



## **Student/Parent Handbook**

**P.O. Box 770698  
Winter Garden, FL 34777-0698  
407-656-7904**

## **STATEMENT OF FAITH**

Each member of the Board of Directors, the school's faculty and staff, having accepted Jesus Christ as personal Savior, shall subscribe annually to the following Statement of Faith:

We believe the Bible to be God inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19) and His personal return, in power and glory (Acts 1:11, Revelation 19:11).

We believe in the necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature and that people are justified on the single ground of faith, in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21, John 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled and called to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:8).

## **MISSION STATEMENT**

Family Christian School was established to provide a quality education for its students based upon God's Word. Our school is designed as an extension of the Christian family, to work with parents in educating their children from a Christian perspective, to facilitate a clear understanding of their personal relationship with God and a Christian world-view.

Our goal is to provide our students an uplifting atmosphere that will nurture each student's God given spiritual gifts, talents and abilities and challenge them academically to prepare them to be influential Christian leaders of tomorrow.

## **PHILOSOPHY OF EDUCATION**

The teaching approach will reflect our commitment to an excellence in education achieved through strong curricula that is based on Biblical principles. We will have a coordinated curriculum with clear grade levels that build each year. Drill and review are essential teaching tools that will be coupled with fun, interesting and interactive learning activities that involve each student in the learning process. The academic environment will include all modalities (visual, auditory, Kinesthetic) giving all students the opportunity to learn. Cooperative learning will also be important since it has been proven that the most effective teacher at most grade levels is a peer. We seek to create a learning environment that is excellent, interesting, motivating and most importantly, honoring to the Lord. Our goal is to produce solid, well-prepared students who hold a strong Biblical world-view.



**Welcome to Family Christian School!** You have made an important decision for your child in regard to his/her education, and we are happy to be a part of that decision.

The purpose of the school is to partner with the home and church and assist in teaching young people to think and behave in a Christian manner. This approach dictates a high level of expectation in every area of the school's program.

The school is highly supportive of parents and realizes that in the area of character that they are the major instructors. In order for the school to do its job well, we select families that have the same goals for their children as the school. In that way we can be mutually supportive and effective.

## **COOPERATION AGREEMENT**

In order to help and guide your child, the school has set specific expectations of its parents. Listed below are some of the most important of these expectations:

- 1) Your child needs a strong Bible-centered home. (Deuteronomy 6:7)
- 2) That your family is to be consistent in attendance and involvement with a Bible preaching and teaching church. (Hebrews 10:23-25)
- 3) You're responsible for the education of your child. The school cannot be a substitute for failure in the home. Commit your child, including his/her education, to the Lord. You should faithfully pray for your child's teachers, that they may be effective in teaching the whole truth. (Ephesians 6:4)
- 4) You are expected to pay tuition on time and when possible and led by the Lord, to give, to support and expand the school and its programs. (II Corinthians 9:7)
- 5) If you have a problem with the school, go directly to the staff member involved and try to resolve it, following the Matthew 18 principles.
- 6) Your child will be disciplined in accordance with Biblical methods, and should his/her attitude remain uncooperative, the privilege of attending Family Christian School may be withdrawn. (Proverbs 22:6)

## **NON-DISCRIMINATION POLICY**

Family Christian School does not discriminate in its admissions of students based on race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, programs or activities.

## **PROCEDURES FOR ADMISSIONS**

The first step in admission is to complete an application form and submit the registration fee. Families may also have a personal interview with the Administrator/school board. All necessary forms will be completed and signed by parent(s).

- a) Application Form
- b) Statement of Cooperation
- c) Emergency/Medical Information
- d) Permission of Release of Records
- e) Immunization Records
- f) Transfer Form (if applicable)
- g) Testing Results (SAT, FCAT, Private testing, etc.)
- h) WRAT 3 entrance test

A student's acceptance will be based on the information on the application form, previous school records, and parent-student interview. Previous teachers and/or principals may be contacted. FCS reserves the right to make its acceptance decision based on a previous school's recommendation/assessment of a prospective student.

## **REENROLLMENT**

Reenrollment of existing FCS students takes place at the end of January each year. The reenrollment of a student is completed only when all forms and fees (Registration, Activity) have been paid in full.

Siblings of existing FCS students are also enrolled, if space exists, for the next school year before registration is opened to the public.

