

**FLORIDA CHRISTIAN SCHOOL**

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FLORIDACHRISTIAN.ORG



# PARENT/STUDENT HANDBOOK **24-25**

*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.*

**LAST UPDATED: 07/2024**

## ABOUT US

**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 virtues 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 based on race, color, national or ethnic origin in the administration of our educational and admission policies, nor in our financial aid, and other programs.

### 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 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 (FHSAA) and the Florida Schools Music Association (FSMA), Florida Vocal Association (FVA) the Florida Thespians and the Florida Junior Thespians.

### HISTORY:

To learn about our history as a school, please visit our website: <https://floridachristian.org/about-us/>

## 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

## 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."

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## SCHOOL & OFFICE HOURS

Grade Level	Hours
2K - 3K Half Day	8 a.m. - 12:00 p.m.
2K - 5K Full Day	8 a.m. - 2:30 p.m.
1st - 2nd Grade	8 a.m. - 2:45 p.m.
3rd - 5th Grade	8 a.m. - 2:55 p.m.
6th - 12th Grade	8 a.m. - 3:05 p.m.

All classrooms will open at 7:45 a.m., and students will be permitted to enter.

The school office is open from 7:30 a.m. to 3:30 p.m., except on weekends, holidays and scheduled half days during the school year.

## ELEMENTARY ATTENDANCE

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.

### ABSENCES

Parents are discouraged from keeping their students out of school for reasons other than illness, medical appointments, or family emergencies. FCS discourages taking school time off for family trips. School work can be provided by the teacher in the event of a planned absence, but teachers must be given a minimum of 3 day's notice to prepare assignments.

In the event of an absence, the parent should notify the office by email at [attendance@floridachristian.org](mailto:attendance@floridachristian.org) of the reason for the student's absence. In the case of a medical appointment, please provide a note from the doctor's office upon the student's return to school. Parents will have up to one week to submit a doctor's note or any other note to the attendance office. If the student is being taken out during the day for a medical appointment or emergency, please sign the student out through the Front Office. Extended absences related to illness require a doctor's letter of verification.

In the event of illness, students may not return to school until they are fever-free for 24 hours. A doctor's note is required after the 3rd consecutive absence in order to return to school. Students with any type of infectious illness or condition, such as viruses, or childhood communicable diseases, must receive proper medical treatment before returning to class.

In the event the student receives an excused absence from the attendance office, the student may make-up classwork and will have as many days as they were excused to make up the work. If the student is absent one day prior to a test, the student must take the test the day



he/she returns, unless given special permission by the teacher. The student must make up the test within two days of returning to school.

Students with 10 unexcused absences or missing more than 18 days of school in a school year may not be promoted to the next grade and may not be eligible to re-enroll for the next year.

Students who are absent from school will be marked in one of three categories:

**Skipping** – Student misses an entire day(s) of school and does not present a note from a parent OR a note from a doctor. Students in this category will not be permitted to make up any work missed because of the absence.

**Unexcused** – Student misses an entire day(s) of school and presents a note from a parent. Students in this category will be permitted to make up any work missed because of the absence, but the absence will be unexcused.

**Excused** – Student misses an entire day(s) of school and presents a doctor's note. Students in this category will be permitted to make up any work missed because of the absence.

**Early Dismissal** – After 2:30 pm, parents are not allowed to pick up their student for early dismissal unless a doctor's note is provided.

## TARDIES

Elementary students arriving late must be accompanied by a parent in order to receive a tardy slip. School begins at 8:00 a.m.; however, classrooms open at 7:45 a.m. and we strongly recommend students arrive at that time to prepare for the day. At 8:00 a.m., classroom doors will be locked. Any student not present in their classroom is considered tardy and the student must be taken to the front office to receive the tardy slip for admittance into the classroom.

Students who are tardy to school will be marked in one of two categories:

**Excused Tardies:** Students are permitted 3 excused tardies per grading period. A student is considered tardy for a class if he or she is not in the classroom when the tardy bell rings. Starting with the 4th tardy during a grading period, only a doctor's note will be counted as an excused tardy.

**Unexcused Tardies:** Students in grades 5K through 5th grade with 20 or more unexcused tardies during the school year may not be allowed to re-enroll at FCS for the following school year. When a student exceeds 7 or more tardies in a quarter (grading period), it is considered a Category 1 infraction under the 'Student Conduct' disciplinary system in the FCS Parent Student Handbook and will receive 1 demerit and a Behavior Notice sent to parents via email. Any student who receives 9 or more demerits within a school year for excessive tardiness (7 or more tardies in a quarter/grading period) may receive ISS (In School Suspension). Continued tardies may result in the student not being eligible to return for the next school year. Please be advised that tardies and absences are reported on your child's report card.

## ELEMENTARY BEFORE & AFTER-SCHOOL CARE

A supervised Before Care program is offered at no charge. Students may be dropped off as early as 7:00 a.m. 2K-2nd Grade students are not permitted on the school property unsupervised before school.

- 2K-3K: Students in 2K-3K are to be dropped off at a designated preschool classroom. At 7:45 a.m., all 2K-3K Before Care students will be escorted to their classrooms by an authorized staff member.
- 4K-2nd Grade: 4K- 2nd grade students are to be dropped off at the West Campus cafeteria. At 7:45 a.m., all 4K-2nd Grade Before Care students will be escorted to their classrooms by an authorized staff member.
- 3rd-5th Grade: Students in 3rd-5th Grade have the option of attending Main Campus Before Care in a designated classroom in the M building. It is the parent or student's responsibility to check their child/themselves into Main Campus Before Care. At 7:45 a.m., all 3rd-5<sup>th</sup> Grade Before Care students will be released to individually walk to their classrooms.

A supervised After-School Care program is offered until 6:00 p.m. for all 2K-5<sup>th</sup> grade students. An additional fee is charged and is to be paid in advance with the regular school tuition. For After-School Care rates and information, please refer to the *Tuition & Fees* form which can be found under the Admissions tab on the school website. Preschool/elementary students are not permitted on the school property unsupervised. If your preschool/elementary student is not picked up by their designated dismissal time, they will be checked in to the After-School Care program, and you will be charged accordingly. A \$25.00 surcharge for every 15 minutes or any part thereof will be charged to your account should you sign your child out after 6:00 p.m., regardless of the reason for the parent's tardiness. The program is not available during certain holidays such as Thanksgiving, Christmas, or spring break, as well as some Teacher Work Days. Please make sure to stay up to date with school communication for all After-School Care updates.

Students may only be picked up by individuals designated by the parent/guardian on the child's authorized 'Pick-Up' list in Renweb. Students picking-up their younger preschool/elementary sibling must minimally be in 9<sup>th</sup> grade, be on the child's authorized 'Pick-Up' list in Renweb and must always remain with the child while on campus.

## MIDDLE SCHOOL & HIGH SCHOOL ATTENDANCE

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.



## ABSENCES

As per the Florida Department of Education, students are only permitted to miss a maximum of 9 school days per semester. 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.

Students who are absent from school will be marked in one of three categories:

**Skipping (AU)** – Student misses an entire day(s) of school and does not present a note from a parent OR a note from a doctor. Students in this category will not be permitted to make up any work missed because of the absence. An absence in this category will count towards the 9 allowable absences per semester.

**Unexcused (AUN)** – Student misses an entire day(s) of school and presents a note from a parent. Students in this category will be permitted to make up any work missed because of the absence, but the absence will be unexcused. An absence in this category will count towards the 9 allowable absences per semester.

**Excused (AE)** – Student misses an entire day(s) of school and presents a doctor's note. Students in this category will be permitted to make up any work missed because of the absence, and the absence will not be counted as one of the 9 allowable absences per semester.

**Early Dismissal (AUN)** – After 2:30 pm, parents are not allowed to pick up their student for early dismissal unless a doctor's note is provided.

