



FLORIDA CHRISTIAN SCHOOL 2026-2027 **PARENT-STUDENT HANDBOOK**



Florida Christian School
4200 SW 89 Avenue | Miami, Florida 33165
P: 305-226-8152 W: floridachristian.org

DEAR FCS FAMILY,

Welcome to the **2026-2027 school year** at Florida Christian School! Whether you are joining us for the first time or returning for another year, we are truly grateful that you have chosen to be part of Patriot Nation. It is both a privilege and a responsibility to partner with you in the education and spiritual development of your child.

At Florida Christian School, our mission extends far beyond the classroom. We are committed to **Educating World Changers for Christ** by providing a Christ-centered education that challenges students academically, nurtures their faith, develops strong character, and equips them to lead with integrity in every area of life.

Each school year brings new opportunities to learn, grow, and serve. Our dedicated faculty and staff are passionate about creating an environment where every student is known, encouraged, and challenged to reach their God-given potential. Whether in the classroom, on the athletic field, on the stage, or through service to others, we desire for every Patriot to discover their gifts and use them for God's glory.

Strong schools are built on strong partnerships. We believe that family is the primary influence in a child's life, and we are thankful for the trust you place in us each day. By working together with open communication, mutual respect, and a shared commitment to biblical values, we can provide an educational experience that prepares students not only for college and career, but for a lifetime of faithful service.

This Parent-Student Handbook has been carefully prepared to provide an overview of the policies, procedures, and expectations that help our school community thrive. We encourage every family to review it together and refer to it throughout the school year as a resource. Thank you for your continued partnership and for investing in the mission of Florida Christian School. We are excited to see all that God has in store for our students and families this year, and we look forward to another incredible year of growing together in Faith, Character, and Success.

May God richly bless you and your family throughout the 2026-2027 school year.

With gratitude,



Dr. Wayne Smith
Head of School
Florida Christian School



A background image showing a group of young women on a swing set. They are smiling and looking towards the right. The image is faded to allow text to be overlaid.

OUR MISSION

Our mission is to develop well rounded students through excellent academics and extracurricular activities, while seeking to win the lost to Christ and equip Christians with the skills and the knowledge to change the world for Christ.



OUR HISTORY

In June of 1968, a group of Christian parents met together and prayed that God would direct them in the establishment of a new Christian school in Miami. Pastor Miller, along with seven board members, and about 100 students, came together and Florida Christian School was born. The school purchased an old church building which housed the entire student body of first through twelfth grade. In 1972, a new two-story classroom building was completed in 1972, and additional property was acquired. The population of the student body grew to 750 students by the late 70's and included preschool and kindergarten. At the end of the 1981-82 school year, Dr. Robert Andrews became the school administrator.

A new school cafeteria was completed in 1994, and a gymnasium-auditorium complex was finished in 1997. In 1998, FCS purchased a 16-classroom school building with a 4.5-acre parcel of land which directly adjoins the western boundary of the main campus. This addition increases the maximum number of students allowed by zoning regulation to 1,420 students. In the fall of 2005, a new classroom/media center building was added to our facilities. During the summer of 2011, the first phase of the cafeteria remodel on the main campus was completed. During the summer of 2012, all classrooms received Smart Boards and other technology, leading to the implementation of an iPad initiative as part of FCSMART.

In 2014, new playground equipment was installed on the main campus, and the west campus received its required 40-year re-certification (including parking lot lighting). Summer 2015 brought a campus beautification project with a new look for our buildings and grounds. All of the restrooms were updated on both campuses, along with new classroom furniture, lighting, and technology. In 2020, Dr. Robert Andrews retires after 39 years as Headmaster. In total, he had 49 years of educational experience with 47 of those years at Florida Christian School. Today, Florida Christian School is one of the leading private Christian schools in Dade County. The stability and experience of the school board and administration have proven to be a key element in the growth and development of the school.

Together, we develop well-rounded students through excellent academics and extracurricular activities to change the world for Christ.



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



PHILOSOPHY OF CHRISTIAN EDUCATION

The philosophy of Florida Christian School is based upon a biblical world view, that God is the Creator and Sustainer of the universe, the ultimate reality and the source and essence of all goodness and truth. God has revealed Himself through nature, circumstance of human life and history (His Story), but most explicitly through His Son, Jesus Christ, as recorded in Scripture. The highest good is realized in the exercise of His will and on the part of humankind in conformity to that will.

We believe that each student is uniquely created, gifted, distinctly individual, and possesses a particular purpose in God's providence. We believe that a biblically governed education will produce students of Christian character, industry, faith and charity.

Therefore, the objective of Christian education must be to help all students realize their full potential in God's perfect will for their lives. Each student must be helped to become a whole, complete (fully equipped) person in Christ (II Timothy 3:16-17).

As ultimate reality and absolute Truth, God's Word sets the standard and is central to every subject or activity. A biblical worldview permeates the entire school program, including curriculum, athletics, and relationships of all within the school

Florida Christian School exists to develop well rounded students through excellent academics and extracurricular activities, while seeking to win the lost to Christ and equip Christians with the skills and the knowledge to change the world for Christ.

FCS core values are centered on *Faith, Character and Success*.

Faith: As a school grounded in Christian principles, we believe in nurturing faith that empowers our students to become beacons of hope and light. We encourage bravery and courage as they embark on their journeys to become world changers for Christ.

Character: Character development is at the heart of our mission. We are dedicated to cultivating students with integrity, compassion, and a sense of purpose; leading them to grow up just as Jesus did, in wisdom and in stature, and in favor with God and man. (Luke 2:52). Our core values instill in them the bravery to stand up for what is right and the courage to lead with kindness.

Success: True success is measured not only by academic achievement but by the impact our students have on the world. We strive to provide an environment where each student's potential shines brightly, preparing them to be leaders who make a difference; however, we believe that success for all our students is ultimately measured in their conformity to the will of God.