## **FEES**

Registration fees are non-refundable enrollment deposits. The school board reserves the right to increase fees to meet the expenses of the school.

## **TUITION**

Tuition can be paid either on an annual basis (we offer a \$100.00 discount) or in either 10 or 12 monthly payments beginning in July. FCS uses a third party vendor to automatically deduct tuition from either a checking or savings account. Because of the school's obligations, tuition must be paid on time. A \$50.00 late fee will be assessed if

an initial draft is unsuccessful on the day tuition is due. Quarterly report cards will be held if there is an outstanding balance. If a student is withdrawn from Family Christian School with an outstanding balance, the student's records will not be transferred until the account is cleared.

## RETURNED CHECKS

If any check is returned by the bank for any reason, a \$25 fee is levied against the account. If the school experiences two returned checks from the same account within a school year, the account will be required to pay all subsequent payments with cash or guaranteed/certified check.

## REFUNDS

If a student is withdrawn from FCS at any time after registration, the family is responsible to pay the tuition and any fee charges earned through the month in which the student withdraws. There are no refunds, other than for payments made over and above the tuition charges through the month the student is withdrawn.

## ACADEMICS

FCS reserves the right to place a student at the academic level that the school feels is best suited for them. We are not a correctional school, nor are we equipped to handle problem students. Our small classroom setting allows FCS to develop individual educational plans for students, however we are not equipped to help students with severe or profound learning disabilities. FCS reserves the right not to enroll students based on results of abilities testing, IQ testing and other forms of evaluation.

## AGE/GRADE LEVEL REQUIREMENTS

Kindergarten students must be 5 years old on or before September 1st of the school year. Exceptions may be considered based on readiness, determined through enrollment testing.

FCS offers instruction for grade levels from K5 through High School.

## PROGRESS REPORTS

Progress reports are issued mid-way through each 9-week quarter. Parents will be notified whenever a teacher feels a discussion of a child's progress is necessary. Parents are urged to contact the teacher anytime there is a question about the child's work or progress.

## REPORT CARDS

Report cards are issued at the end of each 9-week quarter. They must be signed by a parent and returned to the teacher within 10 days of being issued.



## GRADING SCALE

E=Excellent	A = 90-100
S=Satisfactory	B = 80-89
N=Needs Improvement	C = 70-79
U=Unsatisfactory	D = 60-69
	F = 0 - 59

K5 students will receive specialized Report Cards to track academic progress and developing skills.

## PROMOTION

Students are promoted to the next grade level when they demonstrate acceptable mastery of courses and display age appropriate social skills.

If a student is not understanding subject material in a manner which shows an acceptable mastery in a course, FCS reserves the right to retain that student. Promoting a student who is not ready to handle the increased work is a disservice to the student and parents.

In the event that a student receives a “D” for a given subject, the student must receive tutoring in that subject from a certified teacher.

When a student receives an “F” twice in the same subject, the student has failed that subject/course. When a student receives an “F” in two subjects, twice in the same school year, then the student has failed their grade level and will be retained.

## CURRICULUM

FCS utilizes texts that are Christian-based and Christ-centered. Curriculum will be supplemented by the teacher, who has developed creative, fun, hands-on activities that will enrich the curriculum. Supplemental activities will utilize all learning modalities.

Some students may require adaptations/modifications to be successful in the learning process. We can give preferential seating in class and give extra time for tests, when recommended after testing. We will work together as a faculty to review student’s weaknesses and to develop strategies for helping each student to succeed, however we do not offer specialized services for learning challenges.

Enrichment may also be necessary to highly motivated or brighter students. Additional assignments will be relevant, meaningful and interesting.

## SUPPLY LISTS

Supply lists will be given to each family. Students are expected to come to class with all required supplies.





## SCHOOL POLICIES

### ARRIVAL

For the safety of our students, they should not arrive prior to 7:45 a.m. Although faculty may be in their classrooms before that time, they are not expected to receive students until 7:45 a.m. Because of shortened instructional hours, promptness is essential. The school day begins at 8:00 a.m. on Monday, Tuesday and Thursday. Students may arrive at 9:45 a.m. on Wednesdays and Fridays. Students are to be dropped off at the driveway end of the Education Building only. A staff member and patrol will greet the students and oversee their safety. Please do not accompany your child into the building. Only scheduled volunteers may enter the building during school hours.

