



*A Ministry of Faith Bible Church*  
(Founded 1974)

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**START - STAY - LEARN - GROW**

## ADMINISTRATION

Principal.....Mrs. Carla McGhee  
Vice Principal.....Mrs. Angela Bouington

School Mascot- Lion  
School Colors- Royal Blue and Gold

*Study to show yourself approved unto God...*  
*II Timothy 2:15*

*Revised June 2020*



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## **STATEMENT OF FAITH**

1. We believe that the Bible is the Word of God, verbally inspired by God the Holy Spirit, inerrant in the original writings, and the supreme and final authority in faith and practice.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit—co-equal in power and glory and having the same attributes and perfection.
3. We believe that all men are sinners, and apart from Christ, they are presently and eternally dead in their sins, separated from God, and under His condemnation.
4. We believe that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, lived entirely without sin, died as a sinner's substitute, making perfect atonement for the sins of the world, was raised bodily from the dead, and ascended to the right hand of the Father in heaven where He is the believer's High Priest and Advocate.
5. We believe that all who receive by faith the Lord Jesus Christ as personal Savior are justified on the grounds of His shed blood, are born again by the Holy Spirit through the Word, thereby becoming the children of God, and are indwelt and sealed by the Spirit until the day of redemption. Believers are thus eternally united to Christ by the Spirit, and together form the True Church, the Body and Bride of Christ.
6. We believe that God, in His own time and way, will bring all of creation to its appropriate end. The dead will be raised and Christ will judge all men in righteousness (Acts 17:31; Romans 14:10; Revelation 20:1-22:13). The unrighteous consigned to Hell (Romans 6:23; Revelation 20:15), and the righteous will receive their reward and dwell forever in the presence of the Lord (John 14:1-3; Romans 6:23; Revelation 21:3-4).

Though we have a diverse faculty, staff, and student body, Faith Christian School is committed to teaching these fundamentals, not wavering from this Statement of Faith, no matter the view of one's background, church affiliation, or practice.

## **MISSION STATEMENT**

**The Mission of Faith Christian School** is to associate with like-minded teachers and parents for the purpose of encouraging every student to develop his or her relationship with God the Father through Jesus Christ. We make every effort to train the next generation of Christian leaders, therefore we must strive to teach the following from the Word of God:

- All truth is God's truth. (Psalms 31:5; Is 65:16; Deuteronomy. 10:21; John 1:17; John 8:32)
- It is important to have an understanding of and appreciation of the attributes of God. (Matthew 22:37; Mark 12:30)
- The work of the Holy Spirit is of major significance. (John 14:26)
- Prayer is essential. (I Thessalonians 5:17; James 5:16-18)
- Every person is of value, uniquely created in the image of God as male or female, with a divine purpose. (Genesis 1:27; Psalm 139:13)
- A personal relationship with Christ is vital. (John 1:12)
- Every facet of curriculum should be permeated with God's Word. (I Thessalonians 5:21-22)

**FAITH BIBLE CHURCH** is an independent, non-denominational church that sponsors FCS.

## GOD'S PLAN OF SALVATION

The Bible says that **all people are sinners** (Romans 3:10, 23), and **the result of our sin is death** (Romans 6:23). The Bible also says that **we cannot save ourselves** (Ephesians 2:8-9; Titus 3:5).

Because of His love, **Jesus died for our sins** (Romans 5:8; John 3:16-17), and we need to **trust Jesus to save us** (John 3:18, 5:24; Acts 16:31). He even **assures us** of our salvation (Romans 10:13; John 10:28-29).

If you have any questions concerning a relationship with Christ, please speak to the administrator or a faculty member.





# GENERAL INFORMATION FOR ALL STUDENTS



## **ADMISSION**

Faith Christian School (FCS) practices a biblical philosophy of admissions not discriminating because of race, religion, sex, color, or national origin. FCS reserves the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and his or her willingness to cooperate with the administration and abide by its policies.

FCS is a protestant, non-denominational school with a student body representing various denominations. With an understanding of those differences, we teach the fundamentals of the Bible without apology, expecting all students to comply with the presentation of Biblical truths. No child can be exempted from a class or subject because of objecting to Biblical content or the mandates of Scripture. It is our desire to provide a quality Christian education for all young persons in our area who may desire to attend. The school office can assist you with an application and specific guidelines for the application process.

All students are required to undergo an application and interview process to evaluate his or her compatibility with the school.

Applicants, new or former students:

- may, at the administration's discretion, be tested for placement,
- may be placed on academic probation for a period of nine weeks,
- may serve a nine week probationary period if returning after suspension from FCS or entering as a new student with disciplinary action from another institution.

Faith Christian School may deny admission due to a student or parent who is inconsistent with the school's religious beliefs.

Any child expelled from FCS will not be allowed to return. Failure in any course work at the end of the designated grading period will prevent the probationary student's return the following term.

