



a church school ministry of Faith Community Fellowship

School Handbook

14 page pdf

2025-2026

Theme Verse – Deuteronomy 6:5-9

You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.

Faith Community Christian School

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School Handbook
2025-2026

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Administration

Melissa Jordan - Administrator

Kathy Mann - Assistant administrator

Whitney Ammerman - Secretary

Activity Leaders

Jessica Fowler - Teen coordinator

Tabatha Feduska - Elementary coordinator

School websites:

Payment and signing up for events - fccstrussville.com

Communication - slack app - FCCS.slack.com

Grading - homeschoolreporting.com

[Homeschooling legally in Alabama](#) - Link to HSLDA information about Alabama

Introduction

The programs of FCCS are designed to meet the needs of parents and children who have chosen homeschooling as their educational path. FCCS supports parents by providing encouragement, structure, accountability, and access to valuable resources and training opportunities.

FCCS offers children enriching group activities and learning experiences that can enhance their academic, social, physical, and emotional development. The program includes but is not limited to co-op classes, standardized achievement testing, play days, and field trips.

Enrollment in FCCS is open to all homeschooling families who are *committed to the Lordship of Jesus Christ and are in agreement with our doctrinal statement*, policies, procedures, and standards. Home education is a commitment, not a quick fix to any problem.

FCCS is an equal opportunity program and does not exclude families from enrollment in its programs and activities based on race, color, nationality, or ethnic origin.

Acceptance Policy

It is the policy of FCCS to accept only those students who are leaving their current school enrollment on good terms. FCCS reserves the right to refuse admission to any child who has not been in regular attendance at a school for several weeks.

Families should not withdraw their child from their current school until acceptance into FCCS has been confirmed, as Alabama law requires that all children between the ages of 6 and 16 be enrolled in a school program. FCCS cannot support parents who knowingly violate this law.

FCCS does not enroll students who have been expelled, suspended, attended an “alternative” school due to behavioral issues, or were given the option to withdraw rather than be expelled.

Exceptions may be considered if the student has demonstrated genuine life change since the time of the disciplinary action, but such cases will be carefully reviewed.

Enrollment

Enrollment in FCCS is open to all home educating households that are committed to the Lordship of Jesus Christ and are in agreement with our doctrinal statement as well as our procedures, policies and standards. Since FCCS is distinctly a Christian organization, it reserves the right to deny enrollment to a family whose religious beliefs or affiliations differ from the FCCS doctrinal statement or standards of conduct.

The primary teaching parent must also be involved in regular church participation and/or ministry. It is our belief that a person's participation in a church or Christian ministry is an indication of their commitment to spiritual growth and maturity. Any family is invited to apply to FCCS, but this does not mean automatic acceptance into the school. Consequently, the school is not obligated to accept all who may apply. Space may also be limited. Early registration is advised.

We offer 3 separate tiers of admission: Church School Cover (Tier 1), Church School Cover w/ activities access (Tier 2), and Young Explorers.

*Tier 1 - Church school cover**

\$35 registration per family

\$200 annual fee per family

Includes support, record keeping, and legal method of homeschooling in the state of

Alabama

Tier 2 - Church school cover with activities access

\$35 registration per family

\$300 annual fee per family

Includes support, record keeping, a legal method of homeschooling in the state of Alabama, plus access to participate in FCCS social and educational activities.

Graduation ceremonies for K5 and high school seniors.

**High school seniors must enroll in tier 2.*

Young Explorers - Program for families whose oldest child will be under the age of 6 during the upcoming school year.

\$35 registration per family

\$50 per semester per family

Includes support and access to participate in FCCS social and educational activities, including the K5 graduation ceremony.

Tuition Policy

Registration Fee

New families are required to pay a non-refundable registration fee of \$35 at the time the registration form is submitted.

Tuition Payments

Tuition may be paid in full at the beginning of the school year or in equal monthly payments from August through May. For families choosing the monthly plan, tuition is due by the 16th of each month and is late on the 21st.

Late Payments

A \$10 late fee will be added to the families account on the 22nd of the month if payment has not been received and no prior payment arrangement has been made with the administration. We understand that unexpected situations can arise. If you anticipate a delay in payment, please contact the school before the 16th to discuss your situation. In most cases, FCCS may waive the late fee if the delay is unavoidable and you have communicated promptly with the administration.

Delinquent Accounts

If tuition remains unpaid for two consecutive months and no arrangements have been made with the administrator, the family will receive an email notification of removal from the school roll and local school officials in that student's school zone will be notified that they are no longer enrolled in our Church School.