### MORNING CARE

Morning Care is available on Wednesdays and Fridays from 8:00 – 10:00 a.m., free of charge. Students must report directly to the Morning Care classroom.

### DISMISSAL

Students will be dismissed promptly at 1:00 p.m. on Monday, Tuesday and Thursday. To minimize traffic congestion, please pick up your student following a designated route. Faculty members and patrols will aid with dismissal procedures. Students not picked up by 1:20 p.m. (without prior arrangement), will be placed in the afternoon “Homework Help” class. Students picked up after 1:30 p.m. will be charged \$5.00.

Students will only be allowed to leave in a parent’s car, unless registered in a regular carpool or if the parent has notified the office that the child is to be picked up by another driver. We can not place your child in the car of a relative, another school parent or a friend unless they are on your designated list and we are notified in advance.

### HOMEWORK HELP

Homework Help is an after-school program offered to assist students to complete homework assignments from 1:15 – 3:00 p.m. Mondays - Thursdays. Students are given time to eat after school before starting their homework. Daily fees charged are \$7.00 per child. Students must be picked up promptly at 3:00 p.m. to avoid being charged late fees.

### WEDNESDAYS

Wednesday has been designated for academic field trips and group learning activities. Attendance is **mandatory** as this is a continuation of classroom instruction and enrichment. Permission slips must be signed by a parent/guardian for each field trip in order for a student to participate in that field trip. Alternate assignments will be required for students who do not attend Wednesday activities. Habitual absence will result in grade reduction.



## FRIDAYS

Friday has been designated for Chapel (Radical Rewards Rally) and group learning activities. Attendance is **mandatory** as this is a continuation of classroom instruction and enrichment. Prior notice of a planned Friday's absence is required. Chapel begins at 10:00 a.m. Chapel attendance and participation will be a component of a student's Bible grade. Habitual absence will result in grade reduction.

## TARDINESS

**Three unexcused tardies are allowed in each 9-week quarter. On the fourth absence, the student will remain after school to perform community service.** An excused tardy is given for medical/dental visits when the student provides a doctor's note. Unexcused is over-sleeping, running late or any other reason not explicitly excused. Tardies will be counted for each school day, including Wednesdays and Fridays.

## ABSENCES

**Attendance is taken every school day, including Wednesdays and Fridays.**

When a student is absent, it hinders his/her progress in class. Therefore, absences should be kept to a minimum. All absences require a parent's written excuse, explaining the reason for the absence, to be turned in the next class day. If in the teacher's opinion absences become an issue, a meeting may be called with the family involved and the school board/principal. Students have the same number of days to make up missed school work as the number of days absent.

Excused Absence: Illness with a doctor's excuse.

If your child is going to be absent, please notify the school office by 8:00 a.m. on academic days and by 10:00 a.m. on Wednesdays and Fridays.

**20 absences in a school year will result in a student not being promoted to the next grade.**

## DRESS CODE

The school's dress code is meant to promote modesty and a neat, uniform appearance of the student body. The dress code includes personal grooming and jewelry worn by students.

The regular uniform of red, white or navy blue polo type shirts are to be worn on Monday, Tuesday and Thursday.

Each student is asked to purchase at least 1 embroidered FCS shirt for special events or dress field trips.

On Wednesdays and Fridays, FCS t-shirts may be worn with uniform shorts.

Boys can wear tan or navy blue uniform shorts or pants. Shorts must be at least the length of the longest fingertip when arms are at their sides.

Girls may wear tan or navy blue uniform jumpers, skirts, shorts, skorts, pants or Capri pants (in uniform materials). All must be at least the length of the longest fingertip when arms are at their sides. Shorts must be worn underneath jumpers.

Middle School students may wear jeans (pants, shorts, capris) on Thursdays with a uniform shirt. Jean skirts are not allowed. Jeans may not be torn, faded, patched or fit tightly.

No sandals, open-toed shoes, flip-flops or platform shoes are to be worn. Heelies may not be worn to school for safety reasons.

Students may wear one bracelet/wristband on each wrist.

Necklaces and earrings may be worn as long as they are not a distraction. Boys may not wear earrings.

Hair for boys must be cut above the collar, above the eyebrows and no longer than mid-ear.