## **CURRICULUM**

Faith Christian School approaches its curriculum with an attitude focused on Jesus Christ. We offer a multi-faceted curriculum with books and materials from ABeka Book Publications, Bob Jones, Veritas Press, and Apologia. Other sources are used in various subject areas to provide students with the best resources possible.

The program at FCS is designed to stimulate each child's natural curiosity. Educational field trips, guest speakers, audio-visual presentations, math manipulatives, computer skills, art, recreation, and music serve to enrich a student's learning experience. Chapel services unify the school in one setting and afford students with the opportunity to experience an age appropriate church-like setting. Exposure to local and world missions adds a unique and valuable dimension to the curriculum. Teaching methods include individual and small group instruction, developing study skills, encouraging creativity and independent thinking, memorizing major works of poetry and Bible verses. Subject areas and curriculum are periodically reviewed by a curriculum committee composed of parents and teachers, to ensure the highest standard of education.

## **REGISTRATION**

Parents, guardians, or caregivers are authorized to register students for any grade level at FCS (K3 through 10<sup>th</sup>) in the school office Monday through Friday or on-line using the school's on-line parent/grade portal. An early registration period is held each year in the spring for those desiring to register their child with a 25% discount on the registration fee. The full-rate, nonrefundable registration fee is \$100.00 for each student with a maximum fee of \$200.00 for each family. This fee must be paid upon registering and will ensure your child's position for the next year. Registration is based on a first-come, first-serve basis.

A completed registration includes the registration packet, a copy of the 680 blue card (immunization), physical, birth certificate, and any other applicable legal papers.

Registration for the next school year for current students is not automatic. Parents must register their children each year. However, current Faith Christian students will be given an opportunity to register before open enrollment for the community. The 680 blue card and physical will be carried forward each year but will need to be updated as required.

In order for current students to be registered, all school accounts must be paid in full. The registration fee must also be paid at the time of registration. Supply fees for the next school year are due by July 1, and will incur a late charge if not paid by the tenth of the month.

## **HEALTH FORMS AND IMMUNIZATIONS**

Florida law requires all students attending school in Florida for the *first time* to have a physical examination within the 12-month period prior to entering a Florida school. The health form is to be completed by your physician within the 12-month period prior to entering class.

Florida law requires a certificate of immunization or Form DH 681, Religious Exemption from Immunization, for all students entering a Florida school. If the physical examination is given outside the state of Florida, the physical examination report must be submitted to the Gulf County Health Department for verification that immunization meets Florida's standards. If the physical examination is given in Florida, a Florida Certificate of Immunization from the Gulf County Health Department is also required. Immunization can be taken care of through your physician or local health department authorities.

**NOTE:** It will be necessary to bring your child's health reports as stated above to the office prior to the first day of school. No child will be admitted to class until all records are complete as required by law.

**Note for Students in 6<sup>th</sup> Grade:** Every Florida student entering 7<sup>th</sup> grade must have proof of the following:

\*Hepatitis B---series of 3 shots over 6 months

\*Measles---second of 2 shots

\*Tetanus-diphtheria---1 booster

## **HEALTH POLICIES**

Parents are asked **not** to make doctor or dental appointments for students during school hours whenever possible; however, it is understood that this cannot always be avoided.

Students will not be given any oral medicine without signed permission (see health policies).

For the welfare of your child and others in the school, all children who are sick must be kept at home. Students with a fever of **100° F** or higher will not be allowed to attend class. Parents must make arrangements to pick up their sick child from the campus. Students must be fever free for 24 hours (without fever reducing medication) before returning to school.

Students with vomiting or diarrhea will not be allowed to return to school until they are symptom free for 24 hours.

Faith Christian School desires to maintain a healthy school environment by institution controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify a

school administrator. Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, an independent physician's examination of the student or employee to verify the diagnosis of communicable disease may be required upon return.

FCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

## **SCHOOL HOURS**

Our day at FCS begins promptly at 8:00 A.M. Any student arriving after 8:05 must sign in at the office and is considered tardy. Upon arriving at school, students in K5 through 10<sup>th</sup> grade should go immediately to the school chapel for Morning Meeting. If your child is tardy, a member of our staff will safely escort him or her to the appropriate area according to our schedule. During Morning Meeting, our students begin their day with devotion, prayer, singing, pledges to the American and Christian flags, and the Bible. This is also a time for students to hear important announcements about special events and general "housekeeping" items.

### **Dismissal Times:**

K-3 - 11:30 A.M.

K-4 - 11:45 A.M.

Marvin Wing - 2:30 P.M.

Godfrey Hall - 2:45 P.M.

Extended Day – class dismissal until 5:15 P.M.

Our dismissal times are staggered in order to avoid any unnecessary traffic congestion.

