

**FAMILY CHRISTIAN CENTER SCHOOL**

**2500 SOUTH HIGHWAY 27 CLERMONT, FL 34711**

**FAMILY CHRISTIAN CENTER SCHOOL**

**STUDENT/PARENT HANDBOOK**

***2017-2018***

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ACADEMIC CALENDAR

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| 2017  **August**  7-11 Teacher/Staff Work Week  9 Back to School Night/Open House 6:30pm  Kindergarten—5th Grade  10 Back to School Night/Open House 6:30 p.m.  6th Grade-12th Grade  13 Back to School Sunday at FCC (9:45, 11:15 a.m.  Services)  14 First Day of School  25 Parents Welcome Breakfast (8:30-10:00 a.m.) Gr8  Kids Room  28 Parents Monthly Workshop (Dr. Espinosa/Nutrition)  6:00 p.m.  31 Curriculum Night K-12 6:30 p.m.  **September**  4 Labor Day (no school)  7 Grandparents Day Celebration  18 PPA Meeting 6:30 p.m. (Gr8Kidz Room)  21 Progress Report  25 Family Night Sky Zone  28 School Pictures Individuals & Staff ID’s  28 Parents Monthly Workshop (How to take notes  In class) School Campus 6:00 p.m.  **October**  13 End 1st Qtr (nine weeks 44 days)  16 Teacher Planning Day (no school)  17 Begin 2nd Qtr  19 Parents Monthly Workshop (Reading strategies)  School Campus 6:00 p.m.  23-27 Red Ribbon Week  30 Parent Teacher Conference 4:00—7:00 p.m.  **November**  2-3 FLOC Teacher’s Conference (No School)  9 Picture Make-Up Day  10 Walk-A-Thon Fundraiser  16 Parents Monthly Workshop (Math strategies)  School Campus 6:00 p.m.  20-24 Thanksgiving Holiday (no school)  **December**  1 Progress Reports  4-8 Book Publishing Week (K-5) 9:00-2:00 p.m.)  13 Christmas Program –Sanctuary  (5:30-8:30 pm)  15 Elementary PJ Day  18 - 31 Christmas Break (no school thru January 2)  **2018**  **January**  3 Classes Resume  10 17-18 In-house Registration begins  12 End of 2nd Qtr (nine weeks 45 days)  15 MLK Holiday (no school)  16 Begin 3rd Qtr  17 100th Day of School  18 Parents Monthly Workshop (Writing strategies)  School Campus 6:00 p.m.  22-26 FCCS Lions Spirit Week  26 PPA—“Someone Special” Dance (Gr8 Kids Rm 6:00 pm)  29 Family Night Sky Zone | **February**  5 PPA Meeting 6:30 p.m. (Gr8Kidz Room)  5-9 Kindergarten Experience  6-8 In-House Science Fair (Grades 3-12)  15 Open House (5:30-7:00 p.m.)  16 Progress Report  19 Presidents Day (No School)  22 Parents Monthly Workshop (Literacy across the  Content areas) School Campus 6:00 p.m.  23 PPA-Middle School Winter Social 6:00 p.m.  26 Literacy Week (K-12)  **March**  2 Read Across America Day (Book Character Dress  Up)  9 Jump Rope for Heart (Grades K-5)  Hoops for Heart (Grades 6-12)  12-16 Science/Math Week (Grades K-12)  16 End of 3rd Qtr (43 days)  19-23 Spring Break  26 Classes Resume-Begin 4th Qtr  27 PPA-Guys Game Night (Gr8Kidz Rm 6 p.m.)  28 Parent Teacher Conference (1:45-3:45 p.m.  5:00-7:00 p.m.)  30 Good Friday—No School  **April**  2 Teacher Planning Day (No School)  3-6 Iowa Practice Test (K-12)  9 PPA Meeting 6:30 p.m. (Gr8Kidz Rm)  9-13 Iowa Testing Week (K-12)  17 Civil Service Day (8:30 a.m.)  19 Open House (5:30-7:00 p.m.)  23-27 Book Fair  27 Gradbash 2018  30 Art Fair (K-12) 9:00-1:00 p.m.    **May**  1-4 Teacher Appreciation Week  2 FCCS Lions Spring Show (1st-HS-5:30-8:30 P.m.)  3 Progress Report  3 National Prayer Day  4 PPA-High School Formal 8 p.m.  7-10 Final Exams (Grades 6-12)  11 Field Day (Early Release Day @ 1:00 p.m.)  17 Senior Graduation (4:00 p.m.)  18 Kindergarten EOY Event 8:30 a.m. (Last Day of  School for Kindergarten)  18 Grad Venture 2017  23 **Last Day of Aftercare**  24 Awards Assembly (1st-5th 8:30 a.m.) (6th-12th  10:00 a.m.)early dismissal day 12:00 p.m. Students  may leave after awards  24 **Last Day of Classes—Half Day 12:00 p.m**.  **dismissal—No aftercare**  24 End 4th Qtr (nine weeks 42 days)  25 Teacher Planning Day    **174 Days of Classes**    **Revised 08/09/2017** |