PHILOSOPHY OF CHRISTIAN EDUCATION

While helping our students grow in their faith and character is paramount, we do not foster those pillars at the expense of academic success. In fact, we believe that excellence should be the mark of every Christian. We understand that doing things with excellence not only allows us to honor God with our abilities, but it creates a pathway to success that provides a platform from which we can influence our world for Him.

At Florida Christian School, our priority is to cultivate a community where students are encouraged to grow in faith, character, and success. The Patriot Nation Way is about nurturing the whole person: academically, spiritually, and socially. Our students are not just part of a school; they are part of a family that values integrity, service, and lifelong learning.

At Florida Christian School we understand that even the most well-intentioned goals and achievements are meaningless unless the Gospel of Jesus Christ is the guiding priority. We exist to carry out the Great Commission (Matthew 28:19-20) in the lives of our students and families by winning the lost to Christ and equipping our students with the knowledge and skills necessary to be able to grow and make an impact in the world for Jesus.

By engaging students through biblical curriculum, weekly chapel sessions, service opportunities, retreats, and other events, we help them understand that a belief in God is not just compartmentalized into a small corner of their lives, but rather, it encompasses every aspect of the human experience. Florida Christian aims to partner alongside families, churches, and local ministries to help nurture and mentor young men and women so that they may shine a bright light for Jesus in a culture that so desperately needs Him.



What's New | Florida Christian School 2026-27 School Year

Parent-Student Handbook Summary of Updates

Florida Christian School has made several updates to the Parent-Student Handbook to provide greater clarity, strengthen student expectations, and continue fostering a safe, supportive, and Christ-centered learning environment rooted in Faith, Character, and Success.

Please Note: This summary highlights the most significant updates reflected in the current edition of the 2026–2027 Parent-Student Handbook. Families are encouraged to review the complete handbook with their students, as all school policies and procedures remain in effect.

Attendance

Attendance policies have been updated to support student success, encourage consistent attendance, and clarify expectations for students and families.

Highlights include:

- Revised attendance procedures for Middle School and High School students.
- Clearer definitions of excused and unexcused absences.
- Updated academic consequences related to excessive unexcused absences and tardies.
- Clarified early dismissal procedures and attendance requirements for student-athletes.
- Updated elementary attendance and tardy expectations.
- Clarification that student-organized “skip days” are not school-sponsored activities and will result in unexcused absences.
- Updated expectations for students arriving on campus after 8:00 a.m.
- Clarified after-school supervision and Patriot Place requirements.

Dress Code & Uniform Expectations

Uniform guidelines have been updated to provide additional clarity and consistency across all divisions.

Highlights include:

- Clarified uniform and approved outerwear requirements.
- Updated student appearance expectations.
- Revised No Uniform Day guidelines.

Student Conduct & Discipline

To continue promoting a respectful and safe learning environment, several student conduct policies have been refined.

Highlights include:

- Updated behavioral expectations and disciplinary procedures.

- Expanded expectations regarding respect toward faculty, staff, and fellow students.
- Added guidance regarding unauthorized photography, recordings, and digital manipulation of another individual's image.
- Clarified disciplinary consequences for repeated behavioral concerns.

Technology & Artificial Intelligence

As technology continues to evolve, the handbook now provides additional guidance for responsible digital citizenship and the use of electronic devices on campus.

Highlights include:

- Added a policy prohibiting smart glasses and wearable devices capable of capturing, recording, transmitting, or displaying audio, video, photographs, or other digital information without administrative authorization.
- Clarified that the smart-glasses prohibition applies whether the device is powered on or off.
- Updated expectations regarding cell phones, listening devices, and other electronic devices.
- Expanded guidance regarding the appropriate use of Artificial Intelligence tools for academic work.
- Clarified expectations regarding student websites, social networking, and digital conduct.

Academics and Progress Reporting

Academic reporting information has been updated to better reflect how student progress is communicated at each grade level.

Highlights include:

- Clarified that the numerical and letter grading scale applies to students in 1st–12th grade.
- Added a skills-based progress-reporting system for 5K students.
- Updated the FACTS/RenWeb section to distinguish between 5K progress reporting and traditional grades for students in 1st–12th grade.
- Clarified how families access academic progress, grades, homework assignments, progress reports, and report cards.

Health & Student Safety

Several health-related procedures have been updated to better support student wellness and campus safety.

Highlights include:

- Updated health office procedures.
- Clarified required medical documentation and immunization requirements.
- Updated student accident insurance information.

General Information

Updates have also been made throughout the handbook to improve clarity and organization, including sections related to:

- After-school supervision
- Locker procedures
- Campus communication
- General operational procedures

Thank You

Thank you for taking the time to review the Parent-Student Handbook with your student before the start of the school year. By working together and remaining informed, we can continue to provide an exceptional educational experience rooted in **Faith, Character, and Success**.

We look forward to partnering with your family for another outstanding school year!

Florida Christian School

Educating World Changers for Christ

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ABOUT FLORIDA CHRISTIAN SCHOOL

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: 'None is righteous, no, not one.'" Romans 3:10

WHO HAS SINNED?

"For all have sinned and fall short of the glory of God." Romans 3:23

GOD'S PAYMENT FOR SIN

"For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord." Romans 6:23

JESUS PAID THE PENALTY FOR YOUR SINS

"Christ died for our sins...He was buried...He was raised on the third day in accordance with the Scriptures." I Corinthians 15:3-4

JESUS WANTS TO BE YOUR SAVIOR

"Jesus said to him, 'I am the Way, and the Truth, and the Life. No one comes to the Father except through Me.'" John 14:6

SALVATION IS A FREE GIFT

"For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast." Ephesians 2:8-9

RECEIVE CHRIST AS YOUR SAVIOR TODAY

"But to all who did receive Him, who believed in His name, He gave the right to become children of God." John 1:12

YOU HAVE EVERYTHING TO GAIN

"For what does it profit a man to gain the whole world and forfeit his soul? For what can a man give in return 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.*"

SCHOOL & OFFICE HOURS

Grade Level	Hours
3K - 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. **School begins at 8:00 a.m.**

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 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 four categories:

Unexcused (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.