If a student's transportation does not arrive within 15 minutes of school dismissal, students in K3 through 6<sup>th</sup> grade will be sent to extended care and the parent will be billed accordingly. Students in 7<sup>th</sup> through 10<sup>th</sup> grade will be sent to the office to await their transportation. Unless accompanied by their parents or staying after school for detention or extended care, students will not be allowed to remain on campus after 3:00 P.M.

### **Restriction on Child Pickup:**

If parents are divorced or separated and one parent is *not allowed* to see or pick up the child, the office **MUST** have a transportation authorization form on file along with a certified copy of the court order of Final Judgment. A student pickup sheet may be filled out and kept on file in the office upon enrollment. This sheet will list all people with permission to pick up the student. Any individual not listed on the form will not be permitted to pick up the student. For the safety of the children a photo ID may be requested at time of pick up.

### **EXTENDED SCHOOL DAY**

Our Extended School Day program is a service provided for our students in K3 through the 6<sup>th</sup> grades until 5:15 P.M., Monday through Friday, during the school year.

The school calendar marks days that no Extended School Day is provided.

The monthly fees for Extended Day vary according to the length of time involved. An official fee schedule for Extended Day can be obtained in the school office.

## **ATTENDANCE POLICIES**

- It is the expectation of FCS that each student attends school regularly. Situations involving sickness, death in the family, and other unplanned emergencies are classified as excused absences.
- Students in K5 through 10<sup>th</sup> grades who are repeatedly tardy to school without a valid excuse (e.g. transportation problems) may have an excessive tardy letter added to his or her permanent record. Alternative discipline may also be required.
- Any student in K5 through the 10<sup>th</sup> grade with absences totaling more than 30 days (or more than 15 days each semester) may not be credited with the completion of that school year. However, in the event of extenuating circumstances, makeup work can be arranged. An appointment must be made with the principal to discuss the circumstances and arrange an alternative.
- In order to maintain perfect attendance, the student must attend every day of school. A student must attend a minimum of four hours of the school day for that day to count toward perfect attendance.
- In grades K5-10, if the student must miss more than three hours in a school day, it will be counted as a full day's absence, regardless of whether the absence is excused or unexcused.
- If a student is absent from school, a parent or guardian must communicate with the school.
- Appropriate forms of communicating absences include: calling the school office on the day of the absence or submitting a written explanation upon the student's return to school.



- If your family is planning a vacation or other extended time of absence, please inform the teacher so arrangements can be made for missed schoolwork. FCS requests a one-week notice for scheduled and extended absences.
- To be dismissed from school early, please notify the school office in advance, if possible. Before releasing a student for early dismissal, a parent or guardian must **sign out the student in the school office**, unless otherwise directed by administration. Students may not leave campus for an early dismissal without being accompanied by a parent or guardian. Students who participate in extracurricular activities may leave campus early once permission has been granted by administration and the office has been notified.
- Class/field trips are counted as school days and are part of a child's educational experience. If a student chooses not to attend a class/field trip, he or she will be marked absent.
- Half days (usually occurring before holidays) or special days (such as class parties) are also counted as school days. If a student chooses not to come to school, he or she will be marked absent.
- Any student serving out a suspension (see Discipline section) will be counted absent and may receive zeros for the days' assignments. A note from parents will not be required for the student to return to class.

## **BAD WEATHER CONDITIONS**

If Gulf County schools close because of hurricane or storm conditions, Faith Christian School will close as well. School closing announcements will be made through social media, email, school wide text messaging, and the local news. Re-opening times will also be the same as Gulf County schools unless there

are extenuating circumstances, in which case the FCS School Board will decide a reopening date. Parents will be notified through social media, email, and school wide text messaging.

## **EXTRA CURRICULAR ACTIVITIES and FIELD TRIPS**

Each class may participate in a limited number of field trips per year. These field trips are educational in nature. They may require fees to cover transportation costs and/or admission to the event. Field trips are limited to our current student body and their families. Former students or friends of students are not allowed to travel with the school on any field trips (including class parties, reward trips, etc.). Faith Christian School will not be responsible for any child who is not presently enrolled with the school. (NOTE: Those not presently enrolled who attend any such school event at the same time as Faith Christian students will not be under the supervision of any authorized chaperone designated by Faith Christian School.)

All students are required to abide by all school policies while participating in any extracurricular activity on or off campus.

School dress code must be upheld. Conduct and standards required while on campus are expected at the same caliber while attending any extracurricular function off campus.

Any parents who **request** to chaperone or provide transportation must abide by all the following *Field Trip Procedures*:

- All automobiles must be in good working order and have operable seat belt mechanisms.
- All students must be buckled in a single seat belt. (**NO DOUBLE BUCKLING**)
- All drivers must have a good driving record, obey all traffic laws, and carry full coverage automobile insurance.
- All drivers must stay together and take the same route to the field trip destination.

