



FLORIDA CHRISTIAN SCHOOL

Parent-Student Handbook

2020-2021

## IMPORTANT PHONE NUMBERS AND EXTENSIONS

School phone number	305-226-8152
School phone number (west campus)	305-226-8152 ext. 265
School fax number (main campus)	305-226-8166
School fax number (west campus)	305-226-6589

### Extensions

Accounts (Student financial accounts)	216	<a href="mailto:eroque@floridachristian.org">eroque@floridachristian.org</a>
Admissions	257	<a href="mailto:r.lobaina@floridachristian.org">r.lobaina@floridachristian.org</a>
Attendance Secretary MS/HS	208	<a href="mailto:attendance@floridachrisitan.org">attendance@floridachrisitan.org</a>
Attendance Secretary – Elem/Main campus	215	<a href="mailto:attendance@floridachristian.org">attendance@floridachristian.org</a>
Attendance Secretary – West Campus	265	<a href="mailto:attendance@floridachrisitan.org">attendance@floridachrisitan.org</a>
Bookstore	261	<a href="mailto:bookstore@floridachristian.org">bookstore@floridachristian.org</a>
Chaplain – MS/HS	256	<a href="mailto:a.hernandez@floridachrisitan.org">a.hernandez@floridachrisitan.org</a>
Chaplain – Elementary		<a href="mailto:jcaldwell@floridachristian.org">jcaldwell@floridachristian.org</a>
Choral Office	248	<a href="mailto:j9stemmer@floridachristian.org">j9stemmer@floridachristian.org</a>
College Guidance Counselor	282	<a href="mailto:dfrometa@floridachristian.org">dfrometa@floridachristian.org</a>
Band Director	255	<a href="mailto:a.tindall@floridachristian.org">a.tindall@floridachristian.org</a>
Band Assistant	218	<a href="mailto:mcurry@floridachristian.org">mcurry@floridachristian.org</a>
Dean of Students	299	<a href="mailto:ggulla@floridachristian.org">ggulla@floridachristian.org</a>
Discovery Director	270	<a href="mailto:mmontaner@floridachristian.org">mmontaner@floridachristian.org</a>
Elementary Principal	227	<a href="mailto:snealey@floridachrisitan.org">snealey@floridachrisitan.org</a>
Elementary Principal’s Admin. Asst.	268	<a href="mailto:sfelder@floridachristian.org">sfelder@floridachristian.org</a>
Guidance Counselor	251	<a href="mailto:mmasa@floridachristian.org">mmasa@floridachristian.org</a>
High School Principal	211	<a href="mailto:dking@floridachristian.org">dking@floridachristian.org</a>
Asst. High School Principal	297	<a href="mailto:c.blanco@floridachristian.org">c.blanco@floridachristian.org</a>
Headmaster’s Adm. Assistant	213	<a href="mailto:katiea@floridachristian.org">katiea@floridachristian.org</a>
Media Center/Library	230	<a href="mailto:dfrometa@floridachrisitan.org">dfrometa@floridachrisitan.org</a>
Middle School Principal	223	<a href="mailto:kwicks@floridachristian.org">kwicks@floridachristian.org</a>
Reading Program	280	<a href="mailto:mmontaner@floridachristian.org">mmontaner@floridachristian.org</a>
School Security	299	<a href="mailto:ggulla@floridachrisitan.org">ggulla@floridachrisitan.org</a>
Student Transcripts (Records)	225	<a href="mailto:npichs@floridachrisitan.org">npichs@floridachrisitan.org</a>
Student Support Services	280	<a href="mailto:k.more@floridachristian.org">k.more@floridachristian.org</a>
West Campus Office	265	<a href="mailto:obarios@floridachrisitan.org">obarios@floridachrisitan.org</a>

Extended school day main campus	786-236-4740
Extended school day west campus	786-359-8292

**WELCOME  
TO  
FLORIDA CHRISTIAN SCHOOL**

On behalf of the Florida Christian School Board, faculty and staff, I would like to welcome you and your family to an exciting school year at FCS.

This handbook is designed to provide basic information regarding the school year and life at FCS. The Index provides an easy way to find information related to such details as school dress, conduct standards, homework, and absences. Please check out the FCS website [www.floridachristian.org](http://www.floridachristian.org) and use its valuable updated information.

Florida Christian School is a ministry raised up by God to meet the academic and spiritual needs of students in our community. This ministry extends to the entire family of each student. In fact, we feel the effectiveness of the school program is directly related to the participation of our parents. So let's work together to have a great year!

In His service,



Dr. Robert Andrews, Ph.D.  
Headmaster

Revised September 30, 2020

**MISSION STATEMENT**

Florida Christian School, a private non-denominational school, exists to provide quality Christian education for preschool through 12th grade. Our mission is to develop well-rounded students through excellent academic and extra-curricular activities, while seeking to win the lost to Christ and equip Christians with the skills and knowledge to change the world for Christ.

**NON-DISCRIMINATION STATEMENT**

Florida Christian School does not discriminate on the basis of race, color, or national or ethnic origin. Florida Christian School admits students of any race to all rights, privileges, programs, and activities generally accorded or made available to all students.

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## HISTORY

In the summer of **1968**, Pastor Robert Miller, a former missionary to Cuba, was asked by a group of parents to become the first principal of a new Christian school. Pastor Miller, along with seven board members, a group of Christian families, and about 100 students, came together and Florida Christian School was born. The school purchased an old church building which housed the entire student body, grades 1 through 12.

Mr. Dick Costner, one of the original school board members, became the principal in the fall of **1969** and served until **1971**. Dr. Linton Fowler, also one of the original board members, took over the school's administrator position and led the school into a period of growth. A new two story classroom building was completed in **1972** and additional property was acquired. The population of the student body grew to 750 students by the late 70's, which now included pre-school and kindergarten.

At the end of the **1981-82** school year, Dr. Robert Andrews became the school administrator. Dr. Andrews has served in this position, now known as the school Headmaster, until the present.

In **1987**, a second classroom building was completed, and additional property was acquired. A new school cafeteria was completed in **1994**, and a gymnasium/auditorium complex was finished in **1997**. In **1998** FCS purchased a 16-classroom school building with a 4 ½ acre parcel of land which directly adjoins the western boundary of the main campus. This addition increases the maximum number of students allowed by zoning regulation to 1,420 students. In the summer of **2004** lights were installed for all of our sports fields and the fall of **2005** and a new classroom/media center building was added to our facilities. Spring of '09 brought new bleachers and a remodeled baseball field area along with a sand volleyball court. With the fall of **2010** came new football/soccer bleachers and during the summer of **2011** the first phase of the remodeling of the cafeteria on the main campus was completed. During the summer of **2012**, as part of FCSMART, the

technology initiative of FCS, all classrooms received Smart Boards and other technology leading to the implement of an iPad initiative. The year **2014** new playground equipment was installed on the main campus and the west campus received its required 40 year recertification including parking lot lighting. The summer 2015 we entered into a campus beautification project with a new look for our buildings and grounds. More recently all of the restrooms have been updated on both campuses along with new classroom furniture, lighting and technology.

Today, Florida Christian School is one of the leading private Christian schools in Dade County. The stability and experience of the school board and administration have proven to be a key element in the growth and development of the school. The Headmaster, Dr. Robert Andrews, has 48 years of educational experience with 46 years at Florida Christian. Dr. Andrews is currently in his 39th year as FCS's Headmaster. Mr. David King, the High School Principal, has been at Florida Christian for 22 years. Has served 4 years as the High School Assistant Principal and is currently in his first year as the High School Principal. Mrs. Christina Blanco, the Asst. High School Principal has been at FCS 3 years with 17 years in education. The Middle School Principal, Mrs. Kerry Wicks has 35 years of experience in education with 22 years at FCS. The Elementary Principal, Mrs. Nealey, has 31½ years' experience, 20 years as an administrator, 13 years at FCS..

## GOD’S PLAN OF SALVATION

### WHO IS GOOD?

“As it is written there is none righteous, no not one.”  
Romans 3:10

### WHO HAS SINNED?

“For all have sinned and come short of the glory of God.” Romans 3:23

### GOD’S PAYMENT FOR SIN

“For the wages of sin is death, but the gift of God is eternal life through Jesus Christ our Lord.”  
Romans 6:23

### JESUS PAID THE PENALTY FOR YOUR SINS

“Christ died for our sins . . . He was buried . . . and He rose again the third day according to the Scriptures.” I Corinthians 15:3-4

### JESUS WANTS TO BE YOUR SAVIOR

“Jesus said, I am the way, the truth, and the life; no man cometh to the father, but by me.”  
John 14:6

### SALVATION IS A FREE GIFT

“For by grace are ye saved through faith; and that not of yourselves: it is a gift of God: not of works, lest any man should boast.” Ephesians 2:8 & 9

### RECEIVE CHRIST AS YOUR SAVIOR TODAY

“But as many as receive him to them gave he power to become the sons of God, even to them that believe on his name.” John 1:12

### YOU HAVE EVERYTHING TO GAIN

“For what shall it profit a man if he shall gain the whole world and lose his own soul? Or what shall a man give in exchange for his soul?” Mark 8:36:37  
Why not pray and receive Jesus as your Savior right now? Pray a prayer something like this: “Lord Jesus I am a sinner. Please forgive me of my sins. I accept Jesus’ death on the cross as the only payment for sin. I believe Jesus was buried and rose from the dead and is alive in heaven today.

Come into my life and save me now. Thank you for giving me eternal life. Amen.”