Students are allotted one day to make up the work for each day that they are absent unless given special permission by their teacher. If the student is absent the day prior to a test, the student must take the test the day he or she returns, unless given special permission by the teacher. When a student 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 permitted to make up any work missed. 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). All parent and doctor notes must be turned in upon return to school and no longer than one week (7 days) after the absence.

Students who need to be dismissed from school early must be signed out at the main office or have a parent email the attendance office with permission. Students who are dismissed early will be marked as "absent" from the period that they are in at the time are dismissed and any others they miss. **Absences for leaving early will be treated like unexcused tardies (TU) and students will receive demerits after three (3) such absences per quarter. After six (6) absences for leaving early, the student will forfeit their ability to make-up assignments missed.** Student athletes must be present for a minimum of 4 class periods on the day of any athletic event to be eligible to participate in any athletic event.

## TARDIES

Students who do not arrive at school by 8:00 a.m. are considered tardy and must report to the main office and sign in. During the school day, a student is considered tardy for a class if he or she is not in the classroom when the tardy bell rings. Students who are tardy to school or any class period during the school day will be marked in one of two categories:

**Unexcused (TU)** – Students who arrive to school after 8:00 a.m. without a note from a parent or doctor will be marked as unexcused. During the school day, students who arrive to class after the tardy bell will be marked as unexcused.

**Excused (TE)** – Students who arrive to school after 8:00 a.m. with a note from a parent or doctor will be marked as excused. The attendance office will determine the validity of the excuse (oversleeping and traffic issues will not be acceptable). All notes excusing a student from being tardy must be submitted to the attendance office within 24 hours. For example, if a student arrives to school at 10:00 a.m. on Thursday, the parent has until 10:00 a.m. on Friday to submit a note excusing the tardy. During the school day, students who arrive to class after the tardy bell with a valid hall pass or note will be marked as excused. The teacher or administration will determine the validity of the excuse.

## MIDDLE SCHOOL AFTER-SCHOOL CARE

Florida Christian wants to provide the student with an after-school care program that is safe and nurturing to all students. Our goal is to serve a high-quality program that is appropriate and accommodating to our students. It is best for parents to have consistent arrangements for their children after school. Middle school students are not permitted on the school property unsupervised. We offer to you the Patriot Place with the following guidelines:

1. Middle school students (grades 6 – 8) who remain on campus after school must be involved in a supervised activity or sport.
2. Any middle school student on campus after school that is not involved in a supervised activity or sport must report to the Patriot Place.
  - a. Any middle school student on campus after 3:30 pm needs to be in the Study Hall room. This is a free service until 4:30 pm.
  - b. This is a supervised program exclusively for middle school students from 4:30 p.m. to 6:00 p.m.
  - c. We are open every day that school is in session (excluding half-days.)
  - d. Pre-registration into the program is preferred.
  - e. If an emergency occurs and the middle school student is not picked up by 3:15 p.m., parents will be billed a drop-in rate per child, per day.
  - f. All students must be picked up by 6:00 pm.
3. For After-School Care rates and information, please refer to the Tuition & Fees form on the school website, under the “Admission” tab

## DRESS CODE & UNIFORMS

The complete uniform for all students includes the following (unless indicated otherwise):

1. Uniform polo **and ID**
2. Uniform pants (or skort or jumper for elementary only)
3. Uniform shorts for all students
4. Appropriate shoes and socks (or stockings for elementary only)
5. FCS approved outerwear **(with uniform polo worn underneath)**

Uniform Requirements (All Students):

1. The uniform polos must meet the specific requirements of each division:
  - a. High School – polos restricted to the following colors: red, navy blue, white, gray, and black. Polos must also contain the new logo.
  - b. Middle School – polos restricted to the following colors: red, navy blue, and white. Polos must contain the appropriate new middle school stripe and the new logo. Middle school students are not allowed to wear a high school uniform polo at any time, even on no uniform days.
  - c. Elementary – polos are restricted to the following colors: red, navy blue, and white. Polos must also contain the new logo. Elementary girls may also choose to wear the navy polo dress with new logo.
2. The uniform pants must meet the specific requirements of each division:
  - a. Middle & High School – pants must either be khaki or navy and contain the logo/embroidery on the front pocket of the pant
  - b. Elementary – pants must either be khaki or navy and contain the logo/embroidery on the front pocket of the pant
3. The uniform shorts must meet the specific requirements of each division:
  - a. Middle & High School – shorts must be khaki or navy, may not be hemmed or altered in any way, and must contain the logo/embroidery on the bottom of the short for males and females
  - b. Elementary – shorts must be khaki or navy, may not be hemmed or altered in any way, and must contain the logo/embroidery on the bottom of the short for males and females; skorts are only available for preschool and elementary girls and may not be hemmed or altered in any way, and must contain the uniform company logo/embroidery
4. The uniform shoes and socks must meet the specific requirements of all divisions:
  - a. All students must wear closed-toe and closed-heel shoes. Students are not allowed to wear crocs, sandals, slides, **slippers (including furry moccasin slippers and Birkenstock clogs/slides)**, or flip-flops, etc. For physical education classes, students will be required to wear athletic sneakers.

5. The FCS approved outerwear must meet the specific requirements of each division:
  - a. Elementary, Middle, and High School - All outerwear worn Monday – Thursday must be purchased from All-Uniform Wear and/or the Patriot Store. Only official Patriot Store outerwear from school years 2023-2024 and 2024-2025 is considered uniform. Any outerwear purchased prior to the 2023-2024 school year can only be worn on Fridays as spirit wear. On Friday Spirit Days, students may wear any FCS fine arts program, club, team, or class outerwear.
6. Other Requirements
  - a. Caps, hats, or hoods are not allowed to cover the head
  - b. Girls can only have piercings on their ears
  - c. Boys are not allowed to have any piercings or cover their earrings
  - d. Gauges and piercing plugs are not allowed
  - e. All tattoos should be covered by student's clothing at all school events
  - f. Elementary students are not permitted to have acrylic nails

#### "NO UNIFORM DAY" DRESS CODE

On "No Uniform Days", students are permitted to wear loose-fit jeans, sweatpants or modest length shorts (not more than 3 inches above the knee) and an appropriate top. Students are NOT permitted to wear jeans with rips or tears where skin is exposed, short shorts, workout wear (ie. yoga/biker shorts, yoga pants, etc.), leggings, jeggings, spaghetti strap tops, exposed midriff, any pajama bottoms, sleeveless shirts, or any inappropriate words or symbols on clothing. Students must wear sneakers or other closed shoes. No sandals, crocs, slippers, or opened-toe shoes.

Every Friday will be designated as "school spirit day". Students will be permitted to wear any Florida Christian School top, polo, t-shirt, or FCS outerwear that represents FCS, an FCS sport, fine arts program, club, or class. Students are required to wear school uniform dress code bottoms.

#### STUDENT SCHOOL ID

Students are required to always have their student ID worn around their neck using an FCS approved lanyard during school hours. If a student forgets their ID for the day, they must obtain a temporary ID from the front office. Any student who does not have their school ID and has obtained a temporary ID more than twice, will be required to get a new school ID card from the Security office (G-205). They will be charged \$5 (cash only) for the replacement ID. If a student needs a new ID and does not have cash, the student's family account will be billed for the fee each time the student needs a replacement. Replacement lanyards can be purchased in the Patriot Store or the Security office for \$1 (cash only). All lanyards must be school-provided or solid school colors. Student ID's can also be used to purchase lunch by having the student ID scanned by cafeteria staff. Student ID's can also be used to enter most athletic events on campus.

HAIR CODE FOR STUDENTS:

Boys' hair will be neatly cut off the eyebrows and collar. Boys are also not allowed to have lines or any type of design shaved into their hair or eyebrows. Boys are not permitted to use a band or any item to hold their hair up. Students' hair color must be a natural hair color. Any student who comes to school with unnaturally 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 an extreme haircut or hair style at the discretion of the administration. Students violating the hair code may be asked not to return to class until in compliance with the hair code. Violations will result in disciplinary action as described below. Any hairstyle that is considered to be extreme, or a distraction, can be deemed inappropriate by the administration. Boys must be clean-shaven at all times during school hours and during all school events and extracurricular activities. Boys will be required to shave at school if they arrive unshaved.