- All drivers and chaperones must stay with the class during the entire field trip (**NO SHOPPING OR STOPPING FOR ERRANDS**).
- All drivers must leave the field trip destination to return at the same time, taking the same route to the school.
- No students may swap cars to return, all students must ride in the same automobile to and from school.
- If any emergency stop is necessary, all drivers must stop and wait on the others.
- Other responsibilities and guidelines are laid out in the *Field Trip Responsibilities* checklist which will be given to all parents participating in classroom trips prior to the trip.

## GENERAL POLICIES

1. Be sure your child gets plenty of rest and is at school on time.
2. Children will be sent home **only** with their parents or others who are on the Transportation Authorization form (kept on file in the office). Please notify the office in writing if any other special arrangements will be made regarding the child's transportation. If arrangements are to be permanent a new Transportation Authorization form must be completed.
3. Please notify your child's teacher of any significant or serious allergies.
4. If your child's teacher suspects a deficiency in hearing, sight, or general health, please schedule an appointment with your child's physician as these problems could affect their academic progress.
5. Any and all toys or playing cards or card games, not provided or administered by FCS faculty or administration are banned from campus and at all school-related activities.

6. Any and all electronic games or devices (with the exception of calculators or computers) may not be used during school hours. Any device used in the classroom will be for educational purposes and under the discretion of the teacher.
7. Inappropriate literature, magazines, books, catalogues, etc. will not be permitted on campus or in the student's possession.
8. Weapons, items of destruction, and items intended to harm are banned from our campus and at all school-related activities. If these items are found on campus and/or in the possession of the student, they will be confiscated and retained by the administration.
9. Parents are requested to leave all items for students or teachers (i.e. lunches, homework assignments, etc.) in the school office. Please do not go directly to the classroom as this will interrupt teaching and valuable class time.
10. Students may NOT use cell phones during school hours. In case of an emergency or illness, permission from the student's teacher **must** be obtained to use the office phone. When inquiring about a late ride or other after school issue, students may use personal cell phones 15 minutes after their class is released for the day.
11. If you have any questions concerning the progress of your child, contact the teacher or school office for an appointment.
12. All students must abstain from inappropriate physical contact of any kind. This includes displays of affection, aggression, hostility, or harassment.
13. Teachers at FCS have personal workspaces in the classroom. These include: the desk, any and all file cabinets, and bookshelves. Students are prohibited from

opening, touching, or taking anything from these specific areas.

14. Students have personal workspaces and storage cubbies in their homeroom classroom
15. . School supplies and personal items may be stored in the student's assigned cubby. Students are prohibited from touching, or taking anything from another student's cubby or personal workspace.

## **CLASSROOM PROCEDURES**

All students are expected to be in their proper place and prepared when school is ready to begin. This means that students should have their own paper, pencils, books, and assignments in each class.

In order to create a productive, academic environment, the classrooms at FCS are structured, calm and controlled. Teachers will promote the school rules and institute classroom management procedures appropriate for their age and grade level. Students are expected to be respectful to teachers and classmates on campus. Students are expected to maintain proper respect and behavior off campus as well.

Homework is generally given Monday through Thursday with the exception of special projects, which may require attention during the weekend. Little or no homework will be assigned on Wednesdays to allow students to participate in church activities.

Graded papers will be sent home each Monday. Progress Reports will be sent mid-way through the nine-week grading cycle.

## **PARTIES**

Most FCS classes celebrate certain Christian and patriotic holidays. During these celebrations, parents may be asked for assistance.

We do not celebrate birthdays at school with presents, toys, party favors, or classroom time. Parents may provide a special treat or snack to be served during snack or lunchtime for all classmates when planned in advance with the teacher.

Please note: when planning an off-campus birthday party, the teachers can only distribute invitations when every classmate is invited.

## **SUPPLIES**

FCS orders all curricula and some supplies for the school year. Consumable books are the property of the parents when the school year is completed. Non-consumable books are leased to the students as part of the supply fee.

Each class has different supply needs. These needs are listed on the official FCS supply list or will be communicated to you by your child's teacher.

Special project supplies are not listed on the official FCS supply list.

## **STUDENT DRESS CODE**

The purpose of school uniforms is to foster a sense of unity among the students, to provide a consistently attractive and neat appearance, to enhance a ready-to-learn atmosphere, and to avoid peer pressure in matters of dress.

Uniforms also promote safety on and off the campus. It assists staff by assuring that students can be easily identified from strangers on the campus, and recognizable on field trips.

### **Girls' Tops**

- Solid royal blue, navy, or white polo (short or long sleeve) - tucked in
- Solid sweatshirts or sweater or light jackets may be worn in class. Colors include: navy, royal blue, grey, or white
- Heavy jackets/coats may be worn to school but not during class.