Unexcused with Note (AUN) – Student misses an entire day(s) of school and presents a note from a parent within a week of the first day of absence. Students in this category will be permitted to make up any work missed because of the absence, but the absence will be unexcused. When a student exceeds 4 or more unexcused absences 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 elementary student who receives 3 or more demerits within a school year for excessive unexcused absences may receive detention. Continued absences 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.

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.

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.

TARDIES

School begins at 8:00 a.m.; however, classrooms open at 7:45 a.m., and students are encouraged to arrive at that time to prepare for the day. Classroom doors will be locked at 8:00 a.m. Any student arriving on campus after 8:00 a.m. will be considered tardy and must report to the appropriate front office or attendance office before proceeding to class.

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. Only a note from the parent will constitute an excused tardy up to 3 tardies per grading period (quarter). Starting with the 4th tardy during a grading period, only a doctor's note will be counted as an excused tardy.

Unexcused Tardies: 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 elementary student who receives 3 or more demerits within a school year for excessive tardiness may receive detention. 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. 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.

ELEMENTARY BEFORE & AFTER-SCHOOL CARE

A supervised Before-School Care program is offered at no charge. Students may be dropped off as early as 7:00 a.m. Before-School Care is offered only to 3K-2nd grade students, as they are not permitted on the school property unsupervised before school. 3K- 2nd grade students are to be dropped off at the West Campus cafeteria for our Before-School Care program. At 7:45 a.m., all 3K-2nd grade Before Care students will be escorted to their classrooms by an authorized staff member. 3rd-5th grade are required to wait near their classroom door until 7:45 a.m. when doors open.

A supervised After-School Care program is offered until 6:00 p.m. for all 3K-5th 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 after school. 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. 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 9th grade, be on the child's authorized 'Pick-Up' list in Renweb and must always remain with the child while on campus. It is the parent's responsibility to always maintain accurate and up-to-date information in their child's Renweb portal.

MIDDLE SCHOOL & HIGH SCHOOL ATTENDANCE

Consistent attendance is a cornerstone of student achievement and personal growth. Each school day offers important opportunities for instruction, collaboration, and skill development that cannot be fully recreated outside the classroom. Frequent absences can hinder understanding, weaken academic performance, and disrupt the learning environment for both the student and their peers. Establishing reliable attendance patterns also builds responsibility and prepares students for future commitments. Families are encouraged to support regular attendance as a shared priority in the educational journey.

Excused Absences: Students will only be granted an EXCUSED absence for one of the following conditions:

- Medical emergency or death in the immediate family.
- Medical appointment accompanied by a physician's note. (Note must be presented within 48 hours.)
- Mandatory court appearance
- Administrative approval for school or other activity (including two days per year for college visits during the Junior and Senior years only.)
- Parent Note – In addition to the above, parents/guardians may submit a written note to request that a student's absence for one school day be excused. A maximum of two parent notes per semester will be accepted, with each note excusing one day of absence. These notes must be submitted within 48 hours of the absence.

Unexcused Absences: All other absences, regardless of reason, will be considered an UNEXCUSED absence.

***NOTE:** For the purposes of this policy, a student who accumulates an unexcused absence in seven class periods, whether in a single day or across multiple days, will be considered to have one (1) day of unexcused absence.*

Student "skip days" organized by a class, grade level, team, club, or other student group are not school-sponsored activities. Absences associated with these events will be considered unexcused and will be subject to the attendance policy.

Absence Academic Policy

Students will be allowed the number of days they missed plus one additional day upon return to school to make up assignments, unless given special permission by their teacher. For example, if a student misses three consecutive days, they will have four days to make up their work.

- Parents will be notified via email when a student accumulates twenty-one (21) unexcused period absences, the equivalent of three full days of unexcused absences.
- Parents will be notified via email, and a meeting with administration will be required, after a student accumulates thirty-five (35) unexcused period absences, the equivalent of five full days of unexcused absences. In addition, the student may be declared ineligible to participate in future extracurricular activities at the discretion of the administration.
- After a student reaches thirty-five (35) combined unexcused period absences, the following academic penalties will apply for the remainder of the semester:
 - The student will not be eligible to receive a grade higher than 50% on assignments, quizzes, or assessments due or administered during the next two (2) unexcused absences in each class period.

- Beginning with the third (3rd) unexcused absence in each class period, the student will receive a 0% on assignments, quizzes, or assessments due or administered during that unexcused absence.
- Students who accumulate forty-two (42) combined unexcused period absences, the equivalent of six full days of unexcused absences, during the second semester will not be eligible for exemption from end-of-year exams.

NOTE: This policy is administrative in nature and may not be modified or overridden by individual teachers. Any questions regarding grades assigned under this policy must be directed to the appropriate Division Principal.

Early Dismissal

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 from a class period, for any reason that is not excused (see above), and who will miss more than half the period, will be marked as “unexcused absent” for the class period during which they are dismissed, as well as for any additional class periods missed following the dismissal.

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

Student athletes must be present for a minimum of 4 class periods on the day of an athletic event to be eligible to participate in the event.

Tardies

Students arriving on campus after 8:00 a.m. must report to the appropriate front office or attendance office before proceeding to class.

Excused Tardies: Students who arrive to school after 8:00 a.m. with a note from a parent or doctor will be marked as EXCUSED tardy. 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.

Unexcused Tardies: All other tardies will be marked as UNEXCUSED. During the school day, students who arrive to class after the tardy bell will be marked as unexcused. Students who miss more than half a period due to an unexcused tardy, will be marked as an unexcused absence.

Parents will be notified after the 5th, 10th & 15th unexcused tardy. Please note the following consequences for excessive unexcused tardies in a semester:

- Five (5) unexcused tardies to any period will result in a Behavior Notice and applicable demerits.
- Ten (10) unexcused tardies to any period will result in an after-school detention.
- Fifteen (15) unexcused tardies to any period will result in an Indoor Suspension.
- Twenty (20) or more unexcused tardies to any period will result in a two-day Indoor Suspension.