PHYSICAL EDUCATION & ATHLETICS:

Florida Christian School P.E. uniforms must be worn for Middle School physical education classes, athletic team practices, and cheerleading practices, unless the coach or teacher has approved another outfit.

For all High School physical education electives (i.e. Personal Fitness, Weight Training, Team Sports or Varsity Sports), students will need to wear the official PE Uniform top and bottom as designed (i.e. no cut sleeves, rolled-up shorts, etc...) along with athletic sneakers. The only exception is the Varsity Sports classes which may wear their team's practice uniform.

FIELD TRIP DRESS CODE:

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

DRESS CODE VIOLATIONS

Students will be permitted to attend class only if they are dressed in a complete FCS uniform as described above. Any student who comes to school without a complete uniform will be subject to disciplinary action. For major uniform or dress code violations, students will not be able to attend class until they are in compliance with the FCS dress code.

## PARENT CONDUCT

The discipline philosophy at FCS is based on the need for a proper working relationship between the home and the school. FCS believes that the home is where the child learns patterns of behavior, right and wrong, and proper respect. FCS believes that the partnership between the school and the home will be strengthened when children understand expectations in life. The school is set up for the purpose of partnering with parents in the educating and training of their children. The school has an obligation to provide an environment conducive to effective learning.

As a Christian school, it is our responsibility to further build and train our students in Christian character to strengthen individuals and community.

The purpose of our discipline plan is to reiterate obedience, respect, and responsibility in order to create a learning environment where students can attain their highest spiritual and academic potential (Luke 2:51; Heb. 5:8; John 8:32; Luke 10:36, 37; Rom. 12:18; 1 Cor. 10:31; Ecc. 9:10; Romans 14:12). As we seek to provide a balanced and disciplined learning environment for the students at FCS, we realize that man's wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do endeavor to help students understand the consequences of their decisions. Each student will be treated as a unique individual, each having responsibilities, and each enjoying the privileges given to FCS students. If a student makes decisions that merit a consequence, it is crucial that parents work cooperatively with the school for the good of the student. Since the school supports the home by encouraging students to lovingly obey and submit to their parents, it is imperative that the parent maintain that continuity by upholding and supporting the principles taught at school. Decisions of consequences are for the good of the student, the good of the school community, and the fulfillment of the mission of FCS. In alignment with scriptural principles, students will always be forgiven, but forgiveness does not mean that consequences will not be present. In support of the mission of the school and the school community environment, students who self-report will be given consideration for a lighter consequence. All disciplinary decisions made by administration are final and appeals will not be considered.

FCS partners with parents to cultivate character that is rooted in the learning and application of God's word. As such, FCS will faithfully endeavor to praise students to recognize their accomplishments, as well as address them lovingly when their conduct is in question. FCS believes that both expressions (praise and confrontation) are the highest expressions of love. Adhering to behavioral standards is necessary for the community to enjoy an excellent learning environment and culture. Consequences will be given for a student's actions based upon their personal choices and failure to obey clear expectations. Students who exhibit a pattern of poor choices and display an unwillingness to obey the standards of FCS will receive consequences and possibly lose the privilege to continue as a student.

FCS Parents are expected to:

- 1) Comply with all school rules and policies
- 2) Accept and support the authority and decisions of school administration, faculty, and staff
- 3) Support the school in a positive manner on campus, off campus, on social media, at school events, on field trips, or on other public forums
- 4) Dress appropriately and modestly on campus, off campus, at school events, or on field trips (similar to the policies of "No Uniform Day" Dress Code for Students found in this handbook)
- 5) Refrain from drinking alcohol, smoking, or using any other kind of drug paraphernalia on campus, off campus, at school events, or on field trips



- 6) Speak appropriately **and respectfully**, refraining from profanity or vulgar language on campus, off campus, at school events, or on field trips. This also includes when interacting with faculty, staff, or administration **in person or in writing.**
- 7) Refrain from bullying and harassing other students, families, faculty, staff, and administration at any time, in person or in writing (i.e. email, WhatsApp, social media)
- 8) Refrain from addressing or correcting other students or families

**Failure to comply with the Parent Conduct Code will lead to disciplinary action up to and including student dismissal.**

## STUDENT CONDUCT

The highest goal of student conduct is for each person to “do all to God’s glory.” Every student is a vital member of the FCS community; therefore, every student will be treated as an individual, expected to fulfill their responsibility (academics and conduct), and enjoy the privileges that FCS offers. Principles of conduct are based on clear Biblical mandates (that which is clearly taught in scripture) and organizational preferences (dress, hair style, cell phone use, etc.). Some standards will be expected to be a lifestyle of the student, a continual expectation, on and off campus. Additionally, the cultivation of an excellent citizen of the school culture is primary. Students will be expected to treat their authority (administrators, teachers, staff) with respect and honor all students within the school environment—respecting the person and their property. This demonstrates good citizenship and Christian living (Eph. 4:28-32; Heb. 13:17; I Thes. 5:12-13).

### DEFINITION OF TERMS

- Demerit – The measurable designation given to a particular act of misconduct. Acts of misconduct are grouped into categories and assigned a certain number of demerits per category.
- Detention – Any student who accumulates **10** or more demerits within a week will be required to serve a detention. All detentions will be served after school on **Thursdays** from 3:15 pm to 4:00 pm. Students who are assigned a detention will report to the designated classroom to serve the detention. Failure to report to detention will result in one day of In-School Suspension (ISS) to be scheduled by the Dean’s Office.
- Suspension – Students may be suspended from school for disciplinary reasons. Parents will be notified by school administration of the reasons for the assigned suspension.
  - In-School Suspension (ISS) – A student assigned to ISS must report to school and the assigned ISS room to **complete one assignment for each half-day of ISS served.** ISS is given to any student who receives a category 4 or 5 violation. Students may also be suspended for any repeated offenses. Other suspension offenses include any violation deemed necessary by the Dean or administration. The circumstances surrounding an infraction will be considered in determining the length and time of the suspension. **Failure to complete the assignment(s) to the satisfaction of the ISS supervisor will result in a participation grade of 0 in each class missed while serving an ISS.**

- Out-of-School Suspension (OSS) – A student assigned to OSS forfeits their privilege to attend school for a number of days and may not report to school or attend any school-related activity. Any OSS will be considered an unexcused absence. Therefore, all tests, quizzes and makeup work will receive an academic penalty at the discretion of the administration.
- Behavioral Contract – Each time a student accumulates 20 or more demerits within a semester, they will be placed on a Behavior Contract for 20 school days. A student on a behavioral contract may be ineligible to participate in school activities, athletics, field trips, events, or other types of trips taken by the school at the discretion of the administration. Any student who violates the behavior contract will be reviewed for dismissal.
- Dismissal – Any student that accumulates 40 or more demerits within a semester is subject for review for dismissal from school. Any student that accumulates 60 or more demerits within an entire school year is subject to dismissal and/or ineligible to re-enroll for the next school year. Disqualification from Re-Enrollment for the following school year may result from an accumulation of excessive violations within the school year.
- Expulsion – expulsion of a student will occur for any violation deemed necessary by the administration.
- 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. Before being restored as an FCS student, he or she must first complete one full year of separation from FCS. Then, the student must complete the full admissions process for re-enrollment as an FCS student.

## DISCIPLINARY SYSTEM

### Category 1: 1-3 Demerits

- Dress code violations
- Chewing gum/littering
- Failure to wear Student ID or obtain one before 8:00am
- Each set of 3 Unexcused Tardies to the same class in a quarter

### Category 2: 3-5 Demerits

- Eating or drinking in class without permission (students can only drink water)
- Disruptive / uncooperative
- Having inappropriate symbols, words, or drawings on books, materials, or clothing
- Wearing caps / hoods
- Bringing toys or unapproved electronic devices to school (including aftercare)
- Horseplay (during class or in-between classes)
- Minor public displays of affection including hand holding, hugging, or kissing
- Minor Pre-school misconduct (i.e. biting, hitting or pushing, etc...)