## STATEMENT OF FAITH

**We believe** the Bible to be the inspired, infallible, Word of God, final in content and complete in revelation. II Timothy 3: 16

**We believe** that there is one God eternally existent in the persons of the Father, Son, and Holy Spirit. I John 5:7

**We believe** in the deity of our Lord Jesus Christ who took on human flesh, lived a sinless life, was crucified, buried and rose again, who ascended back to Heaven to make intercession for us, and who will return in power and glory. II Corinthians 5:21

**We believe** that all men are sinful by nature and are in need of God's salvation. Romans 3:23, Romans 6:23.

**We believe** man is saved by grace through faith in what Christ has done for us on the cross, not by anything we can do; it is a gift of God. Ephesians 2:8, 9

**We believe** that the child of God has been given a new nature at the time of salvation and is enabled to live a Godly life only by the power of the indwelling Holy Spirit. John 3:3-7, Galatians 5:17-26

**We believe** the obedient Christian has followed the Lord in believer’s baptism and is actively serving in the ministry of the local church. Hebrews 10:25, Philippians 1:3-6

**We believe** that God wonderfully and immutably creates each person as male or female. Genesis 1:26-27

**We believe** that the term “marriage” has only one meaning: the uniting of one man and one woman in single, exclusive union, as delineated in Scripture. Genesis 2:18-25

## GOALS OF FLORIDA CHRISTIAN SCHOOL

The following are goals we strive to teach our students in today's complex, humanistic and materialistic societal matrixes:

1. That the Bible is the inerrant Word of God, and the only reliable guide for living.
2. That Jesus Christ is the only hope of salvation, and that each person must be born again by the Spirit of God to enter into fellowship with God.
3. That truth as taught in all areas of the curriculum must be based on Biblical truth to achieve true understanding and wisdom.
4. To think clearly, analytically, logically, and critically.
5. To express himself orally and in writing in an accurate and clear manner.
6. To exhibit Christian graces such as honesty, kindness, and courtesy toward others.
7. To fulfill personal responsibilities.
8. To develop understanding of and readiness to assume the responsibilities of productive citizenship.
9. To recognize the particular abilities and limitations that are God-given, and to come to appropriate life-orienting decisions concerning education and vocation.
10. To exercise constructive leadership.
11. To appreciate the fine arts, learn to express his own creative skills.
12. To exercise discernment and discretion in wholesome physical and mental recreation.
13. Techniques of and enjoyment in independent study as preparation for a lifetime of progressive learning.
14. To value intangible ideals such as loyalty, truthfulness, submissiveness to authority and purity, that are lightly valued in a secular world.
15. To recognize the personal imperative of evangelism and missions worldwide.
16. To appreciate our American heritage, and attain awareness of the problems that face our nation today.
17. To realize the responsibility that the Christian has to share the Gospel with the world around him.

## GENERAL INFORMATION

WELCOME TO FLORIDA CHRISTIAN SCHOOL. We have prepared this handbook with you, the student and parent, in mind. We want you to know that Florida Christian School is unique. We stand for all the “old fashioned” virtues that really satisfy and that lead to a life of love, joy, peace, and productivity.

We believe in a high standard of education, in well-qualified, certified teachers, in a curriculum that fits the needs of the day, all of this based on the eternal truths of God’s Word, the Bible. The Bible states that the fear of the Lord is the beginning of wisdom. Knowledge, then, must begin with the Lord. That is where we begin, continue, and end, with the truths of God.

The educational program of Florida Christian School seeks to relate all learning to God from whom it came. One well-known educator has written, “Deprive education of its vertical relation to God, and you rob it of its basic educative character. The soul of education is the education of the soul. But what must we say of an education that denies the very existence of the soul?”

Our students are taught first the importance of faith in Christ as the only way to salvation (Ephesians 2:8, 9) Secondly, they are taught the Christian truths of God’s Word, that they might grow to become mature young men and women, spiritually, mentally, and physically. To this worthy goal the administration, faculty, and staff sincerely dedicate their lives.

Florida Christian School of Dade County, Inc., admits students of any race, color, national, or ethnic origin, to all rights, privileges, programs and activities which are available to students at the school. Florida Christian School will not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational and admission policies, nor in our financial aid, and other programs.

## FACULTY CREDENTIALS

Faculty members at Florida Christian must have appropriate teaching credentials to teach at FCS and be certified by the Florida Association of Christian Colleges and Schools. Secondary teachers must have a minimum of a Bachelor’s Degree and teach in their field of certification. Our elementary and kindergarten teachers must have a minimum of a Bachelor’s Degree and are certified by FACCS to teach elementary grades. Our preschool teachers are required to have Early Childhood Development training, maintain FACCS teacher certification, and meet state requirements for working with young children. FACCS has the same standards for teacher certification as the State of Florida with the additional requirement for teachers to take a Philosophy of Christian Education course. The school website has information such as degrees and universities that teachers attended. This is located under the About button. All faculty/staff are fingerprinted and have background checks completed through the State of Florida and the FBI.

In addition, our teachers are encouraged to continue their education at the graduate level. Many have a Master’s Degrees. They receive in-service training; attend educational seminars, conventions and workshops throughout the year to earn ISP/CEU’s.

Our faculty also sign an annual commitment to a local church and agree to live a life of high moral and Christian standards.

## ACCREDITATION AND AFFILIATION

Florida Christian is accredited by the Florida Association of Christian Colleges and Schools (FACCS), Middle States Association of Colleges and Schools (MSA), Cognia/AdvancED/Southern Association of Colleges & Schools (SACS CASI) and the The National Council for Private School Accreditation (NCPSA). Florida Christian School is affiliated with or a member of the Independent Schools of South Florida, the Florida High School



Activities Association (FHSA) and the Florida Schools Music Association (FSMA), Florida Vocal

Association (FVA) the Florida Thespians and the Florida Junior Thespians.

### SCHOOL HOURS

	Regular day	Half day/Early /dismissal
Preschool 3K	8:00-12:30	8:00-12:00
4K Half day	8:00-12:30	8:00-12:00
4K Full day	8:00-2:30	8:00-12:00
Grades 5K-2nd (west campus)	8:00-2:45	8:00-12:00
Grades 3-5 (main campus)	8:00-2:45	8:00-12:00
Grades 6-12	8:00 -2:55	8:00-12:10
6-12 Exam days		8:00 -11:45
Extended school day (3K-4K)	12:30 p.m. - 6:00 p.m.	
Extended school day (grades 5K-5)	2:45 p.m. - 6:00 p.m.	
All classrooms open at 7:45 a.m.		

### BELL SCHEDULE - MIDDLE SCHOOL / HIGH SCHOOL

#### REGULAR SCHEDULE

1 <sup>st</sup> Period	8:00 - 9:00
2 <sup>nd</sup> Period	9:05 - 9:55
3 <sup>rd</sup> Period	10: 00 - 10:50
4 <sup>th</sup> Period	10:55 - 11:45
5 <sup>th</sup> Period	<b>A Lunch Schedule</b>
Lunch	11:50 - 12:10
Class	12:15 - 1:05
6 <sup>th</sup> Grade Class	10:55 - 11:15
6 <sup>th</sup> Grade Lunch	11:20 - 11:40
6 <sup>th</sup> Grade Class	11:45 - 12:10
	<b>B Lunch Schedule</b>
Class	1:50 - 12:10
Lunch	12:15 - 12:35
Class	12:40 - 1:05
	<b>C Lunch Schedule</b>
Class	11:50 - 12:40
Lunch	12:45 - 1:05
6 <sup>th</sup> Period	1:10 - 2:00
7 <sup>th</sup> Period	2:05 - 2:55

#### CHAPEL SCHEDULE

1 <sup>st</sup> Period	8:00 - 9:00
<b>High School Chapel</b>	<b>9:05 - 9:55</b>
2 <sup>nd</sup> Period (MS)	9:05 - 9:55
2 <sup>nd</sup> Period	10:00 - 10:40
<b>M.S. Chapel</b>	<b>10:00 - 10:40</b>
3 <sup>rd</sup> Period	10:45 - 11:25
4 <sup>th</sup> Period	11:30 - 12:10
5 <sup>th</sup> Period	<b>A Lunch Schedule</b>
Lunch	12:15 - 12:35
Class	12:40 - 1:30
6 <sup>th</sup> Grade Class	11:30 - 11:45
6 <sup>th</sup> Grade Lunch	11:50 - 12:10
6 <sup>th</sup> Grade Class	12:15 - 12:35
	<b>B Lunch Schedule</b>
Class	12:15 - 12:35
Lunch	2:40 - 1:00
Class	1:05 - 1:30
	<b>C Lunch Schedule</b>
Class	12:15 - 1:05
Lunch	1:10 - 1:30
6 <sup>th</sup> Period	1:35 - 2:15
7 <sup>th</sup> Period	2:20 - 2:55

**Chapel is usually scheduled on Thursdays.**

## OFFICE HOURS

The school office hours are from 7:30 a.m. to 3:30 p.m., except on week-ends, holidays and scheduled half days. The main campus office is open throughout the summer but will close daily for lunch from 12:00 noon to 1:00 p.m.

## E-MAIL

All faculty members have e-mail addresses this is normally the most effective way to reach a faculty member. You may access the directory on the school website <http://www.floridachristian.org/about/faculty-staff/> (Under About/Faculty).

## WEBSITE

The school website is a vital source of information and resources. The school calendar and announcements are posted as well as the publication of “The Declaration e-Magazine.” Many vital links are available for academic grades, faculty, employment, and student resources.

## LUNCH PROGRAM

All students will eat lunch on campus. A hot lunch and a variety of sandwiches (hot and cold), salad bar, fruit, chips, ice cream and additional snacks are available for purchase. The cafeteria is also open for breakfast. Price lists for the cafeteria are available on the web site.

Students from other schools are **not** permitted to visit during lunch time. Students may bring their own lunch from home to be eaten in the school cafeteria. A parent may bring lunch for their own child(ren). Parents must take lunches to the front office for the student to pick up during their lunch period. Students and/or parents may not have food delivered to the school by a takeout service (i.e. Pizza Hut, Burger King).

On the main campus cafeteria grades 3-12, students will receive a pin number to use with Food Service Solutions. Parents may go online at [www.myschoolaccount.com](http://www.myschoolaccount.com) to add money to their child’s account which will allow charges for lunch. Parents are also able to see charges against their account and what their child is eating each day. (There is a 24 hour delay on this system.) Payments can be made online, by the parent coming to the cafeteria, by calling Miami Prime Catering Service with a credit card (305-907-7005), or by sending a check to school with your student. Miami Prime Catering Service accepts MasterCard, Visa, and Discover cards.

Online at [myschoolaccount.com](http://myschoolaccount.com) **you are able to set a low fund notification** and you can replenish the account at any time you wish. For your convenience, there will still be a cash/check only line available for those who do not want their students to use the account.