Students serving indoor suspensions or outdoor suspensions will be ineligible to participate in the next regularly scheduled contest in athletics and could be excluded from future extracurricular activities such as field day, field trips etc.

Outdoor suspensions will be recorded as unexcused absences and will be counted with other unexcused absences as listed in this manual, with the corresponding consequences.

The 25 Juniors with the top attendance and behavior record will be awarded a reserved parking space for their Senior Year. Seniors who exceed the seven (7) days of unexcused absence in a semester will forfeit their reserved Senior Parking Spot for the remainder of the year.

MIDDLE SCHOOL AFTER-SCHOOL CARE

Florida Christian aims to offer a safe and nurturing after-school care program for all students. Our goal is to serve a high-quality program that is appropriate and accommodating to our students. Parents should have consistent arrangements for their children after school. Middle school students are not permitted to be on school property unsupervised. We offer you our 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 who is not involved in a supervised activity or sport must report to the Patriot Place.
3. Any middle school student on campus after 3:30 pm, who is not involved in a supervised activity or sport, must be in the designated classroom for Patriot Place. This service is available free of charge until 4:30 pm. A fee will be charged starting at 4:30 pm.
4. This is a supervised program exclusively for middle school students from 3:30 p.m. to 6:00 p.m.
5. We are open every day that school is in session (excluding half-days and unexpected emergencies).
6. For After-School Care rates and information, please refer to the Tuition & Fees form on the school website, under the “Admission” tab. Pre-registration in the program is preferred.
7. Failure to report to the Patriot Place will result in behavioral consequences on file.

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 West Campus elementary grades 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. West Campus elementary girls (3K – 2nd grade only) may 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 West Campus elementary girls (3K – 2nd grade) 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), boots, or flip-flops, etc. For physical education classes, students will be required to wear athletic sneakers.
- 5. The FCS approved outwear must meet the specific requirements of each division:
 - a. Elementary, Middle, and High School – The FCS approved outwear must meet the specific requirements of each division: Elementary, Middle, and High School - All outerwear worn Monday – Thursday must be purchased from All-Uniform Wear, BSN Team Shop and/or the Patriot Store and must reflect only pre-approved uniform styles as outlined in the FCS Uniform Policy for Monday-Thursday wear. Only official Patriot Store outerwear from school years 2023-2024, 2024-2025, 2025-2026 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. **Preschool and Elementary students are not permitted to have acrylic nails**
 - g. **Preschool and Elementary Students are not permitted to wear any makeup, except lip gloss, during the school day.**
 - h. Undergarments cannot be seen.

“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 (i.e., 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, boots, or opened-toe shoes. **Costumes may not be worn on No Uniform Day.**

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 wear their school-issued ID around their neck on an FCS-approved lanyard at all times during school hours. Students who forget or do not have their ID must obtain a temporary ID from the front office before reporting to class. A student may obtain a temporary ID on two occasions without disciplinary consequence. Beginning with the third occurrence, the student will receive a Behavior Notice and Category 1 demerits and will be required to obtain a replacement school ID from the Security Office (G-205).

Replacement IDs cost \$5, payable in cash. If a student does not have cash, the fee will be charged to the student's family account. Replacement lanyards may be purchased from the Patriot Store or Security Office for \$1, payable in cash. All lanyards must be school-issued or a solid school color.

Students must present their school-issued or temporary ID to enter the cafeteria during the school day. Student IDs may also be scanned to purchase lunch and used for admission to most on-campus athletic events.

HAIR CODE FOR STUDENTS

Boys' hair must be neatly kept out of their eyes and off their collar. Boys are 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 and should not have any accessory or adornment in their hair.

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, vaping, or using any other kind of drug paraphernalia on campus, at any school-related event, or on field trips
- 6) Speak appropriately and respectfully, refraining from profanity or vulgar language on campus, at any school-related 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.
- **Behavior Notice** – When a staff member documents a student's behavior in Renweb. A notice is sent to the parents/guardians on record.
- **Detention Policy** - A 45-minute after-school detention will be assigned for the following actions:
 - Accumulating 10 or more demerits within one week.
 - After receiving 3 behavior notices for the same infraction within a semester.
 - Committing any infraction at Level 3 or higher, as deemed necessary by the administration.

Note: A student assigned detention will receive a detention acknowledgment form that must be signed by a parent or guardian and returned before the scheduled detention. Failure to return the signed form may result in additional disciplinary action, including In-School Suspension (ISS). Failure to report to detention will result in one day of In-School Suspension (ISS) to be scheduled by the Dean's Office.
- **Suspension Policy** – 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)** – ISS may be assigned for the following reasons:
 - Committing a Level 4 or higher infraction, as determined by the administration.
 - Accumulating 5 or more behavior notices for the same infraction within a semester.
 - Failure to serve an assigned detention.

Additional Guidelines:

 - The circumstances surrounding each infraction will be considered when determining the length and timing of the suspension.
 - Students assigned to ISS are required to complete an independent assignment, separate from regular classwork. This assignment must be completed before any regular classwork may be completed.
 - Failure to complete this assignment to the satisfaction of the ISS supervisor will result in additional disciplinary action.
 - **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 Policy** – Students who accumulate a significant number of demerits will be placed on a behavioral contract to address and correct their conduct. The details of these contracts are as follows:
 - **Level 1 Behavioral Contract**
 - Issued to students who accumulate **20 demerits within a semester or 30 at any time after the first semester.**
 - The contract remains in effect for **20 school days.**
 - Each subsequent infraction during the semester will result in an assigned detention.
 - While on a Level 1 contract, students may be deemed ineligible to participate in school activities, athletics, field trips, events, or other school-sponsored trips, at the discretion of the administration.
 - Violation of the contract may result in a review for possible dismissal from the school.
 - **Preschool/Elementary Only:** Parents/Guardians will be required to meet with an administrator to review the Behavior Contract. Additionally, preschool/elementary students on a Level 1 contract will be ineligible to participate in school activities for one month.
 - **Level 2 Behavioral Contract**
 - Issued to students who accumulate 40 demerits at any point during the school year.
 - The contract remains in effect for 40 school days.
 - Students on a Level 2 contract will be ineligible to participate in school activities for one month.