## Category 3: 5-7 Demerits

- Disrespect of another student or staff member
- Major dress code violations that require intervention from administration
- Leaving assigned area or classroom without permission
- Lying or acts of dishonesty
- Inappropriate language or gesture
- Parking violation
- Suspicion of cheating
- Using an electronic device without permission, or at an unapproved time or location

## Category 4: 7-9 Demerits – After-School Detention

- Disrespect to an administrator
- Inappropriate use of personal or another person's property
- Derogatory remarks to others (including but not limited to sexual comments, etc.)
- Using or writing improper language (extreme)
- Forging a parent's signature
- Plagiarism/cheating, will also result in academic penalty (HW, Classwork, Quiz or Test)

## Category 5: 10-19 Demerits – In-School Suspension (ISS)

- The use of racial slurs
- Bullying and Harassment in person, writing, or social media (as defined in the handbook)
- Physical altercation
- Tampering or damaging school, another student's, or teacher's / staff member's property
- Cutting Class (arriving to class more than 10 minutes after the tardy bell without a pass)
- Leaving campus without permission
- Using the internet improperly (Acceptable Use Policy violations)
- Extreme disrespect to staff or students
- Extreme belligerence or defiance to authority
- Misconduct during chapel or general assemblies
- Any category 4 violation will result in an "F" in conduct (elementary only)

## Category 6: 20+ Demerits – Suspension (In-School or Out-of-school) & Behavior Contract

- Publicly criticizing school policies and/or staff
- Stealing
- Carry or using tobacco, e-cigarettes, or any vapor products on or off campus
- In possession of any illegal item
- Pretending to use or have drugs (legal or illegal)
- Pulling fire alarm
- Possession of or posting lewd material on or off campus or via the internet, social media, or any other electronic means (including airdrop)
- Bringing fireworks to school
- Breaking in or vandalizing the campus or property

- Threat of physical abuse to teacher, staff, student or property
- Possession of incendiary materials or device
- Bringing or pretending to have alcoholic beverages on or off campus
- Acts of sexual immorality on or off campus (including social media)
- Carrying sharp objects or any kind of weapon

**Category 7: Expulsion**

- Excessive acts of violence
- Bringing any item to school that is determined to be a weapon with intent to cause harm
- Bringing any illegal items or controlled substances to school with intent to use or resale
- Any other action deemed inappropriate at the discretion of the administration

**CELL PHONES & ELECTRONIC DEVICES:**

Elementary: Elementary students are not allowed to have any kind of electronic devices without permission. This includes airpods, apple watches, smart watches, cell phones, etc.

Middle School: Cell phone use is prohibited from 8:00 a.m. – 3:05 p.m. and must be turned off (as opposed to being place on silence or vibrate) before the beginning of all classes. Airpods, ear buds, or other headphone devices are not allowed during school hours, 8:00 a.m. – 3:05 pm, unless given permission.

High School: High School students are permitted to use their cell phones outside of class during school hours. All High School students must place their cell phone in the cell phone pocket holder by the door at the beginning of each class. Students who fail to do so will be subject to disciplinary action. Airpods, ear buds, or other headphone devices are not allowed during school hours, 8:00 a.m. – 3:05 pm, unless given permission.

Students in grades 6-12 are required to have their own devices other than a cell phone. FCS is not liable for personal loss, theft or damage to any electronic device brought to school. All students will be required to sign and follow the school's Authorized Use Policy. Furthermore, misuse of the device or violation of FCS's Authorized Use Policy will result in disciplinary measures, which may include the loss of privilege to bring the device to school. Devices and Internet can only be used at the direction of the teacher in the classroom for academic purposes. We are pleased to offer students of Florida Christian School access to the FCS network for Internet access. Laptops and tablets should not have their own data plan. Students need to connect to FCS network.

**ARTIFICIAL INTELLIGENCE POLICY:**

Students are prohibited from using any and all Artificial Intelligence tools (e.g. ChatGPT or DALL-E) or essay writing services (e.g. Chegg or Course Hero) without teacher permission. Any inappropriate use of Artificial Intelligence tools or essay writing services will be considered plagiarism and will result in disciplinary action as outlined in this Handbook.

**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 or bullying, will be subject to disciplinary action up to and including dismissal from the school.

**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. Students attending school events that take place off campus must always adhere to and abide by all school policies, rules, and regulations. Any violation may result in disciplinary action and/or dismissal from school.

**VAPE DETECTION DEVICES:**

Florida Christian School utilizes the HALO vape detection devices. These devices are installed in bathrooms and locker rooms on the main campus. The devices detect any vaping, including vape devices, that contain nicotine and THC. The vape detectors are integrated with our video surveillance system and send alert notifications to the administrative staff. Any student found to be in an area when a vape detection device sends an alert is subject to the school's random drug screening policy and may be required to submit to a drug screening as described above.

**DRUG AND ALCOHOL POLICY:**

The Administration and Staff of Florida Christian School is dedicated to preventing and eliminating substance abuse on school property and at school-sponsored activities. The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, vaping devices and paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property, or while attending or participating in any school-sponsored activity, or at any time, is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense. Any student selling drugs on school property or at school functions may be immediately expelled. In the enforcement of this policy, the school may also conduct random searches as set forth in this handbook.

Because Florida Christian School is committed to a drug-free environment, the school reserves the right to perform drug testing as needed as an enhancement to the school's existing education and prevention initiatives. Research shows that drug testing is a powerful deterrent to drug use. If testing is performed, students will be tested by submitting to a urine test, which will take place at random or if a reasonable suspicion exists. The tests will screen for nicotine, marijuana, cocaine, opiates, amphetamines (both ecstasy and methamphetamines), and phencyclidine (PCP), barbiturates, benzodiazepines, and synthetic cannabinoids (K2 and Spice). Students will be randomly selected for the drug testing throughout the year or if a reasonable suspicion exists.

If a student takes any action to avoid, manipulate, or interfere with the test or the test results, it will be considered a positive result, and disciplinary action will be taken. All drug screening will be administered through the school's clinic and under the supervision of the clinic staff. Parents will be notified prior to the testing of their child.

If a student tests positive, a parent/guardian will be contacted directly by the Dean of Students and a meeting will be scheduled. The parents will receive an explanation of the test results, to include the type of drug, level of use, and window of time of use. Refusal to participate in such a test may result in expulsion from the school. Any student who voluntarily seeks help for substance abuse will receive confidential assistance and referral. The Administration will seek appropriate parental and counselor involvement to assist the student.

If a student tests positive because of a urine drug test, and the student's parent protests the test, the student will be required to submit to a controlled substance screening blood test at a recognized medical facility or laboratory at the parents' expense. A blood test will provide specific details as to any controlled substance, including nicotine, that may be present in the student's system, and the level of concentration. The student must submit to the blood test within 72 hours of being notified by the administration and show proof of such.

Students who test positive because of a drug screening conducted by the school will face disciplinary action up to dismissal from school.

## 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 or sophomores. 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 from the administration. Three unexcused tardies to school may result in the loss of driving privileges for a quarter. Any violations could result in driving privileges being revoked and/or disciplinary action will be taken by the administration.

All student drivers must register their cars with the Dean's office. Packets concerning registering your car may be picked up in the front office or at the Dean's office. Students and parents must complete the vehicle registration form and pay a \$45 fee. A registration sticker will be issued and must always be displayed. Student drivers who park on school grounds without registering their vehicle risk having their vehicle towed at the parents' expense. Leaving school grounds in an automobile, without specific parental permission and approval from the school office, is expressly forbidden. Seniors who properly register their vehicle have the option of being assigned a specific parking space for the entire school year and are permitted to decorate the parking stump. The Dean must approve all artwork before decorating parking stump.

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.