### **Girls' Bottoms**

- Solid khaki or navy shorts 7 inches in length, solid khaki or navy knee length skirts, solid khaki or navy full-length pants, or blue jeans (no jean shorts, no jean skirts, no sweat pants, no basketball shorts)
- Royal blue, khaki, or navy dresses or jumpers
- Pre-school and elementary girls must wear shorts under skirts and jumpers
- K5 – 10<sup>th</sup> grade - Belt (when loops are present)

### **Girls' Chapel uniform (to be worn on all chapel days)**

Solid khaki, knee length jumper or solid khaki, knee length skirt, belt (when loops are present) and solid white button-down dress shirt (short or long sleeve).

### **Boys' Tops**

- Solid royal blue, navy, or white polo (short or long sleeve) - tucked in
- Solid sweatshirts, or sweaters, or light jackets may be worn in class. Colors include: navy, royal blue, grey, or white
- Heavy jackets/coats may be worn to school but not during class.

### **Boys' Bottoms**

- Solid khaki or navy pants, solid khaki or navy knee length shorts, or blue jeans (no jean shorts, no sweat pants, no basketball shorts)
- K5 – 10<sup>th</sup> grade - Belt (when loops are present).

**Boys' Chapel uniform (to be worn on all chapel days)**

Solid khaki pants, belted, and solid white button down shirt (short or long sleeve).

**Accessories and Hair**

Neither boys nor girls are allowed to have tattoos.

Boys and girls are allowed to wear rings, small necklaces, watches, and bracelets as long as they do not become a distraction to the learning environment.

Girls' piercings are limited to ears only.

Boys are not allowed to wear piercings.

Pre-K and elementary age girls are discouraged from wearing make-up as it can become a distraction during classroom activities.

Pre-K and elementary boys and girls are discouraged from wearing painted or colored hair as it can become a distraction during classroom activities.

**Shoes**

Students must also wear appropriate shoes. Shoes must be worn at all times in the building, on the playground, or for any activity. Although comfortable, sandal type shoes (slides, flip flops, etc.) allow for injury resulting from tripping, stumbling, sandspurs, sharp objects, etc. and can break or come off easily. Therefore, students should not wear these. Sandals with straps are acceptable.

We believe that Christian young people need to dress in a fashion pleasing to the Lord. Therefore, all students are required to dress neatly, modestly, and in conformity with his or her God given gender.

Any student, who does not meet the dress code requirements or is wearing questionable attire on any given day, will be sent home for



proper clothing or the parents may be asked to bring the proper clothing. Continual violation of the dress code may require further disciplinary action.

## **DISCIPLINE**

Proverbs 22:6 states, "Train up a child in the way he should go, and when he is old, he will not depart from it." Discipline is necessary for the welfare of the student as well as the student body. Each teacher is given the liberty of making and enforcing classroom regulations in accordance with school policy.

It is the objective of the administration and faculty to develop self-discipline and spiritual character within each student. In order to achieve these goals, certain positive reinforcements and corrective measures have been developed.

All forms of discipline will always be administered in love. If these measures fail, corporal punishment, suspension, or expulsion may be necessary. Faith Christian School expects full cooperation from both student and parents in the discipline of the student.

### **Corporal Punishment:**

FCS believes it is appropriate to use corporal punishment only when other methods have not been effective in helping a student to overcome his or her wrong or disruptive behavior. However, such punishment is rarely used. The corporal punishment consent form presents options for parents regarding this issue. FCS believes that parents have the God-given, primary rights and responsibilities regarding their children, and therefore have the right to know exactly how the school uses corporal punishment.

**Corporal punishment** is never used for a first or minor offense. No student is ever subjected to corporal punishment at Faith Christian School unless there have been repeated corrections or

warnings and several previous visits to the principal or vice principal.

Listed below are examples of unacceptable behavior:

- repeatedly breaking established rules
- continuously disrespecting others and their property
- dishonesty/lying
- inappropriate language and use of obscenities
- leaving school grounds without permission
- cheating and plagiarism
- stealing
- fighting
- inappropriate physical conduct.

Corporal punishment is administered privately and confidentially by the Principal or Vice Principal and witnessed by the student's teacher. No other students are present during the administration of corporal punishment and the punishment is not discussed with other students or parents.

FCS allows parents to administer and/or witness corporal punishment. Any parent who prefers to witness or administer the corporal punishment may do so within one hour of the offense. Parents will be notified when corporal punishment is needed. Per the FCS Statement of Cooperation (enclosed in each child's registration packet) if you have chosen no corporal punishment for your child, and an offense has occurred where corporal punishment is needed, the student may be suspended for up to one full day. (Proverbs 3:12; 10:13; 13:24; 19:18; 22:15; 23:13-14; 29:15-17; Hebrews 12:5-7)

**Suspension** is one or more full days spent out of classes at home because of a major offense. As a rule, the first suspension is for one day and the second offense would be a three-day suspension. The third major offense would result in expulsion. The student will receive zeros for all missed quizzes, tests, and assignments in the

class(es). The number of days of suspension depends on the severity and repetition of the offense.