No unnatural hair color may be worn by boys or girls.

### **Cold Weather Clothing-**

Students may wear an FCS shirt with a solid red, white or blue jacket or an FCS jacket.

Solid red, white or blue turtlenecks may be worn under an FCS polo or FCS t-shirt.

Jackets and shirts may not have large print but may have small brand logo on pocket area of the garment.

### **Casual Day Cards-**

Students who receive Casual Day Cards may use the cards on any first or third Tuesday or Thursday of the month. Casual dress will be limited to these four specific days each month.

## **SCHOOL CALENDAR**

Generally, FCS follows the Orange County Public School (OCPS) calendar for grading periods and most holidays, with the addition of observing Good Friday. Please note that there may be exceptions as we may observe different holidays and schedule other days

as teacher workdays throughout the year. Parents will be notified in advance of all FCS holidays and any other scheduled day that school will not be held.

## EMERGENCY SCHOOL CLOSING

Generally, FCS will follow OCPS decisions on school closings. Please refer to your local TV and/or radio stations or the OCPS web site. FCS will contact families if our school schedule differs from that of OCPS.

## HEALTH SERVICES

FCS complies with all state requirements concerning student immunization and medical records. Students will not be allowed to attend school if records are not complete and filed with the school office by the first day of classes.

## MEDICATIONS

FCS is not able to dispense or store medications. Parents will have to make arrangements to medicate students before and/or after school.

## TELEPHONES

Please do not call the church office. If it is necessary to contact the school during school hours, please call the school office at (407) 656-7904.

## CELL PHONES

Students may bring cell phones to school, but they must be turned off and placed in their storage area during school hours. Use of cell phones is not allowed during school hours. Cell phones will be confiscated from students if the phones are not turned off or if a student is observed carrying or using a cell phone during school hours.

Confiscated cell phones will be turned in to the school office for the parents to pick up.

## SOCIAL MEDIA

For security purposes, students may not take pictures on campus or post pictures from campus on any social media platforms.

## STUDENT DISCIPLINE

### CLASSROOM MANAGEMENT

An individual teacher's class rules and expectations will be made clear and reviewed regularly with students.

### DISCIPLINE PROCEDURES

At FCS, our goal is to help raise responsible, respectful students who desire to live according to God's Word. Our behavior policy is designed to accomplish just that. Teachers will ask students to follow class rules but after 2 corrections, if a student doesn't change their behavior they will be removed to the hallway. Parents will be notified. If behavior doesn't change and remain consistent, the student will be sent home. If a student is sent home 3 times in a school year they will no longer be able to be a student at FCS.

#### DRESS CODE:

- 1<sup>st</sup> Violation: Verbal warning to the student
- 2<sup>nd</sup> Violation: Warning and call parent to replace clothing or correct hair cut
- 3<sup>rd</sup> Violation: Student sent home with unexcused absence

#### DISRESPECT, DISORDERLY CONDUCT AND INSUBORDINATION:

Students are to be respectful and submit to the authority of faculty in all situations.

##### Mild Incidents

- 1<sup>st</sup> Violation: Verbal warning
- 2<sup>nd</sup> Violation: Written communication and/or call home
- 3<sup>rd</sup> Violation: Parent meeting

##### Severe Incidents

- 1<sup>st</sup> Violation: Written communication, call home and/or meeting with Administrator
  - 2<sup>nd</sup> Violation: Meeting with Administrator and parent
  - 3<sup>rd</sup> Violation: Expulsion
- \*The administration and school board may deem a single incident severe enough to warrant immediate expulsion.**

**LYING:**

Not telling the truth by telling a lie or the omission of facts/truth.

1<sup>st</sup> Violation: Written communication and call home

2<sup>nd</sup> Violation: Letter of apology to teacher, parent meeting with Administrator

3<sup>rd</sup> Violation: Expulsion

**\*The administration and school board may deem a single incident severe enough to warrant immediate expulsion.**

**PROFANE, OBSCENE OR ABUSIVE LANGUAGE:**

The use of oral or written language, gestures, objects, pictures which are socially unacceptable or offensive.

1<sup>st</sup> Violation: Written communication, call home, and/or suspension or expulsion

2<sup>nd</sup> Violation: Letter of apology, meeting with Administrator and/or suspension or expulsion

3<sup>rd</sup> Violation: Expulsion

**\*The administration and school board may deem a single incident severe enough to warrant immediate expulsion.**

**BULLYING, THREATS AND HARASSMENT:**

Oral/written threats or demeaning comments, including the use of pictures or gestures.