**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 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 language or behavior that a reasonable person would believe implies a student is sexually active or intends to engage in or give the appearance of immoral and/or sexual acts. Participating in immoral conduct or sexual activity is incompatible with enrollment at Florida Christian School and is a basis for dismissal.

**SEXUAL & 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 unwelcomed sexual overtures or conduct.

Such behavior will not be tolerated and shall result in disciplinary action, up to and including dismissal from school. Prohibited sexual harassment 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, You-Tube, TikTok, etc.)

Sexual harassment does not refer to the occasional compliments of a socially acceptable nature. It refers to behavior that is not welcomed, 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 Head of School. 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.

## ANTI-BULLYING POLICY:

Please see Appendix A on pages 36-40 for Florida Christian School's Anti-Bullying Policy.

## ACADEMICS

### GRADING SCALE (K5 - 12):

Number	Letter	GPA	Honors GPA	Pre-AP	AP/DE GPA
100-98	A+	4.30	4.80	5.05	5.30
97-93	A	4.15	4.65	4.90	5.15
92-90	A-	4.00	4.50	4.75	5.00
89-87	B+	3.30	3.80	4.05	4.30
86-83	B	3.15	3.65	3.90	4.15
82-80	B-	3.00	3.50	3.75	4.00
79-77	C+	2.30	2.80	3.05	3.30
76-73	C	2.15	2.65	2.90	3.15
72-70	C-	2.00	2.50	2.75	3.00
69-67	D+	1.30	1.80	2.05	2.30
66-63	D	1.15	1.65	1.90	2.15
62-60	D-	1.00	1.50	1.75	2.00
59-0	F	0.00	0.00	0.00	0.00

### FACTS/RENWEB:

Florida Christian informs parents and students about grades through the FACTS/RenWeb Program. In order to access this information, you must activate your FACTS/RenWeb account. You may do this by visiting <https://www.floridachristian.org> or by contacting the FCS Registrar at [registrar@floridachristian.org](mailto:registrar@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.

## HIGH SCHOOL GRADUATION REQUIREMENTS:

FCS requires 27 annual credits for graduation. These credits must be completed before graduation.

Bible	4 credits	Math	4 credits
English	4 credits	Personal Fitness	½ credit
Social Studies	3 credits	Fitness Lifestyle Design	½ credit
Science	4 credits	Electives	7 credits

- All FCS Seniors must have at least 6 classes taken for credit. TOT and Early Dismissal do not grant academic credit.
- One year of Bible is required for each year a student attends FCS. A student who fails Bible may not be eligible for re-enrollment for the following year.
- Personal Fitness credit may be earned by participation in two seasons of a JV or Varsity sport during the 9th-12th grades.

## HIGH SCHOOL COURSE ELIGIBILITY & SCHEDULE CHANGES

Students must maintain at least a B+ in an Honors or AP course in order to remain at that level for the following year. Students who wish to gain entrance into higher level courses must earn an A in the previous course. Placement into classes is based on teacher recommendation, entrance exam, standardized test scores, and availability. Ultimately, placement into a class is at the discretion of the administration. Schedule changes may be requested during the first week of the semester. A student may not drop a class unless he or she is taking seven credit courses.

## FLVS & DUAL ENROLLMENT COURSES

Students will not be allowed to take a class online (FLVS or Dual Enrollment) if FCS offers that course, unless approved by the administration. FLVS courses are offered free, only for those who do not receive State Scholarship funding. Otherwise, parents are responsible to cover the \$375 fee per semester. Dual enrollment courses are offered free of charge to students who qualify. Final grades, including failing grades, will become part of the student's permanent academic record.

## MIDDLE & HIGH SCHOOL TESTING SCHEDULE:

DAY OF THE WEEK	SUBJECTS
Monday	English
Tuesday	Electives
Wednesday	Science & Social Studies
Thursday	Electives
Friday	Math & Bible

\*Please note that homework may be assigned on any day, including weekends.

**MIDDLE & HIGH SCHOOL SEMESTER EXAMS:**

All students are required to take a midterm exam after the first semester to assess their learning of the first two quarters. The midterm exam will account for 20% of their first semester grade. All students are also required to take a final exam after the second semester unless the average of the third and fourth quarter is a 90 or above. In that case, the student is exempt from the final exam.

**ELEMENTARY & MIDDLE ACHIEVEMENT TESTS:**

Standardized achievement tests are given multiple times throughout the school year. These assessments have been designed to provide students, parents, and the school with feedback regarding student performance and mastery. The objective of our assessment testing is to assist administration and teachers in identifying students who may accelerate from additional practice skills and to provide information for teacher-led instruction.

The school also uses the results of these assessments as a factor for the correct placement of each student in an academic school year. Our intent is to ensure that students are adequately prepared for success in college and career. These assessments are administered with security provisions and protocols. These provisions include: testing dates, length of testing time, make-up testing, and the proctor and student integrity during the scheduled testing.

**COLLEGE ENTRANCE EXAMS:**

All seniors at FCS are required to take the SAT (Scholastic Aptitude Test), the ACT (American College Testing) or the CLT (Classic Learning Test) at least one time in order to receive their diploma. Students may take these tests during their sophomore, junior, or senior year, and the test may be repeated in order to attain a higher score. FCS offers a school-day SAT Exam twice during the school year on campus.

The Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test is given to all sophomores and juniors in the fall. The PSAT 8/9 is given to all 8<sup>th</sup> and 9<sup>th</sup> grade students in the spring. These tests are part of the college application process, indicators of college readiness and are used to help qualify for Honors and Advance Placement courses.

**COMMUNITY SERVICE REQUIREMENT:**

All students are required to complete 100 hours of community service before graduation. These hours are also required in order to receive the Florida Bright Futures Scholarship. Students are only allowed up to 10 hours of "indirect" service (i.e. packing shoeboxes, bringing in items, etc.) To find Community Service opportunities and to submit community service hours, please use the app X2Vol.

ACADEMIC CONTRACT/ELIGIBILITY:

Students receiving a failing grade in any course or having less than a 2.0 average will be placed on academic contract. A student will be removed from their contract after the next grading period if there is no failing grade and the grade point average is above a 2.5. Academic contract includes the following:

- Mandatory help class / study hall attendance twice a week for classes failed
- Student may lose privileges to be excused from class or participate in athletic and/or extracurricular activities (at the discretion of administration)
- Students who remain on academic probation for two consecutive grading periods will be liable for dismissal
- Students who have more than one class with a final grade of D or F may not be eligible for re-enrollment at the discretion of the administration

TEXTBOOKS & WORKBOOKS:

All workbooks and textbooks for grades Pre-school to 12th grade are included in tuition. Printed textbooks will be part of a class set, and workbooks will be handed out on the first few days of school. If a book is lost, the student is responsible to replace it at their own expense. Any digital textbooks will be sent to the student's account. Due to the use of digital textbooks in Grades 6-12, all students are required to have a device (i.e. iPad, laptop, surface, etc.). Phones will not be allowed to access digital textbooks. Please note that novels are not included in tuition. Teachers will provide information on which novels will need to be purchased. After the first week of school, an approved schedule change will require the student to purchase the textbook or other digital materials needed for the class. Each 5K – 12<sup>th</sup> grade student must have a printed copy of the Bible (ESV) for daily use in the classroom.

HONOR ROLLS:

The honor rolls will be published at the end of each grading period. FCS has two quarterly honor rolls for the elementary, middle school, and high school students. To qualify for a yearly honor roll award, the student must meet the requirements below for each quarter (grading period). In addition, special awards are given at the end of the year by individual teachers in recognition of outstanding achievement. Student behavior record could eliminate a student from eligibility from any honor roll.

Elementary:

- To be eligible for the Principal's Honor Roll, a student must earn A's in every subject, including conduct.
- To be eligible for the A/B Honor Roll, a student must earn more A's than B's in core subjects (Bible, Conduct, Language Arts, Math/Numbers, Phonics, Reading, Science, Social Studies), and receive nothing less than a B- in any core subject, elective, or conduct.