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| THE MISSION | THE VISION | THE PURPOSE |
| At Family Christian Center School, we believe that every child can learn and succeed. We are committed to meeting the diverse needs of all students and coming alongside families to help each child flourish spiritually, academically and socially. | Family Christian Center School is dedicated to meeting the educational needs of a diverse student population through differentiated instruction, individualized accommodations, and safe, welcoming classroom environments. We are committed to fostering meaningful spiritual growth by integrating biblical principles in all academic areas, coming alongside families to train up children in the way they should go (Proverbs 22:6), and holding faculty and staff to a high standard of moral character and integrity, setting an example by doing what is good (Titus 2:7). | We are a Family with Christian principles at our Center. We know that every child is uniquely gifted and called by our gracious and loving God and Father to fulfill a higher purpose. Our goals are to help each student to recognize the path to which He has called them to run their race, as well as to partner with families in encouraging each student according to his/her abilities. |

INTRODUCTION

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| STATEMENT OF FAITH |
| We believe the Holy Bible to be the only infallible authoritative Word of God and believe it to be the standard of living for those who follow God (John 17:17; II Timothy 3:16-17; II Peter 1:3, 20-21; Psalm 119:1-8).  We believe that there is one God, eternally existent in three persons: Father, Son and the Holy Spirit (Genesis 1:1, 26; Matthew 28:19 “in the name of” –singular).  We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Colossian 1:15-17; John 14:6; I Timothy 2:5; Luke 1:34-38; Matthew 1:23; I Corinthians 15:3-4).  We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (John 3:5-8, 16; Titus 3:5-6).  We believe that man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ, the Lord, who shed His blood in payment for sin, and that an individual is only redeemed by God’s grace through faith, not good works or service (II Corinthians 5:17; Romans 5:1, 10; Ephesians 2:8-9, Titus 3:5; Galatians 3:23-25; I John 2:1-2).  We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (Romans 8:29; II Corinthians 3:18; Galatians 5:22-23; Ephesians 2:10).  We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (Matthew 13:27-30; 25:46; II Corinthians 5:9-10; Johns 5:28-29).  We believe in the spiritual unity of believers in our Lord Jesus Christ (Ephesians 4:1-6).  WELCOME  **PASTOR’S WELCOME**  Hello and welcome!!  I am so glad that your family is now part of our Family Christian Center School (FCCS). You’ll find that school is an integral part of the ministry and vision of Family Christian Center (FCC). As the founder and senior pastor, getting to watch these kids grow as they are nurtured and taught on this property is the realization of a long-time dream. I am both humbled and grateful to have such a strong leadership team both through the school and church, who fully support the vision and continued success of the school.  I would like to take just a moment to introduce to you our K-12 principal, Mrs. Diane Lopez who is extremely knowledgeable and well-versed in her respective areas. We are so proud to have Mrs. Lopez as our FCCS Principal and I’m confident that once you meet her you’ll feel the same.  Family Christian Center School’s K-12 program has some new and exciting things going on! Under the leadership of Mrs. Lopez, the K-12 program offers a much needed and different approach to learning. We currently serve 309 students, but with our upcoming campus growth, we will be able to serve more than 439 students. FCCS currently accepts all scholarships and also note that we are fully accredited through FLOCS (Florida League of Christian Schools). I want you to know that each child is not only safe and nurtured, but is also learning the foundation of their faith in Jesus through our trained and loving staff.  From the moment that we embarked on this journey we’ve taken every step with prayer and bold intention but you can rest assured we’re not finished yet. I sincerely thank you for taking the step to be part of Family Christian Center School and I want you to know that we would consider it an honor to have the opportunity to love and teach your child!  Let me add that if you don’t already have a home church and you’ve not joined us yet, I’d like to be the first to invite you to one of our weekend services. Service times are Saturday at 5:00 pm, Sunday at 8:30 am, 9:45 am, and 11:15 am and Monday night at 7:00 pm. Check out www.fcclive.com for more information.  In His Service, Pastor Rick Van Wagner Founder and Senior Pastor Family Christian Center |