## COMMUNICATIONS AND CONFERENCES

Proper communication is essential in the operation of a school. Your cooperation concerning the signing and returning of important notices and school papers will be greatly appreciated. In the elementary, many times, teachers will attach these notices to the child’s agenda. Agendas should be checked and signed by the parents of elementary students each night. If you have any questions regarding grades, school functions, classroom practices, or disciplinary action, please contact the school immediately.

It is important for the student to know both parents and teachers are working harmoniously for his/her welfare. Open, unwarranted criticism of school practices (or those in authority), often reap tragic results in our children. When there is a misunderstanding, the parent should take it immediately to the teacher. Often an e-mail or note can clear up the difficulty. If the problem remains, a three-way conference will be arranged by the principal with the parent, the teacher, and the principal.

Appointments with teachers should be requested at least one day in advance. Many times, teachers have commitments they must keep following their school day. Please e-mail the teacher requesting an appointment.

## PARENT TEACHER CONFERENCES

During the first semester there is a designated parent-teacher conference day. Please see the school website for the designated date. On this day students are dismissed on a half day schedule. Conferences are scheduled from 1:00 p.m. until 5:15 p.m. in fifteen minute increments. There is a notation on the school calendar as to the date of these conferences. Parents are to contact the teacher by email to set up a conference. Please do not arrive late for your conference. There will be other parents following you, so punctuality is imperative.

## GUIDANCE DEPARTMENT

The guidance department is staffed by qualified counselors (with Master Degrees and other certifications) who assist our students in a variety of ways. The guidance staff works with students of all ages in dealing with social, career and academic issues. A counselor is also available for grief and emotional needs.

## COLLEGE GUIDANCE

Florida Christian School offers a comprehensive college counseling program for high school students. The college guidance counselor provides complete information and assistance in college entrance, scholarships and college selection. She also arranges an annual tour for juniors to visit colleges and universities in the State of Florida.

Some highlights of the college guidance program services include:

- Personality and career interest testing

- Academic counseling
- College and career counseling
- Pre-college admission testing: PSAT
- College tour trip for Juniors of state universities
- Fall and spring college information presentations for parents
- Student classroom workshops on varied topics such as: college essays, financial aid, Bright Futures, resumes, college admission testing, college applications and scholarships
- FCS campus visits by college admission representatives
- Online college planning through Naviance, a college guidance web-based program
- Silver Knight Award program

## STUDENT INSURANCE

All students who attend Florida Christian are covered under a school secondary injury insurance policy. This coverage applies to any school activity on the school property, field trips or athletic activities sponsored by the school. The school's insurance covers only the portion of the medical bill not covered by the students' primary policy and only partially covers uninsured students' medical bills. The administration strongly suggests that athletes have a primary insurance coverage. Packets are available in the school office for parents who wish to take out a 24-hour accident coverage on their students.

## FIRE DRILLS AND LOCK DOWN PROCEDURES

Fire drills and emergency lockdown procedures are required by law. Students are given instructions for

each type of procedures. Evacuations require students to leave the buildings and assemble in a designated area. In a lockdown procedure everyone remains in the classrooms until the drill is complete. When the fire drill signal is given, students are to follow their teacher’s directions and exit in accordance with the instructions posted for each classroom.

When potentially hazardous conditions exist in the vicinity of the school or on the school property, consideration will be given as the best means of protecting students. One of the considerations will be to secure the entire campus, and all students, by a lock down procedure.

This procedure would be implemented in case of situations which might occur off campus that have a potential impact on the school or the case of situations which occur on campus that pose an immediate threat to the school. It might also be implemented in case of threatening weather situations. If the threat is a tornado warning, all students who are in the modular building on the west campus will be moved to the west campus cafeteria.

## LOST AND FOUND

A lost and found area is located in the school bookstore on the main campus and the breeze way area on the West Campus. Items will be kept for a few weeks and then given to a needy organization.

## MEDIA CENTER-LIBRARY

The school library is located in our Media Center Building. Students and parents are encouraged to make use of the many books available. The library opens at 8:00 a.m. and closes at 3:20 p.m. On half days the library will close at 12:00 noon. Extended hours are available when requested by teachers for special projects. Overdue books are charged a fine until returned and an \$18 replacement fee if lost. Students may use the internet access in the library for research. Students who wish to use the internet access

in the library for research must have the “Internet Permission Form” signed by their parents and on file with the school. (Part of enrollment and re-enrollment process.)

Cell phones must be placed on silence or vibrate and must be answered outside the library. Cell phones cannot be used to take pictures, videos or as a listening device in the library. Earphones may not be worn in the library. Electronic music or game devices may not be used in the library. Any confiscated device will be turned into the Dean’s Office.

## BOOKSTORE

The school bookstore will open during the month of August for families to purchase P.E. uniforms and books not available with Follett. It will close daily for lunch. During the school year, the bookstore is open during the school day. School spirit items, P.E. uniforms, sweatshirts, jackets, and lost and found items are located in the bookstore.

## LOCKERS

A locker with a combination lock is assigned to each middle and senior high school student at the beginning of the year. Lock combinations are changed each summer, and the combination is issued only to the student who is responsible for his/her own locker and possessions. The lockers are the property of Florida Christian School and are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items.

Lockers must be completely cleaned out by noon of the last day of school.

## DROPPING OFF ITEMS

It is important to maintain a formal atmosphere concerning visitation procedures. When visiting a classroom for any reason, please come to the office first. If your student is in the middle or senior high do not go directly to the classroom. Lunches, homework, books, etc., may be left in the office for your student to pick up. However, classes will not be interrupted in

order to inform your student the item has arrived. If your student calls and requests something be brought, he or she needs to check later in the day with the office personnel to see if it has arrived. If your student is in the preschool or elementary, you may make your delivery directly to their classroom.

## VISITORS ON CAMPUS

During school hours all visitors on campus must present a valid picture ID and be issued a visitor's pass in order to remain on campus. Visitor passes are issued at the front gates by security guards or in the main campus front office. Visitor passes must be worn and displayed at all times while on campus. In order to help reduce the amount of interruption to classes, visitors must have a valid reason for being on campus during school hours.

## FLOWERS, BALLOONS, ETC.

Any flowers, balloons, etc., brought or delivered to the school, must remain in the office until the end of the school day. These items will not be allowed in the classrooms during the day.

## CHANGE OF ADDRESS/WORK/PHONE NUMBERS

If you have a change of address, home telephone or business telephone number, please inform the office immediately. This is vitally important should an emergency occur and you need to be contacted.

## PHONE CALLS TO STUDENTS

Between the hours of 7:30 a.m. and 3:30 p.m., telephone calls may be made to the school. The telephone number is 305-226-8152. The office is not open on Saturdays, Sundays, or holidays. Students will be called to the telephone only in extreme emergencies, and only messages of extreme emergencies will be delivered to students. **Do not request messages after 2:00 p.m.**

Telephones are available to reach our extended school day programs after 2:45 p.m. (See important phones numbers at the beginning of this booklet) These are direct lines into these programs.

## CELL PHONES/LAPTOPS/TABLETS

Cell phone use is prohibited during all class time and must be turned off (as opposed to being place on silence or vibrate) before the beginning of all classes.

### HIGH SCHOOL

Unauthorized use of a cell phone, electronic tablet (iPad, etc.) will result in the device being confiscated by the faculty or administration and turned in to the Dean's office. On the first occurrence the student will receive 10 demerits and a Saturday detention. On the second occurrence the student will receive 10 demerits and a Saturday detention, plus a monetary fine. On the third occurrence the student will receive a suspension from school and the loss of privilege to bring any electronic device to school for a period of 9 weeks.

### MIDDLE SCHOOL

Unauthorized use of a cell phone, electronic tablet (iPad, etc.) will result in the device being confiscated by the faculty or administration and turned in to the Dean's office. On the first occurrence the student will receive 8 demerits. On the second occurrence the student will receive 10 demerits and a Saturday detention, plus a monetary fine. On the third occurrence the student will receive a suspension from school and the loss of privilege to bring any electronic device to school for a period of 9 weeks.

The use of cell phones, tablets, or any electronic device by middle school students (6<sup>th</sup>-8<sup>th</sup> grade) is **not** allowed during lunch.

All laptops/tablets may not be used during school from 8:00 a.m. until 2:55 p.m. unless authorized by a teacher for class purposes. Any unauthorized use will result in the device being confiscated by the faculty or staff member. All confiscated devices will be turned into the Dean's Office and can only be picked up by a

parent. Parents will be required to sign an agreement that should the device be confiscated again during the year, a monetary fine will be imposed to retrieve it.

**Ear buds, headphones or any accessory attached to an electronic device is prohibited by both high school and middle school students at any time during the school day. In addition, Camera (cell phones/tablets/ etc.) cannot be used at any time during school hours. (all grades)**

### **INTERNET, E-MAIL, BRING YOUR OWN DEVICE (BYOD)**

We are pleased to offer students of Florida Christian School access to the FCS network for Internet access. It is suggested that students obtain and use a USB flash drive for saving projects.

### **SCHOOL INTERNET AND E-MAIL RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in school policy and procedures, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks

- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action including the loss of Internet use privileges.

### **STUDENTWEBSITES/SOCIAL NETWORKING**

Florida Christian School has deemed that the inappropriate use of social networking websites (i.e. Twitter, Facebook, Instagram, SnapChat or Group Texts, emails, etc.) is not compatible with the purpose and mission of the school. Any student found using these sites in an inappropriate manner which is in contrast to the school's conduct standards, moral standards, and statements on harassment will be subject to disciplinary action up to and including dismissal from the school

### **STUDENT DEVICES**

Students who bring their own devices to school do so at their own risk. FCS is not liable for personal loss, theft or damage to any electronic device brought to school. Furthermore, misuse of the device or violation of FCS's Internet access policies will result in disciplinary measures which may include the loss of privilege to bring the device to school. Devices and Internet use can only be used at the direction of the teacher in the classroom for academic purposes.

### **FIELD TRIPS**

School field trips are organized by the teacher with permission from the principal. All students must have a signed permission form from their parent in order to participate in the field trip. Parents are welcome on most school field trips, however, space on the school vehicles is limited, and they may have to provide their

own transportation. Additionally, some entrances allow a limited number of adults per students. Parents must remember the teacher is in charge of the group while on a trip.