Parental Requirements

1. **Pay all fees** no later than the prescribed deadlines. Please see the section on "tuition" for more details.
2. **Submit grades** on the website homeschoolreporting.com for students by the date given on the academic calendar.
3. **Maintain daily attendance records.** Attendance must be kept and recorded on the website homeschoolreporting.com by June 15th. The state of Alabama requires all church schools to keep yearly attendance on every student. FCCS has a 170-day school year.
4. **Maintain a plan book** (daily lesson planner). Your plan book should include special programs and activities such as field trips, educational videos and activities, and all work that is to be accomplished. In addition to "book work", this can also include private dance and or music lessons, church activities, volunteer work and scouting activities, etc. We suggest you keep your plan books from each year for personal records. If ever needed, this lesson plan book would be your legal document showing that you are educating your child.
5. **Faithfully comply** with all school policies and procedures. **Maintain** a personal record of each student's original grade reports, attendance report, and any other related information for future reference. Only records recorded in the online recording program will be reflected on any transcripts requested.
6. **Supervise your children.** At least one parent must be home *and available* to teach/supervise their child(ren)/student(s) during all planned education hours. Parents are also expected to supervise their children at all school events.
7. **Maintain a scriptural, Christian standard.** FCCS requests that each parent/teacher maintain scriptural, Christian standards in courtesy, kindness, honesty, and morality; strive to

be of unquestionable character; and always act in a very orderly and respectful manner. *Families found to be out of harmony with the scriptural principles of work and life may be invited to withdraw whenever the general welfare of the reputation of Jesus Christ and/or FCCS is diminished.*

Dress code policy

I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect. Romans 12:1-2

FCCS does not seek to please the world, but strives to uphold and please Jesus Christ and His standards. Answering to this high authority is the basis for the principles of modesty, appropriateness, distinction from the world, and for the glorification of Christ.

1. All clothing should be clean and in good repair; not tight-fitting or see-through.
2. Any clothing with written or visual messages, advertisements, satanic images or symbols, etc., deemed offensive or inappropriate by school officials may not be worn.
3. Advertisements on clothing for tobacco products, alcoholic beverages, etc. are not permitted.
4. All clothing must appropriately cover underclothing (no sagging pants or gaping armholes, etc.) and should not reveal the midriff, cleavage, or any part of the seat area whether one is standing or moving. Shorts must be fingertip length or longer. Jeans may not have holes above the knee. Tops should provide adequate coverage and not include low-cut, spaghetti straps, or revealing styles.
5. If leggings are worn, a long shirt or dress should be worn to cover the seat area. Please do not wear biker shorts as outerwear.

Behavior Policy

At FCCS, we desire to maintain a Christ-honoring community where both students and adults strive to live according to God's Word in their daily lives. A rebellious spirit—one that deliberately disobeys God's Word—has no place in our school family.

All members of our school community, including students, parents, and staff, are expected to demonstrate respect, kindness, and integrity in their words, actions, and attitudes.

Social Media:

Posts, photos, or comments on social media that reflect poorly on the school, your family, or the body of Christ may result in a phone call from the School Administrator. Repeated or serious offenses may result in dismissal from the school.

Behavior Expectations:

1. Be kind to others in both words and actions.
2. Be respectful of others and their property.
3. Bullying in any form will not be tolerated.
4. Use language that honors God—avoid crude, inappropriate, or offensive words or slang.
5. Remember that we are guests when we meet in a building or are on a field trip. No running, yelling, or being destructive.
6. If someone is being destructive or endangering others, notify a leader immediately so that appropriate action can be taken.

Accreditation

FCCS does not seek accreditation. Adherence to state or county criteria would add nothing to FCCS's program. *(School accreditation refers to an evaluation done by an accrediting body to check standards set by a local school system. In this sense, accreditation certifies that a certain amount of floor space is available for school activities, a certain number of books are in the library, etc. Accreditation does not, in itself, guarantee excellence in education, as the current state of public education testifies.)* If you are concerned about accreditation, however, we urge you to consult with colleges before enrolling your children in FCCS.

Administration

FCCS administration is available to help the parents/educators with all aspects of homeschooling. If you need assistance choosing curriculum, figuring grades, plan books, or any other area please contact school administration. We are here to provide support and encouragement to the families we minister to.

