous winter driving conditions, the administration of FCCS will follow the FUSD school cancellation or delay start decision.
- Any delayed schedule or cancellation will be posted by 6:00 a.m. on the school website (fccsonline.org) as well as in the answering message on the school phone (928-522-5968).
- If there is a delayed start, classes will begin at 10:15 a.m. School doors will open at 10:00 a.m.

Important State and Federal Regulations/Information**Laws Regarding Child Services**

Federal law states that the local school district is responsible to provide special needs students attending a private school with all services. FCCS coordinates with FUSD for testing and provision of specialized services such as Occupational Therapy, Physical Therapy, and Speech Therapy.

Although not legally obligated, FCCS provides services, as much as is possible, in house. This can

include development of a student's IEP or 504 accommodation plan and remedial instruction in a pull out, small group, or in class setting. Parents have the ultimate choice in delivery of services. Parents who choose to contract out a specialized service, rather than use FUSD, can coordinate with FCCS and the provider for services to be delivered at the school. Contracted, private pay services are paid for by the family.

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. Since FCCS does not receive any such funding it is not subject to FERPA regulations. We do, however, use their regulations on sharing information as our guidelines of student records.

IV. General and Miscellaneous Information

After School Care (ASC) Program

FCCS offers after school child care to enrolled students. This will be from the end of the school day until 5:30 p.m. each day school is in session. The cost is \$8 per day, per child, with cost based per day, not hourly. To enroll a student, please contact the FCCS office.

Before School Care

If a family needs to drop a child off earlier than 8:00 a.m. due to work scheduling, please contact the FCCS office for permission. The drop off will be the front office entrance.

Birthdays/Special Occasions

With teacher approval, students may bring a special treat on their birthday if they so desire. Students with summer birthdays may pick a day during the school year. Please notify the teacher to work out the best time. Please do not plan a class party, bring special guests, send singing telegrams or have items delivered to the student during class time. Presents, balloons, flowers, etc. can be delivered to the FCCS office for the student to pick up after school.

Parents are to mail invitations when having home parties unless all children (or all boys or all girls) are invited.

Campus Hours

The FCCS office is open from 8 a.m. to 4 p.m. (Fridays 8 a.m. to 12:30 p.m.) on regular school days. If there is a half day, the office will close when classes dismiss. If there is a snow delay, the office will open at 10:00 a.m. Weekends, non-school days, summer, holidays and vacations are by appointment only.

Campus Visits

Parents are encouraged to participate in the classroom and school activities. We would ask for parents to sign in at the FCCS office and receive a guest pass before going to the classroom. All scheduled visitors to the FCCS campus must enter through the main office entrance, facing Bonito Street. At the front desk, they will sign-in on the visitor log and receive a Guest Pass. After completing their visit, they will sign-out at the front desk, return their Guest Pass, and exit through the office entrance.

Any unscheduled visitors will need the approval of the teacher and/or administration before being allowed to enter the campus. If approved, they will follow the above process. If they are not approved, they will need to leave the premises.

All FCCS functions and services are for the FCCS community and invited guests and should not be considered open to the general public under all circumstances.

Change of Address/Contact Information

It is critical that the FCCS office is notified of any changes in address or contact information so the school can maintain necessary and appropriate contact with the family.

Closed Campus

FCCS has a “closed campus.” This means that students do not leave the campus after arriving at school until dismissal time. If a student will be leaving early for any reason, the person picking him/her up must come to the office and sign that student out. If a parent is not the one picking the student up, the parent should give permission for the child to leave with said person.

If a student is leaving early, please do not call and request that your child be waiting in the office.

Allow a few extra minutes so he/she can be called from the classroom after you arrive at school. This way the student doesn't miss valuable class time if you are delayed.

If a student are taken off campus to eat lunch with a parent or other authorized person, he/she must be back on time for class or will be considered tardy. Please help your child be responsible by having him/her back on time.

Communication, Non-FCCS Related

Any parent, person or organization wishing to inform FCCS families of events or opportunities will be able to post information with FCCS approval on a designated bulletin board. FCCS will not allow communication in the “Thursday folders” that is not school related.

Conference Scheduling

To schedule a conference with a student's teacher, contact them via email or by calling the FCCS office. To schedule a conference with the Administrator, contact the school via email or call the office.

Detention

After school detention will take place for the span of time faculty determines, but parents must be given notice for after school detentions lasting more than 10 minutes.

Dismissal

Only those individuals who are marked as authorized pick up individuals will have permission to pick up a student at dismissal time. The parent is able to update that information at any time through the FCCS office.

If a parent wishes their student to be released on their own after school (walk or ride a bike) a Student Release Permission form can be filled out at the office.

Drop off and Pickup of Students

The school doors open at 8:00 a.m. each morning. Students will begin the morning together with prayer, pledges and, announcements, then dismiss to class. School dismissal is 3:00 p.m. (12:00

p.m. on Friday) for lower elementary. Upper elementary/Jr. High will dismiss at 3:15 p.m. (12:00 p.m. on Friday). Parents, or person picking up student, need to be present before the student will be allowed to leave. Students not picked up by 3:20 p.m. (Fridays at 12:20 p.m.) will call their parents and then be released to after school care.