## **SCHOOL CLOSURE**

In rare instances, the school may close due to an emergency situation (hurricane warning, etc.). Announcements regarding school closure will be placed on the school's phone system, the school web site <http://www.floridachristian.org/> and e-mailed through FACTS formerly RenWeb . Should an emergency require early dismissal from school, the usual dismissal procedures will be followed. All students who remain after the early dismissal will be under supervision in the school gymnasium until they are picked up by their parents or authorized person.

## **TRANSPORTATION TO ATHLETIC, MUSIC AND OTHER SCHOOL EVENTS**

Occasionally, students participate in off-campus activities. The director of the event will inform students and parents of the type of transportation to be used. If the school provides bus or van transportation, all students must ride on the bus or van, both to and from the event. The only exception to this is for the student to be taken or picked up by their own parent, or for the parent to provide, in advance, a written note for their student to ride with another parent. If transportation is not provided by the school, the parent will be responsible to make arrangements for their student.

## ADMISSIONS AND WITHDRAWALS

### ADMISSION PROCEDURES

#### NEW STUDENT ADMISSION

A prospective student is eligible for admission if they have met all of our entrance requirements and conditions as follows:

- A student applying for preschool (3 - 4 years) through 5 year old kindergarten must meet the age requirement by September 1st of that year.
- A student applying for 1st grade must meet the age requirement by September 1st, must display evidence of passing kindergarten, and demonstrate readiness for Florida Christian's 1st grade curriculum.
- A student applying for 2nd - 5th grade must pass an entrance exam and must provide a report card from their previous school indicating FCS entrance standards are met.
- A student applying for 6th-12th grade must take an entrance exam, must provide a report card from their previous school which indicates FCS entrance standards are met (minimum 2.0 GPA, no failing grades), three references (including previous school), and have a successful interview with an FCS administrator.

#### NEW STUDENT ADMISSION PROCEDURE

If you would like more information before beginning the admission process click on the link <https://fcs-fl.client.renweb.com/oa/inquiry.cfm?memberid=1044>

If you would like to begin the process of admissions please complete a short form for each applicant. Follow this link to the online application form <https://fcs-fl.client.renweb.com/oa/register.cfm?memberid=1044>

. If you need help in this process call the Admissions Director at 305-226-8152 ext. 257 or 219.

Each 2<sup>nd</sup> – 12<sup>th</sup> grade student must take the entrance exam at Florida Christian School. The testing fee must be paid in advance online with the application form. See the school website for the next group testing.

Preschool through first grade students will be enrolled after an administrative interview with the parent and the payment of the Registration Fees.

2<sup>nd</sup> through 12<sup>th</sup> grade students will receive notification by e-mail/letter, whether or not they may proceed with enrollment. If eligible, they will be asked to call for an interview appointment. If a student is offered acceptance after the interview the parent will submit enrollment fees. Once these are received a place in the class will be reserved for the student.

If a prospective student meets the entrance requirements and there are no openings in that grade, the student will be placed on a waiting list. Florida Christian School will select applicants as space becomes available.

#### RE-ENROLLMENT

**Every child must be re-enrolled each year they attend Florida Christian.** Please make sure you re-enroll during the allotted time before January 31. All enrollment applications are done online and must be accompanied by the correct fees (which are non-refundable). You must be current on your school bill in order to re-enroll. During the month of February enrollment is opened to new students. If you do not re-enroll your students before enrollment opens to the public, you cannot be guaranteed a place for your



students for the next school year. When classes are filled, students' names are then placed on a waiting list and may enroll when an opening occurs for them.

## ENROLLMENT/RE-ENROLLMENT CRITERIA

Students in grades 5K through 5<sup>th</sup> grade will be accepted for enrollment/re-enrollment if they meet the following criteria:

1. Teacher recommendation;
2. Maintaining grade level or above status in reading and math on the Stanford Achievement testing;
3. Not having excessive absences or tardies;
4. Administrative approval.

6<sup>th</sup> through 12<sup>th</sup> criteria for enrollment/re-enrollment:

1. 2.0 grade point average or above and meets promotion policy;
2. Teacher recommendation;
3. Not on academic probation at the end of the school year;
4. Not on behavioral probation at the end of the school year;
5. May not have excessive absences or tardies;
6. Must pass Bible class the previous year (re-enrollment only);
7. Acceptable references (new students only);
8. Administrative approval.

## WITHDRAWAL – DISMISSAL

Withdrawals from school must be made through the school business office. A form must be signed by the head of the household or legal guardian. School records and report cards will not be given to families whose financial account is past due. **All accounts must be clear for records to be released.** Students must turn in all school supplies, team uniforms, library books, etc. on his/her last day of school.

After careful consideration, a student may be dismissed when he or she is found out of harmony with the regulations and policies of the school or has received 50 demerits during a grading period, or 40

demerits during two consecutive grading periods, or 60 demerits during a school year.

## FINANCES

### PAYMENTS

There is a discount given for families choosing the annual plan or semester plan of payment. Students who attend a portion of a month will be liable for the entire month. Families who withdraw or who are dismissed will not receive a refund. The enrollment fee is payable once a year. See the <https://floridachristian.org/wp-content/uploads/2020/05/NEW-2020-21-Tuition-Rates.pdf> for payment details.

The only refunds permitted will be for those parents who have paid more than one month of tuition in advance.

Report cards will not be posted when accounts are overdue.

### PAYMENT PLANS

In keeping with our desire to offer convenience and flexibility in the payment process, we have partnered with **FACTS Tuition Management** service <http://www.factsmgt.com>. This partnership will provide the convenience of 21st century technology with additional options that fit the needs of every FCS family. This service will include:

- Flexibility in payment plans (monthly, semester and annual payments)
- Multiple payment methods (cash or credit)
- 24/7 payment assistance

- Convenient access through the FACTS formerly RenWeb portal directly or through the school's website

Regardless of the payment plan selected, the non-refundable Tuition Installment, Improvement Fee and Book or Class Fee are due in full.

## MULTIPLE CHILD DISCOUNT

Tuition is assessed at the full rate for the oldest student. A multiple child discount is provided for additional siblings enrolled living in the same household.

## TRANSCRIPT REQUESTS

During a student's senior year, they may request several high school transcripts to be sent to colleges or universities. Most transcripts are done electronically by the Naviance Program. At the end of the school year, the graduating senior needs to inform the CAP Counselor which college or university needs their final transcript needs to be sent. Final transcripts will not be released to any senior who has not fully satisfied all academic and financial obligations.

For official paper transcripts, there is a \$5 charge per transcript. Students need to complete a form in the business office which includes the college or university address and attach payment in order for the request to be completed.

## FINANCIAL ASSISTANCE/STEP UP FOR STUDENTS/MCKAY SCHOLARSHIP

Florida Christian School offers need based financial aid. All financial aid applications are confidential. The company who process the financial aid applications does charge a fee for the application process.

Aid is awarded based on the availability of funds and must be applied for each year. Financial Aid is

awarded towards tuition. It is not available for the Discovery Program, the Reading Specialist, extended school, other special programs, or fees. Please see the FCS website for more details. <http://www.floridachristian.org/admissions/financial-aid/>

Florida Christian School also accepts the Step Up for Students and McKay Scholarship for Students With Learning Disabilities. For more information on these programs visit their websites: <http://www.stepupforstudents.org> and <http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/mckay/>

## ATTENDANCE

Attendance and punctuality are essential for maximum learning. Students may be given make up work for excused absences only. Excused absences include those for illness, death in the family, and prescheduled doctors' appointments. Doctors' appointments should be scheduled on Saturday or after school whenever possible. Absences for vacation will not be excused unless permission is requested and approved in advance, and the student is performing satisfactorily.

## MIDDLE SCHOOL AND HIGH SCHOOL ABSENCES

Middle school and senior high school students absent more than 9 days in a semester are subject to losing credit for the semester. More than 18 absences in one school year may cause the student to repeat the entire grade. The decision to issue credit to students with excessive absences is entirely at the discretion of the administration. A notation will be placed on the attendance bulletin as to whether the student is excused or unexcused.

When a student (Middle School and High School) has been absent for any reason, he/she must bring a written excuse from their parent or guardian stating the cause of their absence in order to be excused. The parent may also email [attendance@floridachristian.org](mailto:attendance@floridachristian.org) (This IS THE PREFERRED procedure and will save the student a trip to the office.) A doctor's statement is required for students who are absent more than 3 days. All absences will be unexcused unless a student has a

note from home indicating illness, death in the family, a medical appointment, or has been cleared by the administration. **If a student fails to bring a note, or the attendance secretary does not receive an email, the absence will be unexcused.**

Classrooms will open at 7:45 a.m. and students will be permitted to enter.

## EARLY DISMISSAL

Students will not be dismissed from school between 2:30 p.m. and 2:55 p.m. Should the parent consider it necessary to have their student released for a medical appointment, their student can be released before 2:30 p.m. by presenting an appointment notice from the doctor.

## MIDDLE & HIGH SCHOOL TARDIES FROM 8:00 to 8:30 a.m.

Middle School and High School Tardies from 8:00 to 9:00 a.m. – MS/HS students who arrive at school between 8:00 and 9:00 a.m. without a legitimate note from a parent, will be marked unexcused. Attendance office will determine validity of excuse (Over sleeping and traffic issues will not be acceptable). **On the third unexcused tardy to school, students will receive a 30 minute after school detention and a monetary fine.**

Student drivers will be subject to the loss of their driving privileges to school on the third unexcused tardy.

## MIDDLE & HIGH SCHOOL TARDIES FROM 8:30 to 9:00 a.m.

**NO** student will be admitted to 1<sup>st</sup> period class after 8:30 a.m. without a legitimate note from his/her parent. These students will have to wait in the Dean’s Office until the beginning of 2<sup>nd</sup> period. On the 4<sup>th</sup> tardy to first period/absence from, an unexcused absence (a zero for the period) and demerits will be issued, and for each subsequent 3<sup>rd</sup> tardy/absence another unexcused absence (zero for the period and

demerits will be issued.) The 1st period teacher will be notified by the Dean’s Office when a student has accumulated their 3rd tardy/absence after 8:30 a.m. This policy is applied to students who are tardy after 8:30 a.m. Starting with the 4<sup>th</sup> tardy only a doctor’s note will be counted as an excused tardy. All other tardies (traffic, over sleeping, etc. will be unexcused tardies.)