FCCS administration will maintain a permanent record file on each student enrolled, please note only records entered into the online program will be maintained. Further, the school will provide Church School Enrollment forms at the time of acceptance into the school. This form is sent to your local school superintendent to prove that your child is enrolled in a church school and is not truant. This form is to be filled out when the family is first accepted and then any time a family changes their home address.

Parents who choose to take on the responsibility of educating their own children must realize that they are solely responsible for their child's education. The administration is here to help guide you as the teacher, but FCCS and its administration cannot be held accountable for the academic progress of any child.

Attendance

The State of Alabama has a compulsory attendance law. Children between the ages of six (6) and sixteen (16) are required by law to attend school regularly for an entire school term. According to Alabama law, if a student withdraws from school at the age of 17 or before, the school must notify the Board of Education, which will result in the subsequent loss of the student's driver's license. The law requires that all educational institutions, public and private, as well as tutors, maintain attendance records. In light of these liabilities and FCCS's commitment to a reputable program, the following policies regarding attendance reports have been instituted:

All FCCS families should strive to make their home education program the best possible. In accordance with the Church School Exclusionary Law, our school year has a required attendance of 170 days. Students who fail to accumulate the minimum required shall have their files and transcripts marked incomplete due to inadequate attendance. Attendance requirements must be completed by May 31st for permanent records. It is the requirement of parents to ensure that their child(ren) will accumulate the minimum number of days prior to May 31st for permanent records. All FINAL GRADES and ATTENDANCE reports must be received no later than June 15th. Families utilizing a year round schedule may begin to accumulate attendance for the next grade level on June 1.

Grading

FCCS provides a subscription to Homeschool Reporting Online. Once you sign up with FCCS, we will help you get signed up with a private account. You may use this service to submit grades and attendance. You may also input your lesson plans if you desire. As the teacher, you choose whatever grading scale you would like to use for your child. If you need assistance choosing a grading scale, please contact the administration and we can help guide you. If your child is in high school, you will receive paperwork explaining the requirements for earning credits and graduation.

The dates that grades are due will be determined at the beginning of the school year. Parents are expected to turn in grades in a timely manner. If you need more time to enter your grades, make sure you let the administration know and they will be happy to work with you on this. Failure to submit grades in the online forum will result in an incompleteness in your student's transcript.

Once you have been accepted into FCCS, you will receive an email from the administrator with details on how to set up your school year on the online reporting site.

Standardized Testing

FCCS does not require that families test their students. We do, however, strongly suggest that you consider testing at least every other year during the students' 4, 6, and 8 grades. FCCS will provide testing services when we are able. We provide information on how to test your child from home if you choose to do so. Testing your child is helpful for many reasons. First of all, it can give you, the teacher, a good look into what areas your child excels in and also what areas that they might need

to work on. Also, testing prepares your child for tests they will need to take later in their educational career.

Violations

When compliance with a school requirement would result in a hardship, it is the responsibility of the family to notify the school of the hardship, prior to a violation, in order to work out a solution or an extension. Such violations include, but are not limited to: delinquent tuition payments, absence from required activities, and overt misconduct. Communication is key. A telephone call or e-mail to the administration will often suffice. In some cases, the school representative may inform the family that a written appeal is required.

When a violation occurs, notice may be given by phone or mail to advise the family of the violation and to seek resolution. If, after receiving a notice, a family does not respond within a period of fourteen (14) days from the date of the notice, the family shall be assumed to be negligent and will be notified in writing by the school administrator that their child(ren) has been removed from enrollment and the academic files closed. The student's local Board of Education will be notified of the withdrawal from FCCS. Such action terminates all of a family's rights and privileges with the school. All existing records will remain on file until transfer is requested, however, no further records will be accepted until the violation is resolved and records will not be transferred until all fees are paid.

Supervision Requirements

FCCS does not accept responsibility for your children. Just as you are to provide appropriate educational opportunities in your home, you must provide adequate supervision for your children. Section 16-28-17 of Alabama Legal Code provides a truant officer the power to take into custody any school aged child who is unattended by a parent or guardian and who is not at home or at school during public school hours. While there should be no fear of leaving home during the day, children should not be left unsupervised between the hours of 8:00 a.m. and 3:00 p.m. The teaching parent must not work full-time hours during the children's school hours.

Graduation

There is a graduation fee for graduating seniors that will be added to that year's tuition. All graduating seniors are welcome to participate in a walking ceremony that is offered, usually on the 3rd Sunday in May (subject to schedule change).

High School Graduation Requirements and Electives

It is important to note that when planning a student's schedule over four years, it would be wise to check with colleges which are being considered as to their specific admission requirements concerning high school curriculum. Most colleges do require a foreign language as an elective.