## Middle & High School:

- To be eligible for the Principal's Honor Roll, a student must earn a 4.0 Weighted GPA.
- To be eligible for the Honor Roll, a student must earn a minimum 3.7 Weighted GPA.

## OTHER INFORMATION

### 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.

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 or delivery service (i.e., Pizza Hut, Burger King, Grubhub, UberEATS).

Parents may go online at <https://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, in 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. Parents can set a low fund notification and replenish the account at any time they wish. Miami Prime Catering Service accepts MasterCard, Visa, and Discover cards.

### PRESCHOOL & ELEMENTARY SNACK & LUNCH POLICY:

2K - 4K students will have a once-a-day scheduled snack time. 5K - 5<sup>th</sup> grade students may have a snack during a designated, scheduled restroom break. All snacks MUST be provided by the parents, individually wrapped with their name on the outside, and healthy in nature.

2K Half-Day students will not be having lunch at school. Students in 2K Full-Day - 5<sup>th</sup> grade will have the option of bringing a lunch and a drink from home or purchasing their lunch from Miami Prime Catering. If ordering lunch from Miami Prime, children in 2K Full-Day - 2<sup>nd</sup> grade must order lunch online the night before. Children in 3<sup>rd</sup> - 5<sup>th</sup> grade may purchase their lunch from Miami Prime in the main campus cafeteria each day. The school must be notified of any food allergies your child may have. It is extremely important that your child's name be printed clearly on the outside of his/her lunch box and on any containers inside the lunch box. No



heating of lunches from home is permitted. Please do not send foods that must be heated or ask personnel to heat food.

## PRESCHOOL PROTOCOL:

2K students are not required to be potty-trained. The teacher and teacher aide will partner with the parent/guardian to complete the potty-training process. No pacifiers/binkies. Security blankets (child's lovey) are reserved for nap time only. 3K students are required to be FULLY potty-trained by the first day of school. Any 3K student that is not FULLY potty-trained may be dismissed from school.

## PARENT-TEACHER CHRISTIAN FELLOWSHIP:

PTCF meetings vary in nature. This is a great way for parents to serve and participate in FCS activities in order to provide support. Room Parents and Teachers will work together as a team to promote family involvement and to help develop a sense of community within the class and the school. We want our FCS families to feel connected and well-informed of classroom and school activities. Responsibilities may vary by grade and year, but primary obligations include:

1. Supporting the teachers' classroom activities and field trips as needed
2. Coordinating volunteer needs for class participation in events.
3. Communicating with your class about school activities.
4. Creating a welcoming community for all families.
5. Volunteering to assist FCS staff and/or administration with a minimum of one school event.

We appreciate your willingness to support our school in such an integral way. Your involvement will help us to strengthen our school community, ensuring involvement and inclusion from all FCS families and support for our teachers.

PTCF meetings will be conducted periodically in the main campus cafeteria commencing at 8 AM. Sign-up sheets will be provided at the commencement of the school year by the teachers in each classroom.

Room Parents are the official liaisons between teachers and families. As an FCS Room Parent, you are in a leadership position and should follow the example of the ultimate leader, Christ, by helping to guide and not gossip, assisting others with a servant's heart, leading with humility, and demonstrating love and grace to all our students and families (Philippians 2:3-4, Psalm 78:72, Proverbs 11:14 and Matthew 20:26-28).

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.

## NON-TRADITIONAL STUDENTS & FAMILIES:

Non-traditional students are allowed to play sports for FCS given they meet all of the following criteria. They must be fully enrolled with the state in the appropriate state-approved non-traditional program. They must complete all required FCS and FHSAA paperwork. Once the paperwork is all submitted, the student and their parents will be interviewed by the Athletic Director and Head Coach for final approval. Any student that was dismissed, expelled, or asked to leave their previous school (including FCS), will not be eligible as a non-traditional athlete for 12 months starting from their date of dismissal. Non-traditional students must abide by all FCS rules and guidelines outlined in this handbook. Failure to abide by these guidelines on campus, or during any part of any athletic event, could result in dismissal from their assigned athletic team. They must also submit all grades monthly to the FCS Athletic Director to prove eligibility. Non-traditional students should not arrive on campus during school hours unless specifically asked by a coach due to early dismissal for a sporting event. Please note that Elementary Non-traditional students will not be permitted to participate in the Patriot Primetime program.

#### ATHLETIC PROGRAM:

For more information on the policies of our Athletic Program, please see our Athletics Handbook, located on the FCS Website under the “Athletics” tab. This Parent-Student Handbook supports the policies and procedures outlined in the Athletics Handbook.

#### 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. If you have any questions regarding grades, school functions, classroom practices, or disciplinary action, please contact the school immediately via email.

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.

#### FIRE DRILLS AND LOCK DOWN PROCEDURES:

Fire drills and emergency lockdown procedures are required by law. Students are given instructions for each type of procedure. Evacuations require students to leave the buildings and assemble in a designated area. 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.

Lockdowns will be implemented by school administration and/or the head of school security. In a lockdown procedure everyone remains in the classrooms until the drill is complete.

**PATRIOT STORE:**

The Patriot Store is the place to purchase any merchandise and school spirit attire for the year. The store will be open regularly throughout the school year and at select, school-wide events. The Patriot Store accepts the following payment methods: cash, credit card or Apple Pay. We do have an online version of the store through the Florida Christian website (under the "Parent" tab > Patriot Store). All online orders will be filled and given to the homeroom teacher of the student after payment has been confirmed and the shipment has arrived. There will be no regular school uniforms on hand in the Patriot store, except for PE uniforms. Regular school uniforms cannot be purchased through the Patriot Store, but are purchased through our third-party vendor, All-Uniform Wear.

**RESTROOMS:**

During school hours, all restrooms are designated to a particular division:

Elementary – M Building

Middle School – C Building

High School – G & MC Buildings

Students found using a restroom during school hours not designated to their division will receive demerits. After school, all restrooms (except the M Building) are available to everyone.

**LOCKERS:**

A locker with a combination lock has been assigned to every student in 5<sup>th</sup> – 12<sup>th</sup> grade. A doctor's note may be required for special requests/circumstances. 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. Nothing can be permanently placed on the outside of the locker. Only temporary decorations are permitted (for no more than one school day). Items not cleaned out by the last day of school will be thrown away.

**DROPPING OFF ITEMS:**

It is important to maintain a formal atmosphere concerning visitation procedures. When visiting a classroom for any reason, please go to the office first; do not go directly to the classroom. Lunches, homework, books, etc., may be left in the office for the student to pick up. However, classes will not be interrupted to inform the student the item has arrived. If the 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. 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.

**VISITORS ON CAMPUS:**

During school hours, all visitors on campus must present a valid picture ID and be issued a visitor's pass to remain on campus. Visitor passes are issued at the front gates by security guards or in the main campus front office. Visitors will be screened through the Concierge Pad visitor screening program. Visitor passes must be worn and displayed at all times while on campus. Parents are not allowed to be on campus for their student's lunch without administrative approval. All food or lunch items must be dropped off at the Main Office.

**TRANSPORTATION TO SCHOOL EVENTS:**

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 would be with prior administrative approval for a special circumstance. 9<sup>th</sup> – 12<sup>th</sup> grade students must have a parent provide written documentation allowing their student to drive on their own. If transportation is not provided by the school, the parent will be responsible to make arrangements for their student. Student drivers must have a parent email the coordinator of the event and receive prior authorization to be permitted to drive themselves to the event.

**FINANCES:**

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. 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.

**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. Information is available in the school office for parents who wish to take out a 24-hour accident coverage on their students.

**PAYMENT PLANS:**

In keeping with our desire to offer convenience and flexibility in the payment process, we have partnered with FACTS Tuition Management service <https://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.

## 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 SCOIR Program. At the end of the school year, the graduating senior needs to inform the Academic Dean which college or university needs their final transcript. Final transcripts will not be released to any senior who has not fully satisfied all academic and financial obligations. Official paper transcripts and other school records must be requested through Parchment.com. The link can be found on our website.