**MIDDLE & HIGH SCHOOL Tardies during the class day** for middle and senior high school students will be addressed as follows: For the first 3 unexcused tardies to class during a grading period, 5 demerits will be given. Thereafter, a 1 point grade reduction will be given for each unexcused tardy and 5 demerits for every three additional unexcused tardies. A student is considered tardy for a class if he or she is not in the classroom when the tardy bell rings.

**Attendance will be taken and reported each class period.**

## ELEMENTARY ATTENDANCE POLICY (K5 to 5<sup>th</sup> grade)

One of the areas of utmost importance in the learning process is attendance. In order for your student/s to fully benefit from the academic program and be successful, good attendance and punctuality are essential.

### Absence

The school year consists of 180 days. A written excuse signed by a parent is necessary for each absence, with the specific reason given, before the absence is excused. (Florida Statute Section 232.10) More than 18 absences in one school year may cause the student to repeat the entire grade.

**Excused absences:** Notes should be emailed to [attendance@floridachristian.org](mailto:attendance@floridachristian.org) and the classroom teacher the day the student returns to class. Class work may be made up with no grade penalty. Students have one day to make up the work for each day absent unless given special permission by the teacher. If the student is absent one day prior to the test, the student must take the test the day he or she returns, unless given special permission. More than one absence the

student must take the test within two days of returning to school.

1. Illness of the student – A doctor’s statement is required for students who are absent more than 3 days.
2. Death in family.
3. Medical appointments when note is given. (Doctor’s appointments should be scheduled on Saturday or after school whenever possible).
4. Special circumstances cleared by the administration.

**Unexcused absences:** Work must be made up for unexcused absences. Students receive “F” (59) grades for all assignments and tests during unexcused absences. Unexcused absences may be:

1. No valid note is given to the teacher for absences. (After 3 absences a doctor’s note is required)
2. All non-emergency absences not pre-arranged. Vacation absences must be pre-approved by the administration. Non-emergency vacation will not be approved for students who are not performing satisfactorily, also for Discovery students.

**Tardiness**

Punctuality is also essential for maximum learning and is a Godly character trait that emphasizes the value we place on other’s time. Attendance is taken at 8:00 a.m. The student is tardy if he or she enters the classroom after 8:00 AM. Elementary students will take tardy notes and the pass from the office to their classroom teacher. Also, the parent may email on the same day regarding the student’s tardy at [attendance@floridachrisitan.org](mailto:attendance@floridachrisitan.org) Please remember that if a student walks in the classroom late without a note, or an email from a parent on the same day, the tardy will be unexcused.

**Excused tardies:**

1. Students are permitted 3 excused tardies per grading period with a note from a parent.
2. Starting with the 4<sup>th</sup> tardy, **only** a doctor’s note will be counted as an excused tardy.

**Unexcused tardies:**

1. After 3 tardies because of traffic, over sleeping, etc.
2. After the third unexcused tardy during a grading period, a 1 point grade reduction, for the first subject of the day, will be given and for every three additional unexcused tardies. A parent conference may be required.
3. More than 10 tardies throughout the year may prevent a student from receiving a perfect attendance award.

**HALF-DAY ATTENDANCE (All Grades)**

- If the student arrives between 8:00 a.m. and 9:30 a.m., he/she is late.
- If a student is present in school for a minimum of 5 hours, he/she is present for a full day.
- If the student is present in school for a minimum of 3 hours, he/she is present for a half day.
- If the student is present in school for less than 3 hours, he/she will be credited a full day of absence.

**DISMISSAL – EARLY DISMISSAL FROM SCHOOL**

Florida Christian School will not release students between 2:00 p.m. and 2:30 P.M. without a notice from a doctor showing the student has a doctor or medical appointment. If your student has a doctor's appointment requiring early release, the student will have to be picked up from school before the 2:30 p.m. deadline or will have to wait until school is dismissed at 2:55 p.m. **Students will not be released from class between 2:30 p.m. and 2:55 p.m.**

- Dismissals after 2:00 p.m. only with a doctor’s note.
- No dismissals after 2:30 p.m.

**HEALTH/CLINIC POLICY**

Students attending FCS must meet all the State of Florida immunization requirements in order to attend class.

Athletes are required to have a physical each year in order to participate in the interscholastic sports program. This is a State regulation. Athletes are required to be in attendance the full day of school in order to participate in an athletic event on that day.

The **school clinic** is open school days from 8:00 a.m. to 3:00 p.m. The clinic is staffed with a licensed R.N. and trained volunteers who are able to provide first aid for injuries and temporary care of the sick. The school nurse can be reached at 305-226-8152 ext. 277 or [dwarner@floridachristian.org](mailto:dwarner@floridachristian.org)

Students must have a medication form on file in the clinic in order to take any medications at school. If there is not a form on file and a student needs medication (Tylenol, Advil, etc.) parents will be called for authorization.

Any student, who has a temperature of 100 or above, must remain at home for at least 24 hours fever free without any medication being given.

To take prescribed medications at school, students must have a medication form, along with a doctor's note on file in the school clinic. All prescribed medications such as an inhaler, antibiotics, Epi Pen, etc., must be in their original bottles or container, and turned in by the parent to the clinic to be kept locked-up. Students are not permitted to have medications on their person or in their backpacks while in school.

Students with any type of infectious illness or condition such as childhood communicable diseases, infections of the skin or eyes, etc. must receive proper treatment from a physician and be checked by the school nurse before returning to class. In case of surgery, fractures, or prolonged illness, a note from the physician should be presented to the school nurse regarding any limitation of activities or special consideration.

Any parent that has a student with a medical condition such as diabetes, asthma, allergies, etc., must make sure that this information is on file at the school.

## COMMUNICABLE DISEASES

Florida Christian School wants to maintain a healthy school environment by making controls designed to prevent the spread of communicable diseases. The term "communicable disease" will mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, or infected person, or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease will immediately notify the school headmaster. The reported diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)  
 AIDS Related Complex (ARC)  
 Amebiasis  
 Animal bite  
 (by a potentially rabid animal)  
 Anthrax  
 Botulism  
 Brucellosis  
 Campylobacteriosis  
 Chancroid  
 Chicken Pox  
 Dengue  
 Diphtheria  
 Encephalitis  
 Giardiasis (acute)  
 Gonorrhea  
 Granuloma Inguinale

Mumps  
 Paralytic Shellfish Poisoning  
 Parvovirus B19 (Fifth)  
 Pertussis (whooping cough)  
 Pesticide Poisoning  
 Plague  
 Poliomyelitis  
 Psittacosis  
 Rabies  
 Relapsing Fever  
 R. Rickettsia  
 Rocky Mt. Spotted Fever  
 Rubella including congenital  
 Salmonellosis  
 Schistosomiasis  
 Shigellosis  
 Smallpox  
 Syphilis

Hansen’s disease (Leprosy)  
 Hemorrhagic Fevers  
 Hepatitis  
 Histoplasmosis  
 Human Immunodeficiency Virus (HIV)  
 Legionnaire’s  
 Leptospirosis  
 Lymphogranuloma Venereum  
 Malaria  
 Measles (Rubeola)  
 Meningitis  
 Meningococcal Disease

Tetanus  
 Toxoplasmosis (acute)  
 Trichinosis  
 Tuberculosis  
 Tularemia  
 Typhoid Fever  
 Typhus  
 Vibrio Cholera  
 Vibrio Infections  
 Yellow Fever

Any student or employee with a communicable disease for which immunization is required by law or is available, will be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, Florida Christian School may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease. Florida Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

**COVID-19 is addressed in a separate addendum. Please see the addendum.**

## ACADEMICS

### GRADUATION REQUIREMENTS

Florida Christian School requires 26 annual credits for graduation. These are earned in grades 9-12.

Bible 4 annual credits  
 English 4 annual credits  
 Social Studies 4 annual credits  
 Science 4 annual credits  
 Math 4 annual credits  
 Personal Fitness/P.E. 1 annual credit  
 Health/Life Mgt. ½ annual credit  
 Electives 4 ½ annual credits

Every FCS graduate must take one online high school course between 9<sup>th</sup> and 12<sup>th</sup> grade.

One year of Bible is required for each year a student attends Florida Christian School. A student, who fails Bible, may not be accepted as a student at Florida Christian the following year.

World History is required in 9th grade, World Geography is required in 10th grade, U.S. History is required in 11th grade and Government/Economics is required in 12th grade.

Physical Science is required in 9th grade, Biology is required in 10th grade and then two elective sciences must be taken in 11th and 12th grade.

Algebra I is required.

P.E. credit may be earned by participation in two seasons of a JV or varsity sport during the 10th-12th grades.

Twelfth grade students planning to graduate from Florida Christian School must take at least one college board exam and have the scores on file in the school office. Graduates are also required to attend graduation.

The original failed grade may remain listed on the student’s transcript; however it may not be calculated into the GPA.

### GRADING SCALE (5K-12)

Number	Letter	GPA	Honors GPA	AP/DE GPA
100-98	A+	4.30	4.80	5.30
97-93	A	4.15	4.65	5.15
92-90	A-	4.00	4.50	5.00



89-87	B+	3.30	3.80	4.30
86-83	B	3.15	3.65	4.15
82-80	B-	3.00	3.50	4.00
79-77	C+	2.30	2.80	3.30
76-73	C	2.15	2.65	3.15
72-70	C-	2.00	2.50	3.00
69-67	D+	1.30	1.80	2.30
66-63	D	1.00	1.50	2.00
62-60	D-	1.00	1.50	2.00
59-0	F	0.00	0.00	0.00

### FACTS formerly RENWEB

Florida Christian informs parents and students about grades through the FACTS formerly RenWeb Program. In order to access this information, you must activate your FACTS formerly RenWeb account. You may do this at [www.floridachristian.org](http://www.floridachristian.org) or by contacting FCS personnel, [npichs@floridachristian.org](mailto:npichs@floridachristian.org). To access your student’s academic progress, grades and homework assignments, all financial accounts must be current.

Approximately seven days following the end of a grading period, report cards will be available through an email from your student’s principal. The date for the report cards is published on the school calendar.