Even colleges within Alabama differ in their policies. This process should be looked into when the student begins eighth grade.

Families of students in grades 7-12 are strongly encouraged to subscribe to HSLDA's e-newsletter, "Home Schooling Through High School."

FCCS will offer a general diploma and a college preparatory diploma. The requirements for each diploma are listed below.

General Diploma

English 4 credits

History 4 credits – 1/2 Alabama history, 1/2 world geography, 1 world history, 1 U.S. history, 1/2 government, 1/2 economics

Math 3-4 credits – Must include both algebra and geometry

Science 3-4 credits

Physical Education 1 credit

Health 1/2 credit

Computer 1/2 credit

Electives 6-8 credits

24 total credits

College Preparatory Diploma

(also required for admission to junior colleges)

English 4 credits

History 4 credits

Math 4 credits (algebra 1, geometry, algebra 2 or other advanced math) Science 4 credits (must have at least 1 lab life science and 1 lab physics or chemistry)

Foreign Language 2 credit

Physical Education 1 credit

Computer 1/2 credit

Health 1/2 credit

Electives 6-8 credits

26-28 total credits

High School Course Examples

Physical Education: Exercise video, basketball, baseball, football, running, bowling, hockey, ballet, tennis, golf, swimming, skating, walking, weight lifting

Electives: Drivers education (1/2 credit), Bible, keyboarding, computer programming, accounting, art, home economics, agriculture, auto mechanics, small engines, photography, journalism, speech, drama, woodworking

Foreign Language: Spanish, French, German, Latin, biblical Greek or Hebrew, sign language

Science: Biology, botany, ecology, environmental science, marine biology, basic science, physical science, chemistry, physics, geology, astronomy, aerospace

Math: Basic math, Pre-algebra, Algebra I, Algebra II, geometry, trigonometry, pre-calculus, calculus, advanced math, consumer math, business math, technical math, accounting

Credit is granted for the completion of a year of coursework in a subject. A year of coursework is 120-140 hours.

Half-credits are granted for courses that are only one semester in duration. An “hour” of class time is the recorded completion of the lesson or assignment taught per day.

Elective requirements may be fulfilled by additional academic courses, home economics, organized sports, art, music, dance, etc. Only two elective credits in any subject may be applied to the 24 or 28 graduation credits.

The awarding of a credit is subject to the oversight and review of FCCS administration. Before a senior is awarded a diploma, we must have final grades and attendance for the year. Also, all fees must be paid.

FCCS will elect a Valedictorian from the senior class each spring. To be considered for this, the student must meet the following requirements:

- Be willing to participate in a graduation ceremony and give a valedictorian speech.
- The student must submit a portfolio including classes taken, current grades, community service hours, and extra curricular activities to the committee by April 1 of the graduating year.
- Must be in good standing with FCCS including all fees and tuition.

Conflict Resolution For Christians

Personality conflicts and misunderstandings do happen. It is important that we agree on how to deal with these situations, should they arise. Based on Matthew 18, if conflict arises, parents should seek to resolve the issue on their own. If either party is unsatisfied or resolution* cannot be met, the parties then need to seek the assistance of a member of the administration.

resolve/resolution — achieved when all parties reach mutual agreement **or understanding.*

1. **PRAY** If you have a problem with a fellow Christian, you should definitely talk to somebody about it. Remember that SOMEBODY must be God. Pray for *guidance and wisdom*. Put aside any feelings of anger or hurt. We must seek to please and honor God: by depending on His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful and forgiving attitude. (I Corinthians 10:31) Forgive the other person. Ask God to cause you to be receptive so that you can hear the other person's view.

2. **GO PRIVATELY** to that person and discuss one on one what you see as the problem. Go in the love of God, not in anger. Without attacking others or dwelling on their wrongs, we must take responsibility for our own contributions to conflicts – confessing our own sins, asking God to help us change any attitudes and habits that lead to the conflict, and seeking to repair any harm we may have caused. (Matthew 7:1-5) Determine if the problem is a difference of opinion or something

contrary to the Word of God. If this initial discussion does not settle the disagreement, both of you should pray and then meet together with an intermediary able to aid in settling the issue.