## DISCOVERY STUDENT SUPPORT SERVICES:

Florida Christian School (FCS) grants reasonable accommodations that fit within the academic mission of FCS. Upon application to FCS, accommodations may be granted to students who provide the required documentation to the Director of Discovery and Student Support Services. The approximate number of students enrolled in the student support program is 10% of the total student enrollment for the current school year. Students requesting support services and not admitted into the support services program at acceptance may be placed on a waitlist, but will still be given approved accommodations based on their submitted documentation. If at any time after initial enrollment, a student receives a diagnosis with approved supporting documentation, it is the family's responsibility to submit it to the Director of Discovery and Student Support Services to receive accommodations. FCS reserves the right to have any member of our Discovery and Student Support Team observe a student without notice, if the teacher and / or administration feels it would be beneficial to the student.

## Allowable Accommodations at FCS:

(Accommodations are based on an official student diagnosis and documentation)

- Preferential seating
- Repeat/clarify directions
- Avoid penalizing for poor handwriting (except for penmanship)
- Redirect as needed
- Increased opportunity for movement
- No penalty for spelling errors (Only for spelling assignments)
- Do not use recess to complete classwork PRIMARY ONLY
- Chunk assignments into smaller portions/steps
- Adapted memorization, up to teacher discretion. SECONDARY ONLY
- Adapted notetaking, up to teacher discretion. SECONDARY ONLY

- Extended time on eligible assessments (Up to 50%) (Specifications in Discovery Policies Document)
- Testing Center (Specifications in Discovery Policies Document) SECONDARY ONLY
- Health accommodations for medical issues with appropriate diagnosis and documentation (i.e. epilepsy, IBM, Diabetes, etc.)

## Required Documentation Process:

1. Family provides an up to date (within 3 years) IEP, 504 Plan, Physician's Statement or Psychoeducational Evaluation for the student with diagnosis (DSM 5 Code) and recommendations from a medical doctor, psychiatrist, or psychologist.
2. While all documentation is useful in creating the Student Educational Plan (SEP) and for requesting accommodations through the College Board, updated documentation is expected as the student is re-evaluated. *Recent documentation needs to be no more than three years old.*
3. FCS will create a Student Educational Plan (SEP) for the student based upon the documentation. After administrative approval and parent signatures, the SEP will be accessible to the appropriate teachers.
4. With consent, requests for SAT accommodations are made to the respective organizations (CollegeBoard). Florida Christian cannot grant accommodations for these standardized tests.
5. Accommodation requests for ACT must be made through the ACT online portal when registering for the exam. The school must be notified of any accommodation request for any supporting documentation to be submitted.
6. The responsibility lies solely with the parent/guardian to promptly notify and furnish the Director of Discovery at Florida Christian School with valid documentation when seeking accommodations for their student. Failure to provide such documentation will result in forfeiture of accommodations. Florida Christian School does not undertake the responsibility of initiating inquiries regarding diagnoses or accommodations, as this information is confidential and entirely at the discretion of the family to disclose, irrespective of scholarship status or third-party information.

## Discovery and Student Support Team Observations:

FCS reserves the right to have any member of our Discovery and Student Support Team observe a student without notice, if the teacher and / or administration feels it would be beneficial to the student. Once the observation(s) is conducted, a plan of action will be determined and communicated, if needed.

## MENTAL HEALTH POLICY:

If the school becomes aware that a student is having serious mental or emotional problems and may be a danger to themselves or others, the student will be referred to the Mental Health Counseling Department. The parents will be notified, and a psychological evaluation may be required. Parents will be asked to sign a release form at the assessing agency so that the school



may receive the results of the assessment. After the assessment, the school will require the parents to follow the recommendations of the assessment. The student may return to school only after all conditions have been met, the student receives clearance from a medical professional stating that the student is not a danger to themselves or others, and the principal authorizes it. If any of the conditions listed above are not met, Florida Christian School reserves the right to require that the student postpone his/her return to class until all such conditions are met. In any case, the principal may decide to postpone the return of the student or invite the student to withdraw from school.

## Reporting Child Abuse, Abandonment or Neglect

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. In Florida, everyone is a mandatory reporter. All staff at Florida Christian School have a duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

## HEALTH/CLINIC POLICY:

Students attending FCS must meet all the State of Florida immunization requirements. According to Florida Statute 232.032, students enrolling in a Florida school must present tangible documentation that immunization and health requirements have been met. This documentation includes Florida SCHOOL ENTRY HEALTH EXAM FORM (DH3040 Form) and Florida CERTIFICATE OF IMMUNIZATION FORM (DH680 Form). These forms must be provided and completed by a Florida physician within 12 months before entry date. They are transferable within the State of Florida and the DH680 Form must be correct in documenting immunization or exemption for the form to be valid.

State of Florida regulations mandate that students entering Kindergarten and Seventh grade meet additional immunization requirements and submit new HRS documentation to the school showing compliance with these requirements. Part-B medical exemption with expiration date is considered valid when a student has received all age-appropriate immunizations. No student will be allowed in school without up-to-date documentation.

Florida Christian accepts RELIGIOUS EXEMPTION FROM IMMUNIZATION (DH 681 Form) in lieu of the Florida CERTIFICATE OF IMMUNIZATION FORM (DH680 Form). The DH 681 Form is issued only by county health departments.

In the event of a communicable disease outbreak, the Clinic will initiate outbreak control measures.

At FCS we have two clinics that are each staffed with a licensed registered nurse (RN) and trained personnel. The school clinics are open on school days from 8:00 a.m. to 3:05 p.m. Care is administered for minor injuries according to the guidelines for school health rooms established by the Florida State Board of Health. If a student is unable to return to class, arrangements will be made for him/her to be sent home according to information on RenWeb.

Written parent permission is required for the administration of medication (Tylenol, Advil, etc.) to a student. Parents will be contacted if a student needs medication and no form is on file. The parent will need to complete and submit the form before medication can be dispensed.

Prior to the administration of any prescribed medication by school staff, the student's parent must provide to the clinic written medication authorization signed by the child's medical provider which includes: the student's name, the necessity for the medication/treatment to be provided during the school day, the name of the medication, exact dosage, and frequency.

All medication (prescribed or over the counter) should be stored in the clinic during the school day. Medication shall not be carried on the student's person in the school except as approved by the school nurse. The clinic personnel will be responsible for accepting, counting, storing, and administering the medication as well as completing a medication log whenever medication is administered. Medication must be stored in the original container and stored in a locked cabinet. At the end of the school year, the clinic will dispose of any unused medication left unclaimed in the clinic.

Certain students have medical conditions such as diabetes, asthma, allergies, and others that necessitate additional attention while at school. In specific cases, it is beneficial for these students either to store their medication in the clinic under the supervision of the nurse or to carry it themselves for emergency situations. This practice is essential to promptly address any urgent medical needs and ensure their health and safety. Please remember to notify the school nurse of any special medical conditions your child may have.

Students with a body temperature of 100 degrees Fahrenheit or higher should not attend school. They may return after being fever-free for 24 hours without the use of fever-reducing medication. If a student arrives at the clinic with a temperature of 100 degrees Fahrenheit or above, they must be promptly picked up and remain home until they have been fever-free for 24 hours without medication.

Students diagnosed with infectious illnesses or conditions, such as communicable diseases, skin infections, or eye infections, must receive treatment from a physician before returning to class. They must also be cleared by the school nurse before resuming attendance.

## RE-ENROLLMENT:

As part of the enrollment process application, Florida Christian School families have agreed to the automatic re-enrollment of their students. Rather than an opt-IN annual re-enrollment process, Automatic Re-enrollment becomes an opt-OUT process. In other words, if you're returning to Florida Christian School after initially enrolling, you'll never have to worry about re-enrolling. Automatic Re-enrollment depends upon designating the re-enrollment fee as a down payment for the next year. The re-enrollment fee will be automatically billed in one installment. There will be an automatic deduction of \$400.00 for entering 5K – 12th grade students and \$200.00 for PreK students in your FACTS account on the third Friday of every January prior to the start of the new school year.