**PRINCIPAL’S WELCOME**

Welcome to Family Christian Center School!

My name is Mrs. Diane Lopez--I am the principal at Family Christian Center School (K-12). I have been an educator for 30 years.

FCCS is accredited by the Florida League of Christian Schools International (FLOCS) and AdvancEd. We currently serve students in kindergarten through 12th grade. Our curriculum is both Biblical and challenging. Our teaching philosophy is one of differentiated instruction, where each learner is met at their path or pace. Our excellent staff is ready to collaborate with you as we join forces to raise your student in the ways of the Lord.

We live out our mission of striving to reveal God’s truth in all academic areas and share the good news of salvation through Jesus Christ with all students and families. Our goal is to help make fully devoted disciples of all believers. We take this responsibility with honor and integrity and through our actions; we pray our visions are communicated. Visions like offering a safe environment for your student’s educational needs, guiding your student in discovering their purpose, and helping them reach their highest potential for His glory.

I am so honored to be leading FCCS during this season of my life. Please know I have an open door policy and am always available for an educational consultation. Feel free to stop by or call our office to make an appointment.

Let us know how we may be a blessing to you.

Yours in Christ,   
Mrs. Diane Lopez

Principal (K-12)

Family Christian Center School

**BIBLICAL MODEL FOR CONFLICT RESOLUTION**

THE MATTHEW 18 PRINCIPLE

In every relationship, personal or professional, conflicts are bound to arise even when there is good faith on both sides. God’s Word provides a model for resolving conflicts in a way that will be in the best interest of all parties involved; as well as to promote harmony and unity among God’s people and bring glory to Him. Our Lord Jesus Christ Himself presented this model in Matthew 18:15-17

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church, treat him as you would a pagan or a tax collector.” (Matthew 18:15-17 NIV)

**FIRST STEP:** I will do as Christ admonishes and first go to the offending brother or sister in an attempt to resolve conflict. I am committed to restoring our relationship rather than exposing my brother’s possible sin. I realize that most of our problems are personality conflicts and I will try to understand their actions based upon their perspective. I will not share an offense with a third party unless there is an imminent possibility of physical or emotional harm.

**SECOND STEP:** If going to the person first and alone does not resolve our differences, I promise to seek a neutral and mature individual who will listen to each of our perspectives of the problem. This person will hopefully be able to suggest a new way for one or both of us to look at the situation, or an action that can be taken to rectify the problem. I recognize that the witness may reveal or say things that I do not like, but believe God is using him/her to resolve the conflict, rather than take sides. (The witness must be an individual with deep spiritual wisdom and highly respected by all of those involved.)

**WARNING**: I will not seek to find others who have also been offended, nor share with potential witnesses my concern before meeting with the offending brother or sister. The purpose of having a witness is not to validate hurt that I may have regarding my relationship with others.

I realize my friends may naturally listen to my concerns, but also take up my offense. I will, therefore, not cause them to become party to possible division and disharmony because of our friendship. Whenever I feel an urge to share the offense with my friends, I will seek to pray and commune with God about my hurt.