- Additional supportive measures may be included in the contract to assist the student in improving behavior.
 - Any further infractions while on this contract will result in In-School Suspension (ISS) for each offense, for the remainder of the school year.
 - Student will be required to meet with an administrator or someone designated by an administrator once a week.
- **Dismissal** –
 - Any elementary student who accumulates 12 weeks of a conduct grade of D+ or lower during a single school year will be subject to review for possible dismissal from the school or disqualification from re-enrollment for the following school year.
 - Any middle school or high student that accumulates **40** or more demerits 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 8:00 am
- Excessive Talking
- Out of class without a hall pass
- Each set of 5 Unexcused Tardies in a quarter (middle/high)
- Elementary – 5K-5th ONLY: Each set of 7 Unexcused Tardies **or** 4 Unexcused Absences in a quarter
- Middle School – Students not in Patriot Place or an official school activity after 3:30pm

Category 2: 3-5 Demerits

- Eating or drinking in class without permission (students can only drink water)
- Disruptive / uncooperative / rude behavior
- Having inappropriate symbols, words, or drawings on books, materials, or clothing
- Suspicion of cheating (a reasonable belief or concern that a student may have engaged in dishonest behavior to gain an unfair academic advantage)
- Bringing toys or other unapproved electronic devices to school, including aftercare, unless otherwise addressed by a more specific policy.
- Horseplay (during class or in-between classes)
- Minor public displays of affection including hand holding, hugging, or kissing
- 3K-5K physical misconduct – 1st offense (i.e. biting, hitting, shoving, etc.) – any repeat offenses will escalate/increase the Category / Demerits received (2nd offense will be treated as a Category 3: 5-7 demerits, etc.)
- Elementary – 5K-5th ONLY: Any student in 5K through 5th grade who has earned a conduct grade of D+ or below for three or more weeks during the quarter.
- Middle School – Students who have their phone on their person and not in the bookbag or locker during the school day

Category 3: 5-7 Demerits

- Disrespect of another student
- Leaving assigned area or classroom without permission
- Lying or acts of dishonesty
- Inappropriate language (written or spoken) or gesture (minor)
- Parking/driving violation
- Using an electronic device without permission, or at an unapproved time or location
- Possessing or using smart glasses or another wearable recording device on campus or at a school-sponsored activity without administrative authorization.

Category 4: 7-9 Demerits

- Disrespect to a staff/administrator, including inappropriate language directed to or about a staff member
- Inappropriate use of personal property
- Using another person's property without their permission
- Derogatory remarks to or about others (malicious gossip/slander, which includes but not limited to sexual comments, etc.)
- Inappropriate language (written or spoken) or gesture (major)
- Forging a parent's signature
- Altering/forging a school document
- Plagiarism/cheating, will also result in an academic penalty, including but not limited to a zero. (HW, Classwork, Quiz or Test)
- Cutting Class (arriving more than 10 minutes late without permission or being out of class for more than 10 minutes without authorization)
- Theft (minor)
- An unwanted photograph of another individual or the alteration, manipulation, or distortion of another's image. (The nature of the content, where it is shared, and whether it is posted on social media may result in a more severe disciplinary consequence.)
- Any category 4 or above violation will result in an "F" in conduct (elementary only)

Category 5: 10-19 Demerits

- The use of racial slurs/stereotypes
- Bullying and Harassment, and Sexual Harassment, in person, writing, or social media (as defined in the handbook)
- Unwelcome physical contact of a staff/faculty member
- Physical altercation
- Tampering or damaging school, another student's, or teacher's/staff member's property
- Skipping – not reporting to school or class without the required permission
- Leaving campus without permission – anytime a student is on campus permission must be required.
- Using the internet improperly (Acceptable Use Policy violations)
- Extreme disrespect to staff or students
- Extreme belligerence or defiance to authority
- Major public displays of affection – as determined by the administration.

Category 6: 20+ Demerits and Administrative Action

- Publicly criticizing school policies and/or staff
- Theft (Major)
- 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
- Excessive acts of violence
- Bringing any illegal items or controlled substances to school
- Any student who makes a serious threat against the school, students, faculty, or staff will be taken seriously, reported to authorities, and subject to immediate disciplinary action up to suspension or expulsion, in accordance with school policy and applicable law.
- Extreme inappropriate behavior on or off campus that is inconsistent with the school's conduct standards or expectations for student enrollment, as determined by the administration.

CHAPEL AND ASSEMBLY STUDENT CONDUCT

Students are expected to be respectful and attentive during all school gatherings, including chapels, assemblies, student performances, guest speaker presentations, and other school-sponsored events. These are not only important community experiences, but also valuable opportunities to practice appropriate behavior in formal and public settings.

Distractions, whether intentional or unintentional, can disrupt the experience of others and show a lack of consideration for those leading or participating in the event. Common distractions include:

- Talking or whispering during presentations or performances
- Using cell phones or other electronic devices (texting, scrolling, playing games, etc.)
- Sleeping or disengaging visibly (head down, closed eyes, inattentive posture)
- Leaving the space unnecessarily or without permission
- Making distracting noises or movements (tapping, rustling bags, etc.)

These behaviors not only prevent the individual from fully participating, but they also show a lack of respect for the speakers, performers, or community members who have invested time and effort into the school gathering.

By learning to manage their attention and behavior in these environments, students are building critical life skills such as focus, self-regulation, and social awareness. Practicing respect and attentiveness now helps students prepare for life beyond school, where these skills will serve them in both personal and professional contexts.