3. **MEET TOGETHER** with a person within FCCS having the authority to settle the issue. We may choose to overlook minor offenses, or we will talk directly and graciously with those whose offenses are deemed too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner. (Matthew 18:5-17)

4. **GO and BE RECONCILED.** Be willing to let it be settled, even if you disagree with the outcome. Instead of allowing relationships to wither, we should actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences. (II Corinthians 5:17-21)

How this works for FCCS Administration and faculty: As a family, make a commitment to be under the leadership of FCCS Administration and faculty. They are Christian men/women, but not infallible. Pray for them. When you have a concern, pray and then discuss it privately with the person involved. Lastly, if you can't settle the issue, contact another member of the administration or other appropriate authority.

>> This doesn't work when:

- You don't go to the person, but talk to others about it. Parents, please don't discuss issues in front of your children (like in the car on the way home), but pray together as a family. Complaining to those unable to initiate a solution creates discord. "These six things the LORD hates and yes, the seventh is an abomination to Him – sowing discord among the brethren." Proverbs 6:16-19. FCCS does not tolerate the spreading of rumors, petitions, or dissension within the membership. Also, no one should be posting any ill about any other FCCS families on social media.
- You want to remain anonymous. There is NO Scriptural reference to support this.
- You want to go "over someone's head" and discuss something without the person involved. This is also unBiblical.

**>> YOUR RESPONSIBILITY IF YOU ARE NOT PART OF THE PROBLEM
OR PART OF THE SOLUTION:**

If someone wants to complain to you about someone or something, DO NOT LISTEN. ASK THEM – Am I part of the problem or part of the solution? Are you coming to me so that I can go with you to be a witness to resolve the issue? **IF NOT** – Offer to pray for them and then tell them to take it directly to the source.

School Activities, for Tier 2 & Young Explorers

Participation in school-sponsored activities is a privilege for families registered in the Young Explorers Program or Tier 2. Maintaining the integrity and reputation of FCCS is a shared responsibility among the school administration, support group leaders, club sponsors, coaches, class leaders, students, and parents.

Activity Communication: Using the Slack App

All FCCS members registered in the Young Explorers Program or Tier 2 are required to join Slack and use the appropriate channels for their children's activities. Slack is our primary means of communication for all events.

- New events are posted in the #announcements channel, typically 3–4 weeks before the event date.
- Families must join the event channels individually to stay informed about specific activities.
- Members are responsible for reading Slack messages related to the events they have signed up for.
- We strongly recommend checking Slack regularly—especially the day before and the morning of any event you plan to attend.

If you need assistance using Slack, please ask! Several of our leaders are happy to help you get connected and comfortable with the app.

Field Trip Guidelines

When choosing which field trips to attend, use your family calendar and prayerfully consider which trips will best benefit your children. Take note of age limits, travel distance, and participant caps, as these may affect your decision.

- Each field trip will include a “sign-up and pay by” date to secure your participation.
- FCCS typically offers at least one field trip per month (except in December). Don't feel pressure to attend every trip—especially if you have several young children. Many locations are on a rotation and will be available again in the future.

If you sign up but later find that you cannot attend, please notify the Field Trip Coordinator as soon as possible. Most trips require prepayment and a final group headcount, so refunds are rarely available. Please plan carefully before canceling.

Timeliness:

Arrive on time! Many venues—such as theaters or ballets—do not allow late entry, and tardiness can be distracting to others.

Conduct and Courtesy:

- Review basic safety rules with your children before attending (e.g., staying close to parents, waiting patiently, raising a hand to ask questions).
- Offer help to another parent who may need assistance with small children.
- If your child becomes fussy or restless during a presentation, please step outside the area until they are calm.
- Always respect age restrictions set by the venue. These rules are typically established by the host and must be followed.
- While visiting a location, remember that we are under the authority of those hosting us. Show Christ-like respect even when you may not agree with their decisions.

Guests and Participation:

Our field trips are limited to FCCS families only. Grandparents are welcome when space allows, but please obtain permission from the Field Trip Coordinator before inviting other family members or guests.

Gratitude:

A thank-you note from you or your child is always appreciated—especially when visiting private farms, small businesses, or other non-traditional venues.

Supervision:

The FCCS supervision policy applies to all field trips.

- Parents are responsible for the supervision of their own children at all times.
- Parents must attend field trips with their children unless prior arrangements have been made with another parent to take responsibility for them.
- Children who are misbehaving and not being corrected by their parent or guardian may be addressed by the Field Trip Coordinator or Administrator.

Representation:

Remember that while on field trips, families are representing not only FCCS but also the broader homeschool community. Please ensure that both parents and students demonstrate excellent behavior and are appropriately dressed at all times.