**Expulsion** is a termination of a student's enrollment. Such action will result at the discretion of administration for such offenses as:

- bringing weapons of any type to school
- drug distribution or use
- flagrant disrespect toward teachers or other staff members
- major infractions of any school policy
- multiple suspensions or disciplinary actions
- abuse, verbal or otherwise, of the child's teacher or other agent of the school by the child or by his parent or guardian.

\*Any child expelled from Faith Christian School will not be allowed to return.

## **WITHDRAWAL**

Parents may withdraw their child(ren) by completing the appropriate withdrawal form. This form may be obtained through the front office. The exiting student's records will be forwarded to his or her new school upon written request and full payment of any outstanding balance.

## **GRIEVANCE**

Christian guidelines should be followed whenever there is a dispute or grievance concerning any aspect of the school's operations, or between any two parties directly connected to the school. This includes students, parents, staff, volunteers, administration, and the School Board. FCS asks that all parties follow the Matthew 18 principle for any disputes.

All concerns about the classroom should first be presented to the teacher by the parents or if the student is mature enough, by the

student. If a student presents the problem, a respectful attitude is required at all times.

If the problem is not resolved, the parents or student may present the problem to the principal. Students taking this step should have permission from the parents to do so. If the problem is not resolved the parents should appeal the decision to the principal.

If there is still no resolution, the parents should request a hearing, in writing, from the School Board. The written request should state the reason for the conflict, all persons involved in the conflict, resolution attempts, and expectations from all involved.

## **MONEY**

Money sent to school should be in a sealed envelope with the following information on the outside:

1. Child's name
2. Amount and purpose
3. Teacher's name

The school will not be responsible for any lost money before it reaches the teacher or office.

## **FINANCES**

The registration fee must be paid at the time of registration and is nonrefundable and nontransferable. Each enrolling family will complete a Financial Agreement. This Agreement will serve as a contract of financial obligations between FCS and the legal guardian of the student(s).

The tuition for the school year can be divided into 10 equal payments. Each payment covers one calendar month of school. This payment option does not eliminate the obligation for a full year's tuition. Tuition is due by the first of the month and is late if

received after 4:30 P.M. on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on a weekend this deadline is extended through Monday. If the deadline is missed, a late fee will be charged each month that a payment is late.

Payments should be mailed to:  
Faith Christian School  
801 Twentieth St.  
Port St. Joe, Florida 32456

It is policy for Faith Christian School to make no refunds on any required fees or tuition.

The school will not be responsible for any lost payments sent to school by a student. Please hand-deliver any payment that cannot be mailed.

Any student whose account is thirty days past due may not be admitted to class.

All Step Up For Student Scholarship students must adhere to SUFS financial guidelines. Check [www.stepupforstudents.org](http://www.stepupforstudents.org) or with the bookkeeping department of FCS for details on how SUFS scholarship payments are made. Non-compliant parents are subject to pay tuition and other fees.

FCS reserves the right to hold the academic records of any student when there is a balance owed on the student's account.

Faith Christian School operates on funds received through tuition, love gifts from parents and friends, and fund raising (see Fund Raising section). We seek to keep our tuition payments and operating costs minimal so that FCS will be financially accessible to all who are interested. Each year Faith Christian School issues a price sheet listing fees and tuition rates.

**Supply Fee:** The student supply fee includes all books and some supplies for the entire year. The supply fee should be paid before

July 1. Supply fees are calculated by averaging each grade's total cost and dispersing it as evenly as possible throughout the student body. The supply fee is nonrefundable and nontransferable should a student transfer to another school.

\*All fees are subject to change without advance notice.

## **FUND RAISING**

Faith Christian School endeavors to keep low tuition rates for the benefit of each parent. For this reason, we conduct annual fund-raising programs and require each family's participation. This program helps raise the additional funds needed for the designated school projects. The school receives no endowments nor is it supported by any other organization.

A \$25.00 fee will be charged for any returned check received for fund raising event.

**\*\* Your help as a parent is essential.**

## **VOLUNTEERS**

Volunteers are a vital asset to FCS. We appreciate those that give of their time and talent to help our students grow and learn. All volunteers need to go through the appropriate steps to be eligible to work with the students. This includes submitting a completed application, fingerprinting through FDLE, and an interview with the principal.

All volunteers must uphold the policies and procedures of Faith Christian School and believe in the same moral and Biblical principles of the school. (Information for those interested in volunteering at FCS is in the front office.

## **SECURITY**

For the safety of the students of FCS, cameras are installed in multiple places on the campus. These cameras record at all times and are monitored in the office.

All gates and doors remain locked at all times. Teachers and Administration reserve the right to inspect any cubby, backpack, purse, or personal property if they suspect there may be contraband or anything that could act as a threat to the rest of the student body (i.e. weapons, drugs etc.).