The following policy will be applied to those who cannot follow the above policy.

1st infraction – 5 demerits

2nd infraction – 7 demerits and a detention

3rd infraction – 10 demerits and one-day ISS.

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.

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 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
- Theft
- Physical violence
- 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 ensure 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. Students, staff and anyone else can also complete a Bullying and Harassment Form, which is submitted anonymously.

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.

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.”*

I 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, parent and staff 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 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.

PHYSICAL CONTACT/IMMORALITY

Demonstrations of romantic involvement between students on campus or at school-sponsored activities are prohibited. Public displays of affection, including hand holding, embracing, kissing, or other inappropriate physical contact, will be addressed through the disciplinary system based on the nature, severity, and frequency of the conduct. Major, repeated, or sexually inappropriate conduct may result in suspension, expulsion, or dismissal.

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 of such behavior (1 Thessalonians 4:1–8). An identifying statement is defined as language or behavior that a reasonable person would believe implies that a student is sexually active, intends to engage in immoral or sexual acts, or intends to give the appearance of engaging in such acts. Participation in immoral conduct or sexual activity is incompatible with enrollment at Florida Christian School and constitutes grounds for dismissal.

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.

CELL PHONES & ELECTRONIC DEVICES

Elementary: Elementary students are not permitted to have or use electronic devices without appropriate authorization. This includes AirPods, Apple Watches, smartwatches, cell phones, smart glasses, wearable recording devices, and similar technology. Smart glasses and wearable recording devices are not permitted on campus or at school-sponsored activities without express authorization from school administration.

Middle School: Cell phone use is prohibited from 8:00 a.m. to 3:05 p.m. Cell phones must be turned off, rather than placed on silent or vibrate, before classes begin. AirPods, earbuds, and other listening devices are not permitted during school hours unless authorized by a teacher for an academic purpose. Smart glasses and wearable recording devices are not permitted on campus or at school-sponsored activities without express authorization from school administration.

High School: High School students may use their cell phones outside of class during school hours. At the beginning of each class, students must place their cell phones in the designated classroom phone holder. Failure to do so will result in disciplinary action. AirPods, earbuds, and other listening devices are not permitted during class unless authorized by a teacher for an academic purpose. Smart glasses and wearable recording devices are not permitted on campus or at school-sponsored activities without express authorization from school administration.

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.

Smart Glasses and Wearable Recording Devices: Smart glasses and other wearable devices capable of capturing, recording, transmitting, or displaying audio, video, photographs, or other digital information are not permitted on campus or at school-sponsored activities unless expressly authorized by school administration for a documented educational or medical purpose. This prohibition applies whether the device is powered on or off. Unauthorized possession or use may result in confiscation and disciplinary action. A parent or guardian may be required to retrieve the device.

Cell Phone Infractions Policy: After **two cell phone violations** in a single semester, a student will forfeit the privilege of possessing a cell phone on campus during school hours. The student will be required to turn in their phone to the Dean's Office daily from **8:00 AM until the end of the school day**. The duration of this requirement will escalate with each additional infraction as follows:

- **3rd Infraction** – 1 week
- **4th Infraction** – 2 weeks
- **5th Infraction** – 1 month
- **6th Infraction** – 2 months
- **7th Infraction** – Remainder of the semester
- **8th Infraction** – Remainder of the school year

Failure to Comply

- Any student who fails to turn in their phone as required will automatically move to the next level of restriction **and** receive **5 demerits**.
- Any student who is found to have their phone in their possession while under this policy will receive **10 demerits, ISS, and lose cell phone privileges for the remainder of the school year**.

Note: A parent may choose to have the cell phone left at home. If they choose this method, they must email the Dean's office prior to the required time of surrender.

ARTIFICIAL INTELLIGENCE POLICY

Students are prohibited from using any Artificial Intelligence tools, including but not limited to ChatGPT or DALL-E, or essay-writing services, including but not limited to 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. **Students may not use AI or any other tools to alter, manipulate, or distort images of other students or FCS staff members.**

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.

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 **and utilize detection dogs** 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 at 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.

ACADEMICS

GRADING SCALE (Grades 1 - 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

5K PROGRESS REPORTING: 5K students are assessed using a skills-based reporting system that communicates progress toward kindergarten learning expectations. This approach provides families with specific information about skills students have mastered, are developing, and may need additional support with.

FACTS/RENWEB

Florida Christian School informs families about student progress through the FACTS/RenWeb program. Families of 5K students receive skills-based progress information, while students in 1st–12th grade receive grades according to the applicable grading scale. Approximately seven days after the end of each grading period, progress reports or report cards will be made available through communication from the student's principal.

To access this information, parents and guardians must activate their FACTS/RenWeb account. Accounts may be activated by visiting floridachristian.org or contacting the FCS Registrar at registrar@floridachristian.org. All financial accounts must be current to access a student's academic progress, grades, and homework assignments.

HIGH SCHOOL GRADUATION REQUIREMENTS

All high school students are required to take 4 English, 4 Math, 4 Bible, 3 Science & 3 Social Studies while attending FCS in order to graduate with an FCS diploma. 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

Additionally, please note that:

- 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.

MIDDLE AND 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. No schedule changes will be permitted after the first two weeks of each semester.

AP EXAM POLICY

All students enrolled in an AP course at FCS will be charged the \$50 non-refundable AP exam deposit in September.

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 SCHOOL 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 8th and 9th 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.

ELEMENTARY ACADEMIC CONTRACT/ELIGIBILITY

Students receiving a failing grade (D or F) in any course for two or more quarters 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. Academic contracts include the following:

- Mandatory help class or recommended enrollment in a tutoring program 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).
- Mandatory participation in the Elementary Summer Remediation Program (additional cost applicable)
- 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.

MIDDLE & HIGH SCHOOL 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 – 12th 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.