### ACADEMIC PROBATION/ELIGIBILITY

Students receiving more than one failing grade or having less than a 2.0 average will be placed on academic probation. A student will be removed from probation after the next grading period if there is no more than one failing grade and the grade point average is above 2.0. Academic probation includes the following:

1. Loss of the privilege to participate in athletics and cheerleading.
2. Loss of the privilege to be excused from any class period, except as the principal directs.
3. Students who remain on academic probation for two consecutive grading periods will be liable for dismissal.

Athletes who receive 10 or more demerits in one week (or who are suspended) will become ineligible for the next game after the demerits/suspension.

### COMMUNITY SERVICE

In order to receive 100% of tuition and fees through the Florida Bright Future Scholarship Program students need to accumulate 75 to 100 (depending) hours of community service between their 9<sup>th</sup> and 12<sup>th</sup> grades of school. Forms are available on the FCS website under Parent Link.

### PROMOTION POLICIES

Kindergarten through 5th grade - Students will be promoted upon completion of the prescribed course of study and subjective evaluation by the classroom teacher and principal.

6<sup>th</sup>, 7th and 8th grades - Students must pass all core subjects consisting of English, math, science and social studies. A student who fails one subject will not be promoted. A student who does not maintain a 60 average in a subject will be required to attend summer school for that subject.

9th through 12th grade -

A student will be considered a 10th grade student when six high school credits have been earned including English I.

A student will be considered an 11th grade student when twelve high school credits have been earned including English II.

A student will be considered a 12th grade student when eighteen high school credits have been earned including English III.

## SUMMER SCHOOL

1<sup>st</sup> - 5<sup>th</sup> grades - Summer school may be required for promotion or for strengthening in math and language skills.

6<sup>th</sup> - 8<sup>th</sup> grades - Summer school will be required for any failed core courses (Math, English, Science or Social Studies) in order to be promoted to the next grade.

9th through 12th grade - Students may receive permission for summer school work at a public school or an approved private school. Failure to make up failed courses may delay graduation.

## SCHEDULE CHANGES

Schedule changes will be permitted during the first two weeks of the first semester and during the first week of the second semester. A student may not drop a class unless he or she is taking seven subjects. He or she must have a note of request from his/her parents and the teacher before he or she will be considered for a schedule change.

## ACHIEVEMENT TESTS

Each spring, standardized achievement tests are given to students in the five-year-old kindergarten through the eleventh grade. The testing for the middle and senior high school is done during a three day period. The elementary test is given throughout the week, a small section of the test at a time. The results of this test are given to parents with the final report card for the year. **A student who fails to maintain entry level requirements on the S.A.T. may not be allowed to continue at F.C.S.**

## COLLEGE BOARD ENTRANCE TESTS

All seniors at Florida Christian School are required to take either the S.A.T. (Scholastic Aptitude Test) or the

A.C.T. (American College Testing) at least one time in order to receive their diploma. Students may take these tests during their junior or senior year and the test may be repeated in order to attain a higher score. These tests are given at various locations throughout the city about four times a year, usually on a Saturday morning. Bulletins and registration packets on these tests are available in the school office.

The Preliminary Scholastic Aptitude Test (P.S.A.T.)/National Merit Scholarship Qualifying Test is given to all sophomores and juniors in the fall and to the freshmen during second semester. This test is given at Florida Christian during the school day. The results of this test will give a good indication of what performance to expect during the senior year when the student takes the S.A.T. or A.C.T. for college. This testing is also done to help students qualify to enter competitions for national scholarships and receive financial aid information from colleges.

## ACADEMIC CURRICULUM

See the Florida Christian School website for this information  
<http://www.floridachristian.org/Academics/>

## TEXTBOOKS AND WORKBOOKS

Consumable textbooks and workbooks used by our pre-school students are included in their monthly tuition payments. Kindergarten and elementary students will be assessed a book fee for all textbooks and workbooks provided by the school. See the school website for current fees  
<https://floridachristian.org/wp-content/uploads/2019/02/2019-20-Tuition.pdf>  
 Secondary students (6-12 grades) must purchase all textbooks, E textbooks and workbooks.

E-Textbooks are available for many of the textbooks used at FCS and can be purchased through Follett. Selected high school classes also have online resources available which will be presented to the students in those classes.



Those textbooks not available at Follett, (i.e. ABeka Books) can be purchased from the school bookstore. See the school calendar for dates the Bookstore will be open before school begins in the fall.

Follett will conduct a book buyback at the end of the school year. Only books which will be used by the school the following year and have not been written in, damaged or abused will qualify for the book buyback program.

## **BIBLES**

Each student must have a copy of the Bible (KJV or NIV) for daily use in the classroom.

## **MATERIALS AND SUPPLIES**

Students must have sufficient supplies at all times. Borrowing of books, paper, pencils, etc., is not permitted in class. Some materials and supplies may be purchased from the school bookstore.

## **CLASS EXCHANGE**

In order to facilitate orderly movement from one area of study to another, students should make a special effort to exchange quietly. Exchange will occur only at the end of a period. Students are permitted five minutes to arrive at their destination. Students are tardy to class if they are not in the classroom when the tardy bell rings.

## **HOMEWORK**

Homework assignments for can be accessed through FACTS formerly RenWeb. Homework is an essential part of the school program, and teachers are at liberty to give homework to encourage each student to advance in his studies. Homework, designated to meet individual pupil needs, is assigned for drill, practice, remedial purposes and special projects. Parents should see that homework is completed. Failure to complete homework will result in lower grades on the report card. Poorly completed homework will also result in a lower grade.

Elementary and middle school students are to record their homework assignments in an agenda (5K-5th) or stenography pad or notebook (6-8th grades). These may be purchased from the school. Parents should check the assignments each evening.

## **MAKING UP SCHOOL WORK**

Students who are absent must check with all their classroom teachers immediately upon returning to school in order to obtain all their missed assignments. Assignments are also available through FACTS formerly RenWeb.

Students will have one day to make up assignments for each day absent unless given special permission by the individual teacher. A student must be absent for two days before a test is given in order to be excused from that test. If excused, the test must be taken within two days. If the student is absent only one day prior to the test, the student must take the test the day he returns. Teachers will not assign “extra credit” work in order to give a student a passing grade. The exception to this would be work missed due to an extended illness or other absence.

## **REPORT CARDS**

Report cards for grades preschool - 12 are available through our RenWeb program. The student’s financial account must be current in order to access the report card. Parents will be sent a link to the report cards seven days following the end of a grading period. (Please note your school calendar.)

At the completion of a school year, parents will receive information concerning the results of standardized testing which is done each spring along with a printed final report card.

## **HONOR ROLLS**

The honor rolls will be published at the end of each grading period. FCS has two honor rolls for the elementary, middle school, and high school students.

To be eligible for the Principal’s Honor Roll, a student must earn A’s in every subject.

To be eligible for the Honor Roll, a middle school/high school student must earn at least four A’s and have an overall average of 3.7 (with no D’s or F’s). Elementary students must have a 3.5 to qualify

for this honor roll. Conduct and effort must be satisfactory or above average.

To qualify for a yearly award the student must meet the above requirements for each of the grading periods. In addition, special awards are given at the end of the year by individual teachers in recognition of outstanding achievement.

## TEST SCHEDULE FOR MIDDLE AND SENIOR HIGH STUDENTS

In order to balance our student’s weekly study schedule, weekly tests in each subject are assigned on specific days. This schedule does not include daily quizzes, reviews, and semester exams.

English	Tuesday or Friday
Math	Wednesday
Bible	Friday
Science	Wednesday
Social Studies	Tuesday
Electives	Monday

## HELP CLASSES

Elementary teachers may announce help classes for their students at their discretion.

Middle school teachers will be available for help classes prior to their weekly test from 3:00 to 3:30 p.m.

Monday	History & Electives
Tuesday	Math & Science
Thursday	English and Bible

9th - 12th grade teachers will announce help classes upon need and at their discretion.

## PHYSICAL EDUCATION

All middle and senior high school students will “dress out” for physical education. Students will wear uniforms and gym shoes specified by the athletic department.

All physical education uniforms must immediately have the student’s names clearly printed on the shirt and shorts with permanent ink. Any student who is found wearing a uniform without his name will be considered to be out of uniform and be liable for discipline for stealing. Students may not lend uniforms to another student for physical education or after-school activities.

## ACTIVITIES AND PROGRAMS

### AFTER SCHOOL CARE

For the convenience of working parents who wish to have their three, and four-year-old students remain at school after their school day, a supervised extended school day is offered until 6:00 p.m. Elementary school students (5K-5th grades) may also be included in this program from 2:45 p.m. until 6:00 p.m. An additional fee is charged and is to be paid in advance with the regular school tuition. Please refer to the Tuition Rates and Fees Schedule <https://floridachristian.org/wp-content/uploads/2020/05/NEW-2020-21-Tuition-Rates.pdf> for the cost of the program. Elementary students are not permitted on the school property unsupervised. If you do not pick your child up at the proper time, the child will be taken to the extended care program and you will be charged.

The after school care program is open on teacher workdays when school is not in session. The program is not available during Christmas or Spring break. This program is available for students in K-3 through 5th grade from 7:00 a.m. to 6:00 p.m. The charge for these days is extra and must be paid advance. The charge after 6:00 p.m. is \$1 for each minute (per child), regardless of the reason for the parent’s tardiness.

## STUDENT SUPPORT TEAM

The Student Support Team, SST, is a team of specialized professionals working together to identify and support the academic, social, emotional and spiritual needs of students with exceptional needs at Florida Christian School.

**The SST consists of the following areas of support:**

### DISCOVERY PROGRAM

The Discovery program has been developed by the National Institute for Learning Disabilities (NILD), and is designed to help students who have learning difficulties. Florida Christian has the only accredited NILD program in South Florida. Our team of specially trained and certified educational therapists work with students on a one-to-one basis, using techniques which have been researched and designed to help students overcome their deficits. For more information, please visit our Discovery Program page.

### READING PROGRAM

Florida Christian School provides specialized in-school reading instruction for students who are in kindergarten through eighth grade. The reading clinic is recommended for students who need reinforcement in phonemic awareness, phonics, fluency, vocabulary and comprehension. For more information, please visit our Reading Program page.

### GUIDANCE AND COUNSELING

The Guidance Department at Florida Christian School was formally established during the 1999-2000 school year. Since its inception, its goal has been to provide comprehensive guidance services to students in Prek-3 through 12th grade. For more information, please visit our Guidance and Counseling page.