1<sup>st</sup> Violation: Immediate correction, counsel, and/or isolation, and/or removal from school.

2<sup>nd</sup> Violation: In-school suspension for two days

3<sup>rd</sup> Violation: Expulsion

**\*The administration and school board may deem a single incident severe enough to warrant immediate expulsion.**

**FIGHTING:**

Physically striking or laying hands on another student against their will.

1<sup>st</sup> Violation: Immediate isolation and/or removal from school, 2 day in-school suspension

2<sup>nd</sup> Violation: Expulsion

**\*The administration and school board may deem a single incident severe enough to warrant immediate expulsion.**

**INAPPROPRIATE BEHAVIOR:**

Student behavior that disrupts class, including the use of distracting devices.

1<sup>st</sup> Violation: Written communication and call home

2<sup>nd</sup> Violation: Letter of apology and parent conference

3<sup>rd</sup> Violation: Meeting with principal and/or removal from school

**\*The administration and school board may deem a single incident severe enough to warrant immediate expulsion.**





## ACADEMIC DISHONESTY:

Any cheating related to homework assignments, projects, quizzes, test answers or plagiarism.

1<sup>st</sup> Violation: Written communication, call home and/or a "0" will be given on the assignment, project or quiz

2<sup>nd</sup> Violation: 1 day suspension

3<sup>rd</sup> Violation: Expulsion

**\*The administration and school board may deem a single incident severe enough to warrant immediate expulsion.**

## DESTRUCTION AND MISUSE OF ANY PROPERTY:

The family of the offending student shall be responsible for repair or replacement of school/church or personal property. Gum chewing will not be permitted during any school function.

1<sup>st</sup> Violation: Written communication, call home, repair or replacement of property

2<sup>nd</sup> Violation: Written communication, call home, repair or replacement of property

3<sup>rd</sup> Violation: Expulsion

**\*The administration and school board may deem a single incident severe enough to warrant immediate expulsion.**

## **ACADEMIC ELIGIBILITY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES**

At Family Christian School, the academic performance of a student is one of the major criteria that determine his/her eligibility to participate in an extracurricular activity (**club, sports team, special activity or event\***.) It is therefore required that students meet minimum levels of academic achievement.

Assessment of a student's academic eligibility to participate in any school extracurricular activity is done six (6) times each year. Assessment begins with the progress report at the mid-point of the first grading period and is repeated with each subsequent grading report for the school year (progress reports and report cards.) For activities that begin prior to the 1<sup>st</sup> progress report, the report card from last year's 4<sup>th</sup> grading period is assessed.

Students are academically eligible for extracurricular activities as long as they maintain a "C" (2.0) cumulative average and they do not have a failing "F" grade in any class during the grading period.

Students ruled ineligible based on the assessment of a progress report or report card are academically ineligible until the next grading report is assessed. (If ineligible due to a progress report, the student remains ineligible until that period's report card, if ineligible due to a report card, the student remains ineligible until the next period's progress report.) Ineligible students may practice with their team but cannot dress for games.

If a student is ruled academically ineligible for two (2) consecutive grading report assessments, he/she will be removed from the activity or team.

**\*event is defined to include, but not limited to: assemblies, field trips, MS retreat, 7<sup>th</sup>/8<sup>th</sup> grade trip and any other activity outside of the routine classroom activity.**

## STATEMENT OF COOPERATION FAMILY CHRISTIAN SCHOOL

(ONCE SIGNED, PLEASE RETURN TO THE FCS OFFICE)

**Student:**

I have read and understand the FCS Student/Parent Handbook and agree to abide by all of its rules and policies.

\_\_\_\_\_

Student

\_\_\_\_\_

Date

**Parent:**

I have read and understand the FCS Student/Parent Handbook. As a parent, I agree to abide by all of the rules and policies and to support the decisions of the FCS faculty, administration and school board.

\_\_\_\_\_

Parent

\_\_\_\_\_

Date

\*\*May we publish your address and phone number in our school directory?

YES    NO

\*\*May we have your permission to publish your child's picture/name in/on any media release?

YES    NO