Please be advised of the following details below:

- You have opted-in to continuous enrollment. This means that your children enrolled at Florida Christian School will keep returning to FCS every year unless you complete the [Notice of Intent to Withdraw](#) form online. Please contact admissions for any assistance.
- You have until the third Friday in January of every year to notify the FCS Admissions Department of any changes in your plans of enrollment for your children.
- The Automatic Re-enrollment fee will be drawn from your FACTS account on the third Friday in January of each year.
- If you withdraw your children after the date above, you understand that your re-enrollment fee is non-refundable.
- Florida Christian School recognizes that family plans change. For any unique circumstances, families discontinuing after the announced deadline will be entitled to a refund of the re-enrollment fee:
  - Relocating from the area (30 miles) served by Florida Christian School
  - Dismissal at the request of Florida Christian School
  - Serious circumstances as approved by the Florida Christian School Finance Committee

## WITHDRAWAL POLICY:

Any child that has attended at least one school day at Florida Christian School must adhere to the following withdrawal policy:

- A parent or legal guardian must complete this Withdrawal Form as soon as it is decided that the child will no longer be attending Florida Christian School.
- If school is in session at the time of withdrawal and the student has been attending school that academic year, all Florida Christian School property (i.e., textbooks, equipment, and library books) must be returned within 2 school days of submitting the withdrawal form.

- All outstanding fees must be paid within 2 school days of submitting the withdrawal form.
- No school records will be released to the parents/guardians or to the transferring school until the withdrawal process has been completed.

Please note that failure to attend class, even at the beginning of the school year is not a withdrawal and the above process must take place for a child to be considered withdrawn from Florida Christian School.

If at any given time, a parent requests transcripts or reference forms, Florida Christian School assumes that the student will be transferring to another school. Please note that their space in the program will be removed after 7 days unless we are otherwise notified. Florida Christian School will follow up with the parent/guardian, but please email [admissions@floridachristian.org](mailto:admissions@floridachristian.org) directly to confirm your child will continue to attend Florida Christian School.

If a child has been withdrawn from Florida Christian School and wishes to re-enroll, the child must reapply as a new student. A child's previous enrollment in Florida Christian School will have no bearing on future seat availability at any given time.

## **Appendix A**

### **Anti-Bullying & Harassment Policy**

**\*\*Please note: Any reference to "bullying" includes cyberbullying, whether or not specifically stated.**

#### **a. Statement prohibiting bullying and harassment:**

Florida Christian School is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. It is the policy of Florida Christian School that all students and school employees enjoy an educational setting that is safe, secure, and free from harassment or bullying of any kind. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcomed verbal conduct, written conduct, or gestures directed at a student by another student that has the effect of: (1) physically, emotionally, or mentally harming a student; (2) damaging, extorting, or taking a student's personal property; (3) placing a student in reasonable fear of emotional or mental harm; (4) placing a student in reasonable fear of damage to or loss of personal property; or (5) creating an intimidating or hostile environment that substantially interferes with a student's educational

opportunities or the mission of FCS.

**b. Definition of bullying and a definition of harassment:**

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological. The following are the four key elements to bullying:

1. Hurtful
2. Repetitive
3. Imbalance of Power
4. Intentional

Acts of bullying or harassment may include, but are not limited to the following:

- Teasing
- Name-calling
- Relational aggression (Making fun of others for who they are, the way they dress, or how they look)
- Racial slurs
- Rumors
- Jokes
- False accusations
- Threat
- Physical violence
- Theft
- Intimidation
- Stalking
- Innuendos
- Demeaning comments
- Public or private humiliation
- Destruction of property
- Pranks
- Social isolation/exclusion
- Gestures
- Sexual or religious harassment
- Cyber-bullying
- Other verbal or written conduct

Bullying reflects a pattern of behavior and is not a single isolated incident. These definitions include students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying. This policy prohibits bullying that occurs either on school premises before, during, or after school hours; on any bus or vehicle as part of any school activity; or during any school function, extracurricular activity, or other school-sponsored event or activity.

- Cyberbullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images, or website postings (including blogs and social network sites). Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
- Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through

the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

## Harassment and Discrimination

Florida Christian School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, FCS will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, including non-related school events, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to Patriot Peace Team, which is comprised of employees from the Mental Health Department, Dean of Students, Principals and other administration as needed.

Sexual Harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual Harassment may be defined as any unwanted sexually oriented acts which create a hostile, intimidating, or offensive environment. Sexual harassment consists of non-welcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of communication of a sexual nature when any of these conditions exist. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance or creating an intimidating or hostile or offensive work environment. Some examples of this behavior include (but are not limited to): Written contact-sexually suggestive or obscene letters, notes, invitations, or drawings; The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law:

- Verbal contact-sexually suggestive or obscene comments; threats, jokes
- Physical contact-any intentional pats, squeezes, touching, pinching, and repeatedly brushing up against another's body, assault, blocking movement or coercing any sexual activity
- Visual contact-suggestive looks, staring at another's body, gesturing, displaying sexually explicit or suggestive objects, pictures, magazines

Bullying and Harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee

for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a. Incitement or coercion
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Florida Christian School
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

c. Behavior expected from each student of Florida Christian School:

Florida Christian School expects each student to be obedient to God in his or her daily conduct. The Bible emphasizes the importance of our testimony to those around us. Therefore, since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

*Galatians 6:10 says, "Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers."*

Additionally, as a Christian School, FCS seeks to promote behavior and attitudes that are aligned with and acceptable to God. As Christians, we are called to love others who are weaker, not to intimidate or manipulate people.

*James 1:27 says, "Religion that is pure and undefiled before God the Father is this: to visit orphans and widows in their affliction, and to keep oneself unstained from the world."*

*1 John 3:17-18 says, "But if anyone has the world's goods and sees his brother in need, yet closes his heart against him, how does God's love abide in him? Little children, let us not love in word or talk but in deed and in truth."*

*Galatians 6:9-10 says, "And let us not grow weary of doing good, for in due season we will reap, if we do not give up. So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith."*

Florida Christian School ensures and sustains a healthy, positive, and safe learning environment for all students. It is important to continue displaying and promoting a Christ-like attitude with regards to bullying and harassment. This requires the efforts of everyone in the school environment, teachers, administrators, counselors, school nurses, other non-teaching

staff (such as bus drivers, custodians, cafeteria workers, coaches, and/or school librarians), parents/legal guardians, and students.

Florida Christian School upholds that bullying or harassment of any student or school employee is prohibited:

- During any education program or activity conducted by Florida Christian School
- During any school-related or school-sponsored program or activity
- On any FCS transportation
- Through the use of data or computer software (i.e. Airdrop) that is accessed through a computer, computer system, or computer network of Florida Christian School within the scope of the school, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity
- Through the use of data or computer software (i.e. Airdrop) that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned or used by Florida Christian school, if the bullying substantially interferes with or limits the target's ability to participate in or benefit from the services, activities, or opportunities offered by Florida Christian School or substantially disrupts the education process or orderly operation of the school
- The above section (e) does not require a school to staff or monitor any non-school-related activity, function, or program

d. Consequences for a student who commits an act of bullying or harassment:

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action (i.e. non-related school activity).

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. Florida Christian School reserves the right to take appropriate disciplinary action, which may be unique per individual incident.

e. Consequences for a student who is found to have wrongfully and intentionally accused another of an act of bullying or harassment:

Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

f. A procedure for receiving reports of an alleged act of bullying or harassment, including



provisions that permit a person to anonymously report such an act.

It is the duty of each student, and parent to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported. All other members of the school community, including but not limited to volunteers and visitors, are encouraged to report anonymously or in-person any act that may be a violation of this policy. The completed form should be submitted to Florida Christian School's Licensed Mental Health Therapist.

The Bullying Report and Harassment Reporting Form will be accessible in various formats. The form must be completed, dated and signed by the complaining party so that the school may initiate an investigation, when appropriate.