## COLLEGE GUIDANCE

The objective of the office of college counseling at Florida Christian School is to provide high school students and their families with the knowledge needed for college admission. This is an individualized process that begins in 9th grade and continues through the end of the senior year. For more information, please visit our College Guidance page.

## STUDENT SUPPORT COORDINATOR

The Student Support Coordinator collaboratively with administration, staff, and parents to provide support to at risk or pre-qualified students who have an IEP (individualized Education Plan), 504 Plan, Physician Statement of Diagnosis, Private Evaluation, and/or Psycho-educational Evaluation through the public school system that do not already receive support from the Reading Clinic or Discovery Programs. Support services may include but are not limited to classroom observations, development of classroom accommodations, student progress monitoring, teacher consultations/collaboration, staff development and direct student support as needed. For more information, please email the Student Support Coordinator.

## STUDENT ATHLETE SUPPORT

The Student Athlete Support Services will monitor FCS athletes and identify the need for extended testing time, classroom accommodations or other direct student support, as well as, SAT/ACT test preparation. For more information, please email the Student Athlete Support department.

## MUSIC LESSONS

Private piano, voice and other instrumental lessons are available. Forms for private lessons are available on our website <https://floridachristian.org/parentlink/> (Under Parent Link).

## **CLASS OFFICERS (6<sup>th</sup> - 12<sup>th</sup> grades)**

Each grade will have at least four class officers; chaplain, president, vice-president, and secretary-treasurer.

In order to be nominated for, and to hold a class office, the student must have a good conduct record and have a 3.0 average in scholarship.

Each grade will nominate at least two students for each class office. The class will then vote on nominees. The school administration must approve all nominees before they run for office.

The function of the class officers and the student council will be to promote class pride, school spirit, to organize service programs to improve the general welfare of the school, and serve on a chapel planning committee and disciple council.

The class sponsors will be assigned and directed by the Director of Student Activities.

## **NATIONAL JUNIOR HONOR SOCIETY**

Middle school students who meet the requirements are eligible for the National Junior Honor Society. Students are inducted into the NJHS each year upon recommendation of the Middle School Principal, NJHS Sponsor, and faculty members. The student must maintain a 3.75 G.P.A. in their core classes and qualify with an 80% or higher on SAT scores. The areas in which they will be held to a high level of excellence includes: Academics, Leadership, Behavior, Service, and Character.

## **NATIONAL HONOR SOCIETY**

High School students, who meet the academic requirements along with the leadership, service and character requirements, are eligible for the National Honor Society. Selection is done through a faculty advisory committee, evaluation of previous standardized test scores and administrative approval.

Students are inducted into the NHS each year at an induction ceremony. Members must maintain the prescribed requirements in order to remain in NHS.

## **RESTORATION PROGRAM**

Middle School and High School students whose behavior and conduct records at the school requires dismissal, may be considered for a counseling program to help the student deal with spiritual matters in their life. Completion of this program and meeting all the requirements set by the administration may possibly lead to the student's restoration as a student at FCS.

## **PROJECTS AND ACTIVITIES**

Parents are encouraged to participate in special projects. Some of our yearly activities include: homecoming football game, Thanksgiving Dinner, Christmas programs, auction, school fair, spring concerts, plays, and award banquets.

Athletic, drama and musical production events are an enriching experience, and we encourage all our students, even those in the elementary, to attend as many events as possible. Parental assistance is requested during these events.

Parents and students are responsible for maintaining a positive Christian testimony at all school functions.

## **PARENT-TEACHER CHRISTIAN FELLOWSHIP**

PTCF meetings vary in nature. Sometimes they include guest speakers, music programs, oral language presentations, displays of classroom work, art work and science fair projects.

PTCF meetings have the following aims:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
3. To provide an opportunity for parent and teacher to know and fellowship with each other.

- To provide the parents an opportunity to see the achievements of the students, and for various students and classes to perform in a planned program.

Whenever possible, please plan to attend these meetings.

## PRAYER GROUPS

Two different groups meet to pray for our school each week. Tuesday is an English speaking group and Thursdays a Spanish speaking group. The Tuesday group meets in the main campus cafeteria and begins at 8:00 a.m. The Spanish group meets on Thursday on the West Campus at 8:00 a.m. This vital ministry is open to all parents. If you are able, we would like to encourage you to attend.

## SENIOR TRIP

Each year, the senior class takes a trip out of the country. The students are in travel for approximately nine days. The trip is scheduled after exams and before graduation. Payment for this trip is through Joshua Expeditions [www.joshuaexpeditions.org](http://www.joshuaexpeditions.org)

## FUND RAISING

Fund-raising activities such as selling candy, etc. are normally limited to specific groups within the school such as the band, choirs, cheerleaders, etc. These fund raising projects do not help the school financially but help the program towards defraying the cost of student trips, uniforms, etc. The sponsor of these groups must first obtain permission from the administration before conducting a specific fund-raising event.

## EXTRACURRICULAR - INTERSCHOLASTIC SPORTS

- Baseball Boys - Middle School, JV and Varsity
- Basketball Boys - Middle School, JV and Varsity

- Basketball Girls - Middle School , JV and Varsity
- Cheerleading Girls - Elementary, JV, and Varsity
- Cross Country - Boys and Girls - Varsity
- Football Boys - Middle School (6-8) and Varsity (9-12)
- Golf - Boys and Girls - Middle School and Varsity
- Lacrosse - Varsity
- Volleyball Girls - Middle School, JV and Varsity
- Volleyball Boys - Varsity
- Softball Girls - Middle School and Varsity
- Soccer Boys - Middle School and Varsity
- Soccer Girls – Varsity
- Track Boys and Girls - Middle and High School

Annual physicals are required to participate in the above sports programs. These physical forms are available on the website at <https://floridachristian.org/parentlink/> (Under Parent Link)

## ELEMENTARY SPORTS

F.C.S. has a variety of elementary weekly sports programs. These activities offered throughout the school year include: cheerleading, football, baseball, soccer, track & field and basketball. These programs are sponsored by our high school coaches and students. Information about them will be sent home with your student before the clinics start.

## CONDUCT STUDENT CONDUCT

Florida Christian School expects each student to be obedient to God in his daily conduct. The Bible emphasizes the importance of our testimony to those around us. Scripture also teaches us that proper discipline is needed to correct those things in our lives which are wrong.

The following offenses and discipline will be strictly enforced.

1. **WARNINGS WILL BE GIVEN FOR:**
  - a. Inattention in class
  - b. Any minor offenses at the school’s discretion
2. **DEMERITS** are assigned for any offense written up by the teacher. These include excessive talking in class, passing notes and any other offense at the teacher’s discretion.

3. **AFTER SCHOOL DETENTION** – Students who receive a third unexcused tardy to school will be required to serve a 30 minute after school detention in the Dean’s Office. After school detention can be assigned by the Dean for other infractions or accumulation of demerits as well. **A \$15 fee will be billed for each after school detention.**

4. **SATURDAY DETENTION** -Students who accumulate 10 or more demerits for any reason during a one week time period will receive a 4 hour Saturday detention. Automatic ten demerit offenses include: cursing, disrespect, vandalism, fighting, skipping, stealing, or any violation designated by the administration. The 4 hour detention is from 8:00 a.m. and 12:00 noon. **A \$20 fee will be billed for each Saturday detention.**

Saturday detentions must be served. Any student who fails to show for detention hall on Saturday will be automatically suspended from school for a minimum of 1 day pending administrative review.

5. **BEHAVIORAL PROBATION** - Students who receive 20 demerits during a nine-week period will be placed on behavioral probation. Behavioral probation prevents a student from participating in sports, field trips or other type of trips taken by the school. If a student is placed on behavioral probation for the following nine weeks (and receives 20 demerits) they will receive a second probation letter. If a student receives 20 demerits for a third consecutive nine weeks, the student will be liable for dismissal. Any

student who receives 60 demerits for the year will be liable for dismissal.

6. **SUSPENSION** is given to any student who receives a total of 25 demerits in one-nine week grading period. Students may also be suspended for any repeated offense. Other suspension offenses include haircut and dress violations, vandalism, or any violation deemed necessary by the dean or other administrators.

7. **EXPULSION** of a student will occur if 40 demerits are received during one-nine week grading period. Verbal or physical threats, written or oral, against a student or faculty member will be grounds for dismissal. Vandalism, possession of a firearm, or any other offense may also result in expulsion. Possession of, or use of alcohol or drugs, on school property or at a school function will result in automatic expulsion.

8. **DISQUALIFICATION FROM RE-ENROLLMENT** for the following school year may result from an accumulation of 60 demerits within the school year.

## OFF CAMPUS CONDUCT

Florida Christian School students are expected to maintain Christian conduct off campus as well as on campus. Attendance and/or participating in an event in which alcohol and/or drug activity occurs may lead to dismissal from school.

## CONDUCT IN ASSEMBLIES/CHAPEL

At all times, the student’s behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, and talking during a program.

Misconduct will result the assignment of an afterschool detention or a Saturday detention at the discretion of the dean.

Textbooks and other materials are to be left in student lockers. Purses, billfolds, and Bibles are to be taken to all assemblies and chapels.

**PHYSICAL CONTACT/IMMORALITY**

Demonstration of romantic involvement between students on the school campus or at school events is forbidden. Hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion.

In accordance with the school’s recognition of Biblical authority, no immoral conduct will be tolerated, including identifying statements related to immoral conduct. The Bible strictly forbids immoral conduct and the advocacy for such sinful behavior. (I Thess. 4:1-8) An identifying statement is defined as a statement that a student is sexually active, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey that a student engages in or has a propensity or intent to engage in immoral and/or sexual acts. Participating in or immoral conduct or sexual activity is incompatible with enrollment at a Christian school and is a basis for dismissal.

**HARASSMENT, SEXUAL AND OTHER FORMS OF HARASSMENT**

Florida Christian School seeks to promote a safe and healthy environment in which all of our students can reach their full spiritual, physical, and academic potential. Florida Christian School will not tolerate verbal or physical conduct by any student or other person which harasses, disrupts, or interferes with another’s school experience as a student or that creates an intimidating, offensive, or hostile school environment.