PRESCHOOL & ELEMENTARY POLICIES

PRESCHOOL & ELEMENTARY SNACK & LUNCH POLICY

3K - 4K students will have a once-a-day scheduled snack time. 5K - 5th 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.**

Students in 3K Full-Day - 5th 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 3K must order lunch online the night before, all other students must order in the cafeteria. 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

No pacifiers/binkies or baby bottles should be brought to school. Security blankets (child's lovey) are reserved for nap time only.

As your child begins their 3K journey, we want to ensure they are set up for success in every way—emotionally, socially, and developmentally. One important readiness marker for entry into our 3K program is full potty training and restroom independence.

Children entering 3K must be fully potty trained and able to manage their restroom needs without adult assistance. This includes:

- Recognizing and communicating the need to use the restroom,
- Managing clothing (pulling pants up/down, using the toilet),
- Cleaning themselves after toileting,
- And independently washing and drying hands.

Our 3K classrooms are not equipped or staffed to accommodate diapering or potty training. While accidents may occasionally happen, consistent independence is required for enrollment. Any 3K student (or any grade level thereafter) that is not fully potty-trained as described above may be dismissed from school. We appreciate your support in helping your child reach this milestone. It's a big step that fosters confidence and readiness for the school environment!

DISCOVERY STUDENT SUPPORT SERVICES

Florida Christian School (FCS) is committed to providing an inclusive and supportive environment for all students. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), FCS prohibits discrimination based on disability.

FCS does not discriminate in admission, access to, or treatment in any of its programs including but not limited to educational, academic or athletic programs or activities.

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.)

The Florida Christian School Disability Grievance Procedure can be found in the Discovery Policies. For more information or to review the procedure, please refer to the Discovery Policies document.

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

FCS reserves the right to have any member of our Mental Health Department to observe or speak with a student without notice, if the teacher and/or administration feel it would be beneficial to the student.

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. Parents will be required to meet with the appropriate Division Administrators prior to the student returning to class.

If a student is Baker Acted, the student is required to be cleared by a Mental Health Professional, stating that the student is no longer a danger to themselves or others, prior to returning to school.

Parents/Caregivers are required to meet with the Division Administrators and LMHC to discuss recommendations and transition of the student returning to class. At this meeting, discharge or clearance documentation will need to be provided to the LMHC before the student can return to class. Division Administrators will determine when the student can return.

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

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.

However, there are two types of reporters:

1. Mandated Reporter (General)

- i. Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare is a mandatory reporter. § 39.201(1)(a).
- ii. Any person, including but not limited to state, county, or municipal criminal justice employees or law enforcement officers, who knows or has reasonable cause to suspect that a vulnerable adult has been or is being abused, neglected, or exploited must make a report. § 415.1034(1)(a).

2. Mandated Reporter (Professional) Anyone who is legally obligated to report known abuse and must also identify themselves when reporting. These include:

- i. Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, paramedic, emergency medical technician, or hospital personnel engaged in the admission, examination, care, or treatment of persons. §§ 39.201(1)(b)2a and 415.1034(1)(a)1;
- ii. Health or mental health professional other than listed in paragraph above;
- iii. Practitioner who relies solely on spiritual means for healing, §§ 39.201(1)(b)2c and 415.1034(1)(a)3;
- iv. School teacher or other school official or personnel (child), § 39.201(1)(b)2d;
- v. Social worker, daycare center worker, or other professional childcare, foster care, residential or institutional worker (child), § 39.201(1)(b)2e;
- vi. Nursing home staff; assisted living facilities staff; adult day care center staff etc. (vulnerable adults), § 415.1034(1)(a)4;
- vii. Employees of Department of Business and Professional Regulation conducting inspections of public lodging establishments, § 415.1034(1)(a)6; 3-2;

- viii. Law enforcement officer, §§ 39.201(1)(b)2f and 415.1034(1)(a)5; Judge, § 39.201(1)(b)2g and 415.1034(1)(a)5; ix. Animal control officer, § 39.201(1)(b)2h; and
- ix. Mediators. § 44.405(4)(a)3.

Who do you report it to?

Child and adult abuse should be reported to the Florida Department of Children and Families (DCF) through either the DCF statewide hotline (call 1-800-96-ABUSE) (1-800-962-2873) or through the DCF website at <http://reportabuse.dcf.state.fl.us>. The hotline also accepts faxes at 1-800-914-0004 and web-based chats on their website. § 39.201(1)(a).

The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. The school may also request the presence of a school LMHC during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff members' presence during these interviews.

What happens if you don't report?

Failure to report child abuse to DCF is a third-degree felony. § 39.205(1).

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

What happens if you make a false report?

A person who knowingly and willfully makes a false report of child abuse, abandonment, neglect, or abuse of a vulnerable adult or who advises another to make 3-4 a false report is guilty of a felony of the third degree. §§ 39.205(9), 415.111(5). However, anyone making a report who is acting in good faith is immune from any liability. §§ 39.205(9), 415.111(5)(b).

HEALTH/CLINIC POLICY

Preschool and 5K students attending FCS are required to maintain current annual physical examinations and up-to-date immunization records in accordance with Florida childcare and preschool requirements. In addition to a completed Florida School Entry Health Exam Form (DH 3040), dated within 12 months of enrollment, an updated physical must be submitted annually thereafter for returning 4K and 5K students. Parents/guardians are responsible for providing updated health and immunization documentation as required to maintain compliance and continued attendance at FCS.

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. Immunization records must remain current and may not expire while the student is enrolled. 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.

For students recovering from surgery, fractures, or prolonged illnesses, a physician's note outlining any activity limitations or special considerations should be provided to the school nurse.

By signing this handbook, you authorize the clinic to administer treatment to your child. If you choose to decline medical treatment from the school clinic, please notify the school nurse via email.

FINANCES & ADMISSIONS INFORMATION

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. Student-athletes must provide proof of

primary medical insurance in order to participate in the athletic program. 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.