Field Trips

Parents are notified in advance and encouraged to help chaperone. A permission slip for students to participate in the field trip will be made available prior to the scheduled trip. This needs to be signed and returned prior to the student participating. If the signed permission is not returned by the deadline, the child may not be able to participate on the trip. All chaperones will have a completed volunteer packet on file at the FCCS office.

Library

The FCCS library is available to all FCCS students. Books can be checked out through FCCS for one week at a time. The book can be renewed one time. Lost or damaged books will be assessed a fine.

Lockers

Each student will be assigned a locker. Lockers will not be allowed to be locked. Students and parents must understand that these lockers are not private spaces. There is no expectation of privacy by a student in regard to the use of these lockers; FCCS reserves the unfettered right to inspect these spaces from time to time without cause. Any damaging or defacing of the lockers will result in repair or replacement charges.

Lost and Found Items

Any items that appear to be lost will be placed in the Lost & Found area for students and/or parents to locate missing items. At the beginning of each month the lost and found items will be emptied and the contents donated to charity.

Lunch Program

Students can bring their lunches from home. FCCS does not provide a microwave for student use. A student should bring all necessary items (spoon, bowl, etc.) for his/her lunch to school.

Weekly hot lunch options may be available and order forms will be included in Thursday Folder.

Messages

Students can receive messages from their parents at school by calling the office. One of the staff will relay the message to the child. Unless urgent the message will be delivered to the child when it is convenient for the teacher.

Movies

Most non-curricular movies used will have prior parent approval. If a parent does not approve of the movie to be shown other arrangements may be made for the student.

Personal Items on Campus

Please do not permit your child to bring valuable personal items of any kind (ipod, toys, etc.) to school. Playground equipment is provided by FCCS for use on the playground. FCCS will not be responsible for loss or damage.

School Closure Information

If it becomes necessary for school to be closed on short notice or while school is in session, we will send out an email to all parents and call all parents as quickly as we are able. If school is closed or delayed due to weather, please refer to "Snow/Weather Cancellations and Delays."

Skateboards/Roller Blades/Scooters/Bikes

Students are not permitted to ride skateboards or roller blades on campus at any time. If these items are used as transportation to school, they should be put in the student's locker or designated location in the FCCS office during the entire school day. Bikes should be locked up outside in the designated area.

Telephone

A student may use the office phone with teacher permission. Students will not be called out of class to answer phone calls. If a situation arises, please call the office and a message will be delivered. Students are allowed to bring cell phones to school, but cell phones must not be turned on during school hours. If a cell phone is used during school hours, it will be confiscated and a parent will need to go to the office to pick it up.

Volunteer Guidelines

We desire to maintain the safest environment for our students. All individuals who, whether parents or volunteers, will be around FCCS students in the classroom, playground or field trips are required to complete a Parent Volunteer/Volunteer Packet. This allows FCCS to do a background check and also requires the individual to have a fingerprint card on file at the FCCS office. Fingerprints can be done free of charge at the Flagstaff Police Department. Parents and volunteers may pick up a Volunteer Packet at the FCCS office.

Winter Clothing

When the weather is cold a student should bring clothing so he/she is prepared to go outside. That may include snow boots, snow pants, gloves, hat and winter coat.

Website & Sycamore

FCCS maintains a website – www.fccsonline.org – which is updated on a regular basis with basic school information. It also has applications and scholarship information. FCCS also has information posted on Sycamore that is most helpful for parents with the school calendar, teacher letters, upcoming events, etc.

Parent Partnerships

At FCCS we take seriously the partnership we have with parents. Parents have been given the responsibility to train and educate their children, and FCCS is joining with parents to see God's plan and purpose fulfilled in each child. To this end, being involved in what happens at the school is a significant part of that partnership.

Parent Partnership Program:

- All parents are members of Parents Reaching Out to Unleash Destiny (PROUD) organization. Parents are expected to find service areas that can fit into their schedule.
- Service hours are counted per family. A family with one child is expected to serve at least 20 service hours in the school year, 15 for the second child and 5 for each additional child in attendance at FCCS, with a maximum of 40 hours per family.
- A family is responsible to record their own hours. A binder is provided in the FCCS office for convenience.

Ways to be Involved:

- Prayer groups: start or attend a prayer group and pray for the school specifically.
- Promote: enrollment increases by 'word of mouth'. Positive promotion of the school benefits all and honors God.
- Arizona tax credit program: understand how the program works, contribute your own tax dollars, and solicit others to redirect their taxes.
- Serve on the board: Anyone wishing to serve on the board of FCCS must apply through the board president.
- Fundraising: FCCS has a few large fundraising events during the year. This offers a tremendous opportunity to serve in any number of areas to see these events become a huge success!
- Office assistance: There are mailings, calling, and word processing or other office jobs, some of which can be done at home.
- Classroom assistance: Recess helper, lunchroom duty, transportation, and grading homework are all things with which teachers want help. Ask teachers how to be helpful.
- Chaperone: There are a number of field trips, service projects, and school activities that need adult supervision. Parents are encouraged to chaperone and be a part of these events.
- Be on a committee: The FCCS school board and PROUD have several committees.
- Set up/tear down: Christmas program, graduation, other school performances and functions need assistance in these areas.
- Babysitting during performances/meetings: either for children of FCCS parents, outside attendees or both.

Parents Reaching Out to Unleash Destiny (PROUD)

This is a dynamic part of FCCS. PROUD is here to encourage and resource FCCS families, serve FCCS staff, and reach out to the Flagstaff community.