No form of harassment will be tolerated, including harassment because of a student’s race, national origin, disability, age, or sex. Special attention should be given to sexual harassment. No student, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Such behavior will not be tolerated and shall result in disciplinary action, up to and including dismissal from school. Prohibited sexually harassing or offensive behavior includes, but is not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes, or references, and offensive personal references.
- Demeaning, insulting intimidating, or sexually suggestive comments about an individual.
- The display, on school premises, of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages or postings (i.e. e-mail, Twitter, Facebook, Instagram, SnapChat, Group Texting, YouTube, etc.)

Sexual harassment does not refer to the occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that interferes with a student’s effectiveness in school. Sexual harassment includes gender based harassment of a person of the same sex as the harasser.

Any student, parent or faculty member who experiences or observes harassment in any form at the school must report it immediately to the appropriate principal and or to the Headmaster. All allegations of sexual harassment will be promptly investigated in an impartial and confidential manner. A timely resolution of the complaint will be communicated to those

involved.

Florida Christian School will permit no student/parent/faculty based retaliation against anyone who brings a bona fide complaint of sexual harassment or who is a witness in an investigation of sexual harassment. However, anyone who makes a false complaint or provides false information in an investigation of sexual harassment will be subject to disciplinary action up to and including expulsion from school.

## BULLYING

Florida Christian School recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The School finds that bullying, like other disruptive or violent behavior is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Additionally, as a Christian School, FCS seeks to promote behavior and attitudes acceptable to God. (II Timothy 1:7)

The school prohibits all bullying on school premises, at school-sponsored functions or activities, or while students are being transported by any means of transportation provided or supported by the School.

Any student who believes he or she has been or is currently the victim of bullying may report the situation to the school headmaster, principals, or assistant principal. The student may also report concerns to the dean, guidance counselor or a teacher who shall notify school administration.

## STUDENT WEBSITES/SOCIAL NETWORKING

Florida Christian School has deemed that the inappropriate use of social networking websites (i.e. Facebook, Twitter, Instagram, SnapChat, Group Texts, Emails, etc.) is not compatible with the purpose and

mission of the school. Any student found using these sites in an inappropriate manner which is in contrast to the school's conduct standards, moral standards, and statements on harassment will be subject to disciplinary action up to and including dismissal from the school.

## CHEATING

Blatant Cheating - This includes a cheat sheet, copying a student's test, etc.

### Penalty:

1st offense - office referral, 1 day suspension and zero on the test, report or assignment, (a zero is added to the effected class on the day of the suspension)

2nd offense - office referral, 3 days suspension and zero on test, report or assignment. (a zero is added to the effected class on each day of the suspension)

3rd offense - 5 days suspension and zero on test, report, or assignment and /or dismissal. . (a zero is added to the effected class on each day of the suspension)

Suspicious Behavior - That is talking during a test, quiz, suspected copying of a test.

### Penalty:

1st offense - verbal warning, office referral and Saturday detention.

2nd offense - office referral, Saturday detention and a grade reduction may result at the teacher's discretion.

3rd offense - office referral, a possible suspension and a grade reduction at the teacher's discretion.

## STUDENT DRIVERS

Students may drive their cars to school, provided there is ample space to park. Seniors will be given preference in parking spaces. Any remaining spaces may be used by juniors. Students must park in assigned areas. When students leave their cars in the morning, they may not return to their cars during the school day without permission. Three unexcused tardies to school may result in the loss of driving



privileges for nine weeks.

All student drivers must register their cars with the Director of Student Activities. Packets concerning registering your car may be picked up in the bookstore. A registration sticker will be issued and must be displayed at all times. Leaving school grounds in an automobile without specific parental permission and approval from the school office is expressly forbidden.

Driving Infractions - reckless driving, speeding, or any other misuse of the driving privilege will result in a two week suspension of driving privileges for the first offense and a permanent loss of driving privileges for the second offense.

### UNAUTHORIZED PROPERTY

All unauthorized materials such as electronic devices, knives, or any in appropriate magazines or pictures will be confiscated and placed in the Dean’s Office until the end of the year or until the student’s parent picks up the item. Any type of weapon is strictly prohibited.

Items may not be brought to school for the purpose of selling nor may any student solicit, or sponsor, or buy for any group or organization without written permission from the Student Activities Director and the Principal.

### DRESS CODE

It is not the intent of the administration to make hair and dress codes an issue of constant concern. These codes become an issue only when the home is lax in its responsibilities. Our intention is to have a Godly, Christ honoring school whose students reflect Christian character and decency by the way they look and act. We ask that each parent help us to see that their students are dressed properly each day and meet the hair code.

We believe that the Bible teaches us that a Christian’s

appearance should reflect the fact that Jesus Christ lives within him. It is for this reason that Florida Christian School has a dress code.

All students who attend Florida Christian School must follow the dress policy. All clothing must be purchased from AA Uniform, Inc. to be accepted unless otherwise noted with an asterisk (\*). The Florida Christian logo must appear on all clothing as specified by the school. The styles are as specified below with a choice of colors as listed. Students will not be able to attend class unless they are dressed according to the dress code.

See website <https://floridachristian.org/parentlink/> under Parent Link for the complete Dress Code.

### DRESS PROCEDURES FOR NON UNIFORM DAYS

Girls: May wear slacks, jeans, modest shorts (no short shorts, no leggings, or no jeggings)  
 No Jeans with rips or tears  
 May wear T-shirts and sweatshirts  
 Girls may not wear tops that show their midriff or have spaghetti straps.  
 No sandals - shoes and socks are required

Boys: May wear jeans, modest length shorts (no short shorts)  
 No Jeans with rips or tears  
 May wear T-shirts and sweatshirts  
 No sandals - shoes and socks are required

### STUDENT SCHOOL ID

All students are required to wear their school issued ID at all times during school hours. ID’s must be worn with the issued blue lanyard or any lanyard approved by the administration. Lanyard and ID must be visible and worn around the neck.

If a student forgets their ID for a day they must obtain a temporary ID from the front office or the Dean's office. If a student needs to replace their ID they must report to the Dean's office, complete a [request form](#) and pay \$5.00 for a new ID. A new ID will be provided that same day. Replacement lanyards can be purchased in the bookstore for \$1.00.

**Failure to wear the ID will result in a dress code violation referral.**

- 1<sup>st</sup> Offence – Warring
- 2<sup>nd</sup> Offence – Referral and demerits
- 3<sup>rd</sup> Offence – Sent home or immediate purchase of ID

**DRESS CODE VIOLATIONS**

Students will be permitted to attend class only if they are dressed in a complete FCS uniform. Any student who comes to school without a complete uniform will be required to call their parents to bring proper clothing and will not be permitted in class until properly attired.

**Complete uniform includes:**

- 1. Uniform shirt or blouse
- 2. Uniform slacks, skort (MS& Elementary only), culottes or jumper (elementary only) as per dress code)
- 3. Proper shoes, socks, or stockings
- 4. Belt for slacks
- 5. Shirts and blouses tucked in
- 6. Student I.D. badge
- 7. Unaltered shorts/skort

**Daily Violations:**

Students will receive demerits and/or a Saturday detention for dress code violations.

Students violating the hair code may be asked not to return to class until meeting the hair code. Repeated violations may result in suspension.

Skorts may be no more than 3" from the knee.

**GIRLS WITH SKORTS/SHORTS TOO SHORT WILL NOT BE ALLOWED IN CLASS.**

Repeated dress code violations will result in suspension.

**Other Dress Requirements (all students)**

The following is non-acceptable dress

- 1. Caps or hats
- 2. More than one piece of neckwear (gold chains, etc.)
- 3. Any jewelry associated with rock music, the drug culture, or playboy philosophy.
- 4. Any hairstyle considered by the administration to be inconsistent with the Christian standards of the school.

**HAIR CODE FOR STUDENTS:** Boys' hair will be neatly trimmed off the eyebrows and collar with the entire ear showing. Boys are not permitted to have hair shaved on the side and long on the top, there must be a gradual transition from short to long. Boys are also not allowed to have lines or any type of design shaved into their hair. Male students must be clean shaven with no moustache or beard and sideburns cannot be longer than the bottom of the ear. Both boys and girls cannot dye, bleach or make any drastic changes to their natural hair color. Any student who comes to school with dyed hair (purple, pink, blue, etc.) will be sent home and cannot return to school until corrected. No student will be allowed in class with a faddish or extreme haircut or hair style. Final decisions will be at the discretion of the administration.

**EARRINGS:** Boys may not wear earrings at school or any school-related activity. Violation will result in demerits and/or suspension.

**TATTOOS:** All tattoos should be covered by the student's clothing. Athletes must cover any tattoo at practice or games. Henna tattoos of any kind are not permitted.

**EXTRACURRICULAR ACTIVITIES (after school hours)**

Florida Christian School P.E. uniforms should be worn for physical education class, athletic team practice, cheerleading practice, drill team practice, and band practice unless the coach has approved another outfit.

Slacks, culottes, and modest shorts are permissible at athletic events (football games, etc.)

**NOTE:** We respectfully request that parents dress appropriately when at school or attending school events. We also request that there be no smoking on school property.

### **FIELD TRIP DRESS**

All students will wear FCS uniforms for all field trips unless otherwise approved by the school administration.

### **PARENT/ADULT PARTICIPANT IN SCHOOL TRIP AGREEMENT**

Part of the Florida Christian experience involves traveling with our students to many exciting places. We believe that these trips are an intricate part of the overall school program and are certainly some of the favorite memories of our students. We are also happy to have our parents travel with us and be a part of these trips. We also know that there are many opinions and preferences represented in our school, as well as habits and family customs. Because of this we ask our parents who are traveling with us, to sign a simple statement of cooperation for the purpose of communication and continuity for the trip, which reflects our school's policies and Christian testimony. If you have any questions about any of the statements below, please see or call the trip leader, prior to the trip for clarification. In order to participate on the trip it will be necessary for each parent/adult participant to agree to comply with the agreement.

Trip guidelines for parents:

- There is a no smoking policy on all school trips.

- There is a no alcohol consumption policy on all school trips.
- Dress must be modest and conform to the student dress code for all trips.
- There should be no profanity on any school trip.
- Parents cannot allow a change in any trip activity without permission from the faculty trip leader or give permission for students to participate in any activity not approved by the trip leader.

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