TUITION AND FEES PAYMENT POLICY

To ensure clarity and consistency in tuition billing, Florida Christian School partners with FACTS Tuition Management for all payment processing. Please review the following policies regarding due dates, mid-month enrollment, and returned payments so families can plan confidently and avoid unexpected fees.

Full Monthly Charge

Tuition is not prorated. Students who begin mid-month are responsible for the full month's tuition.

Initial Payment Requirement

Students who start mid-month must pay their first month's tuition within 5 days of enrollment, regardless of pending financial aid. This payment will be automatically withdrawn through the payment method on file with FACTS.

Monthly Due Date

All tuition payments are due on the 5th of each month, regardless of the student's start date.

Returned Payments

If a payment is returned or does not process on the 5th, it will be considered 30 days past due on the 5th of the following month. A \$50 late fee will be applied.

FACTS Tuition Management

We partner with FACTS Tuition Management Service to process all payments automatically. Please review their payment policies on their website, or request a copy from our Business Office.

Early Withdrawal

For more information regarding our Policies on Early Withdrawal, please review our Tuition and Fees document and page located in the Admissions Section of our website.

Withdrawal Fees

1. Reenrolled students, or new students that complete the admissions process and are accepted to the school, and who withdraw on or before May 31st, will forfeit the application fee and enrollment or reenrollment fee only.
2. Students who withdraw on or after June 1st, will also be responsible for a \$250 book fee, and 10% of the annual tuition per student.

3. Students who withdraw on or after the first day of school will also be responsible for a \$250 book fee, and 10% of the annual tuition per student, and the \$1,000 Campus Improvement and Security Fee per family.

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.

NEW STUDENT ADMISSIONS PROCEDURE

Submit Application

Parents that are interested in their child/ren attending Florida Christian School must submit a non-refundable application fee of \$40 for 3K and 4K and \$200 for K5 – 12th grade to begin the admissions process. Please visit the following link to access our application link and details found below:

<https://www.floridachristian.org/admissions/how-to-apply>

Upload Required Documentation

Parents must complete all required applicable items as found on their checklist in their application's portal. Our application process is completely digital to make applying easy and enjoyable.

Please note the list below of all required paperwork/forms we will need to finalize each student's application. Florida Christian School accepts all forms and transcripts electronically only. The referenced forms below are part of the application. Parents will be asked to enter names and email addresses for the respective parties. Please use the upload features on the application to submit all paperwork as directed.

- School Reference Form (1st to 12th grade) – OR – Preschool Form (3K – 5K)
- Teacher Reference Form
- Family Character Reference Form (Pastor, FCS Staff, Alumni or Community Leader Reference)
- Student Questionnaire (6th to 12th grade)
- Transcripts for the last 2 years and current report card
- Copy of Birth Certificate
- Any additional documentation

Parents will be informed of the entrance exam requirements and the rest of the admissions process once these steps are completed.

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 \$500.00 for all grade levels 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 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.

GENERAL INFORMATION

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, question, or concern, the parent should take it immediately to the teacher first before administration. 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.

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.

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.

LOCKERS

A locker is assigned to every student in grades 5–10. Students in grades 5–8 must provide and use their own combination padlock. Students in grades 9–10 will be assigned a locker with a built-in combination lock. Built-in lock combinations are changed each summer and issued only to the assigned student. All students in grades 11–12 must complete the Locker Request Form to either request or decline a locker for the school year. Special locker requests based on medical needs or other extenuating circumstances must be accompanied by appropriate documentation, including a doctor's note when applicable, and are subject to administrative approval.

Lockers are the property of Florida Christian School and may be opened and inspected by authorized school personnel at any time, with or without notice. Students are responsible for the care, cleanliness, security, and contents of their assigned locker. Sharing lockers is prohibited unless specifically authorized by school administration. Illegal substances, weapons, hazardous materials, tobacco or vaping products, alcohol, stolen property, and other prohibited or inappropriate items may not be stored in lockers. Food may not be stored overnight unless medically necessary and approved by the administration. The school is not responsible for items that are lost, stolen, or damaged.

Permanent decorations, stickers, adhesive materials, markings, or other items that may damage the inside or outside of a locker are prohibited. Temporary decorations may be displayed for no more than one school day and must be removed completely. Any damage resulting from misuse or unauthorized decorations will be the

financial responsibility of the student and parent/guardian. Lockers must be emptied and cleaned by 12:00 p.m. on the last day of school or immediately upon withdrawal. Any items left behind will be discarded.

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.

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. **Non-traditional student-athletes must submit their grades at the end of each semester to the FCS Athletic Director to verify 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.

PARENT-TEACHER CHRISTIAN FELLOWSHIP (PTCF)

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:

- Supporting the teachers' classroom activities and field trips as needed
- Coordinating volunteer needs for class participation in events.
- Communicating with your class about school activities.
- Creating a welcoming community for all families.
- 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.

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.

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 (<https://fcspatriots.store/>). There will be no regular school uniforms on hand in the Patriot store, except for PE uniforms and uniform-approved outerwear. 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, the following restrooms on the main campus are designated to a particular division as follows:

- Elementary – M Building
- Middle School – C Building
- High School – G & MC Buildings
- Bathrooms located on the second floor of the A building are only to be used by students who are utilizing classrooms A-202 and A-203 during their respective periods.

Students found using a restroom during school hours not designated to their division will receive demerits. After school, all restrooms on the main campus (except the M Building) are available to everyone. Restrooms on the West Campus are designated for 3K-5th grade students only. No adults are permitted in the restrooms on the West Campus other than teachers and teacher aides who are accompanying their class. There is a restroom located in the West Campus office for adult use only.

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. 9th – 12th 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.

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.

LEGAL AND CUSTODY MATTERS

The school remains neutral in all legal and custody matters and will follow only official, court-issued documentation regarding parental rights, communication, and student release. To ensure the safety and privacy of each student, parents or guardians must provide the school with current copies of any relevant court orders or custody agreements.

An internal **Legal and Custody Policy** outlining detailed procedures is maintained by the school administration and is available for review upon request.