## **SCHOLARSHIPS**

Scholarships are available to all FCS students. Scholarship opportunities come from two major sources, Step Up for Students and Jacquelyn Quarles Scholarship Foundation. Step Up for Students is distributed by the FL Department of Education and is income based. It will cover up to 100% of tuition, fee, and uniforms for students in grade K5 through 10. Jacquelyn Quarles Scholarship is distributed by FCS and is funded by private donations. This scholarship covers up to 50% of tuition only and is available to all grades. This scholarship is given out by need of the family and on a first come first serve basis. Parents are asked to donate one (1) hour of volunteer time for every one-hundred dollars (\$100.00) of scholarship money given.

Any family in need of scholarship monies are asked to apply for Step Up Scholarship and if the family does not qualify for this particular scholarship contact the office for more information and an application packet for the Jacquelyn Quarles scholarship.

FCS desires to help anyone who is seeking a Christian education in a structured loving environment for your child(ren). We do our

best to make funding available to anyone in need. Call the office at 850-229-6707 for scholarship information.

### **SCHOOL BOARD**

The School Board reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to constituents.

The Board along with the principal, reserves the right to search lockers or book bags when deemed necessary.



# **PRE-K**

## **K3 – K4**



## OVERVIEW

Preschool is a significant part of a student's academic experience. The preschool program at FCS provides our students the foundation on which to build their academic skills.

### **PREKINDERGARTEN (K3 through K4)**

Children will meet new challenges in a warm and loving atmosphere designed to make their first experience with school positive and stimulating. They will enjoy Bible stories; learn basic Bible principles, and verse memorization. Creative activities in language, early reading, nature study, number, and letter recognition, phonics, listening skills, and social skills also play a vital role in the pre-k day. Eligibility for enrollment for K3 and K4 require students should to be the appropriate age for their respective class (three years old for K3, four years old for K4), on or before September 1, of the academic year.

## SPECIAL RULES AND GUIDELINES

1. Children entering K3 and K4 must be potty-trained. The use of training diapers is not permitted.
2. Pre-K students will have daily, mid-morning breaks, which will include a snack and drink. This snack is included in the cost of tuition.
3. Shoes are required at all times. No flip-flops, slides, *Crocs*, etc. are permitted as they allow for injury resulting from tripping, stumbling, sandspurs, sharp objects, etc. and can break or come off easily. Athletic shoes are preferred.
4. Any item brought to class (coat, mat, hat, etc.) should be labeled with the child's name.

5. Each student is asked to bring an extra set of clothes in the event of an emergency or accident. Please label a gallon-sized Ziploc bag with the child's name and include: one shirt (uniform not required), one bottom (uniform not required), one pair of socks, and one undergarment.
6. Children will be sent home **only** with their parents or others who are on the Transportation Authorization form (kept on file in the office). Please notify the office in writing if any other special arrangements will be made regarding the child's transportation.
7. All parents are welcome to visit our school. Please make arrangements in advance and report to the office upon arrival.
8. If you have any questions concerning the progress of your child, contact the teacher before or after school or make an appointment through the office.

### **EXTENDED DAY**

If you are planning to use the Extended Day program, your child will need a nap mat, small pillow with separate pillowcase, and a coverlet or blanket. The pillowcase and blanket will be sent home at the end of each week for laundering. Nap mats will stay at the school and be cleaned daily.

See the General Information section of this handbook for more about the Extended School Day at FCS.

## LUNCH

Students who stay for Extended Day need to bring their lunches to school. Water will be available if you do not send a drink for lunch.

**Do not** send candy or gum. Do not send beverages or juices with red, blue, or purple dye. (The red and purple dyes permanently stain the tile, tables, clothes, etc.) Students in Preschool will not be permitted to bring soft drinks (Cokes, Pepsi, etc.).

FCS prefers students not leave campus for their lunchtime. Parents are welcome to join their child for lunch or bring lunch to the campus **prior to** the designated time. Please check your child's schedule for their designated lunchtime.

## CHAPEL

FCS conducts a chapel service twice per month during the school year. Chapel services are held on the first and third Tuesday of each month. Students are required to wear chapel uniforms to each service (see General Information for dress code requirements). Parents are welcome to attend.

## PROGRESS REPORTS for K4

Progress Reports are issued in K4 beginning the second semester. They are to be signed by a parent and returned to the teacher the following day.

Report Cards are issued at the end of the academic year and will show the student's mastery of skills taught during the year.

**Elementary  
Middle  
&  
High School  
Grades K5 – 10**



## OVERVIEW

**KINDERGARTEN (K5)** Kindergarten provides students the necessary skills to successfully begin their academic journey. Course work includes: Bible, Scripture memorization, phonics, reading, science, manuscript writing, and early mathematic concepts. Students should be five years old on or before September 1, of the academic year to be eligible for enrollment in this class.

**ELEMENTARY (Grades 1 through 6)** Elementary courses support the Grammar Stage of Classical learning. Students focus on learning foundational facts and memorization. Subjects include Bible, phonics, reading, language arts, social studies, science, mathematics, and enrichment.

**MIDDLE SCHOOL (Grades 7-8)** Middle School courses expand the student's logical thinking skills. Students learn comprehensive research and writing skills. Subjects include Omnibus (literature, history), mathematics, Algebra I, intensive writing, language arts, science, and enrichment.

**HIGH SCHOOL (Grades 9-10)** High School courses build on the Grammar and Logic stages of learning. At this point, each student applies the rules of logic learned in middle school to the foundational information learned in the grammar stage. The student continues developing his or her writing skills and expresses the conclusions clearly, with authority and eloquent language. Subjects include Classical and American Literature, Algebra, Geometry, sciences such as Chemistry and Biology, History, and on-line classes.

## HOMEWORK

FCS believes that homework is an integral part of the school program. Not only does it provide practice in a particular subject area, but it also teaches discipline and dependability. Every teacher

is at liberty to give homework to aid the student in advancing in all of his studies. The student is then expected to successfully complete all homework assignments each day.

Our teachers do not give unnecessary homework. That which is given will be checked for completeness, accuracy, and neatness. Students ***must*** do their homework to make satisfactory progress in school. Homework is given for the following purposes:

1. For drill and practice: Most students require repetitive drills to master material essential to their educational process.
2. For remedial activity: Homework is given to help students overcome weak points in their grasp of a subject.
3. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that broaden the student's educational perspective.

FCS strives to use the following guide for assigning homework:

- K5- 5-10 minutes
- 1st grade– 10 minutes
- 2nd grade –20 minutes
- 3rd grade– 30 minutes
- 4th grade– 40 minutes
- 5th grade– 50 minutes
- 6th grade– 60 minutes
- 7th grade– 70 minutes
- 8th grade– 80 minutes
- 9<sup>th</sup> grade - 90 minutes
- 10<sup>th</sup> grade -100 minutes

**\*\*Advanced Track Students-** additional minutes may be required.

**Please note:** Students who do not complete regular class work in a timely manner may have to finish it at home. This is not a part of the regular homework assignment as they are given sufficient time in class to complete this work.

FCS provides homework pads for students in 1<sup>st</sup> through 10<sup>th</sup> grade. Homework pads are one of the many communication tools between teachers and parents. Homework pads are sent home Monday through Thursday and are expected to return to school daily with a parent signature. Homework pads will not go home on Friday. Every attempt will be made to follow this format. However, exceptions may have to be made in certain circumstances, such as in the case of field trips, make-up assignments, or shortened school weeks.

FCS believes church is an integral part of a student's spiritual life therefore, little or no homework will be given on Wednesdays.

## **CHAPEL**

FCS conducts a chapel service twice per month during the school year. Chapel services are held on the first and third Tuesday of each month. Students are required to wear chapel uniforms to each service, and 1<sup>st</sup> through 10<sup>th</sup> grade students are asked to bring their Bibles. Parents are welcome to attend.

## **REPORT CARDS**

Report cards are issued every nine weeks to furnish students and parents with a record of the student's academic progress.

## **PROGRESS REPORTS**

Progress reports are issued halfway through the nine-week grading cycle. This is designed to keep the parents informed of the students' ongoing academic progress.



## **GRADING SCALE**

A	90-100	I	Incomplete
B	80-89	S	Satisfactory
C	70-79	N	Needs improvement
D	60-69	U	Unsatisfactory
F	0-59		

## **PROMOTION GUIDELINES**

Parents of students in K5 through the 10<sup>th</sup> grades will be advised by the principal of the need to repeat a year's work, or of other options that may be necessary for remediation.

Early promotion of a student before the given time is very rare. If you feel that your child is advanced, and in need of a more challenging environment, please make an appointment with the principal and teacher(s) to discuss placement or modifications.

## **ACHIEVEMENT TESTS**

Achievement tests are administered to K5 through the 10<sup>th</sup> grade three times each year. FCS utilizes the Measures of Academic Performance (MAP Test). The purpose of the testing is:

1. To show us how our students compare with other students nationwide.
2. To show us the areas in which our students may be weak or need additional help.
3. To prepare our students for future comprehensive testing.

## LUNCH

All students in K-5 through 10<sup>th</sup> grade need to bring their lunches to school. Water will be available if you do not send a drink for lunch.

**Do not** send candy, gum, or beverages with red or purple dye. (The red and purple dyes permanently stain the carpets, tables, clothes, etc.) Only students in 4<sup>th</sup> through 10<sup>th</sup> grades are permitted to bring soft drinks (Cokes, Pepsi, etc.).

FCS prefers students not leave campus for their lunchtime. Parents are welcome to join their child for lunch or bring lunch to them **prior to** the designated time. Please check your child's schedule for his or her designated lunchtime.