**ULTIMATE GOAL:** I commit myself to be spiritual rather than “normal” and super-natural rather than “natural” when it comes to solving my problems with others. I desire God’s will and way in the resolution of conflicts and will do as the Bible teaches, regardless of my “normal” or “natural” feelings. My ultimate goal is to glorify God through the bearing of much fruit and involvement in ministry.

**BIBLICAL MODEL FOR CONFLICT RESOLUTION**

CONTINUED

**CONFRONTING ADMINISTRATORS AND TEACHERS:** I believe in the scriptural admonition that states that one should not rebuke an Elder (spiritual leader), other than in grave matters of misconduct or open sin (I Timothy 5:19). I will earnestly pray for and follow my leaders, teachers, and administrators. I will not allow anyone to criticize them without following the Matthew 18 principle and without the specific person present. If I have a problem with my leader(s), I will first go to them alone. I will not share my concern with anyone unless there is an imminent possibility of physical or emotional harm.

I will try to listen and understand their perspective of the problem. If I am not satisfied with their explanation and continue to have animosity, I will ask their permission and counsel to find a witness who will listen to the conflict.

If the witness finds that I have misunderstood the situation and should continue no further, I will trust God to complete His work in my life by casting my burden on the Lord and leaving it there. If the witness agrees with my concern and finds the administration/teacher wrong, yet the leader refuses to hear the witness, we will then find a group of two or three other witnesses who will hear the matter and determine what God is doing through this conflict.

**SERIOUS STEP:** If I continue to find fault with a leader and cannot relate in spirit and truth, I will seek to find another school, rather than cause any conflict or disharmony. I am committed to pleasing God through resolving my conflicts even if it means separating myself from the source of my irritations.

**STATEMENT OF NON-DISCRIMINATION**

Family Christian Center School does not discriminate on the basis of race, sex, national origin, or physical disability: however, Family Christian Center School does reserve the right to use appropriate selection criteria in fulfillment of its stated goals and objectives and to reject applications for enrollment that we do not feel are consistent with our purpose and standards.

ADMISSIONS PROCESS

The administration will make an admission acceptance decision based on previous report cards, a student interview, and standardized test results including, if needed, an admittance test.

**STEPS IN THE ADMISSIONS PROCESS**

1. Meet with the principal to identify if this school is able to meet your individual needs(call to schedule an appointment—352-241-0323 ext. 726)
2. Complete the enrollment application packet.
   * *Enrollment application available in office or online through* **WWW.FCCSCHOOLS.COM***.*
3. Pay the registration fee upon submission of packet.
   * $425.00, for non-scholarship students.
   * $50.00, for scholarship students. Once the amount of the scholarship is established, the remainder difference will be paid in one lump sum, 10 or 11 months, or via an alternative arrangement.
4. Submit student records, including:
   * Florida-issued immunization records and physical health records.\*
   * Birth certificate.
   * Past standardized testing results.
   * Transcripts/report cards (if applicable).
   * Discipline records (if applicable)
5. Order uniform shirts.

*\*All immunization and health records and any special medical requirements must be submitted to the school before the student can be permitted to attend class. Your doctor has the necessary forms required by the Florida Department of Health. These forms must be originals and they must be signed by the student’s physician. Please be sure to allow enough time to complete the Hepatitis B series.*

**PLACEMENT POLICY**

*Student Placement will be based on the following factors:*

1. Receipt of all required documents as listed on the enrollment packet.
2. Interview with the principal.
3. Examination of past test scores, grades, and classes attempted and completed.
4. Parental or prior teacher’s input.
5. Consideration of past behavior and discipline records.
6. Review of results from possible admissions testing.

UNIFORM DRESS CODE

Students may wear navy and/or khaki slacks or shorts. Girls are permitted to wear navy/khaki pleated uniform-style skirts, jumpers, and dresses; providing the skirt’s length does not exceed four (4) inches above the knees. Shorts must be worn beneath skirts, dresses, and jumpers. Footwear must be solid, closed shoes. Family Christian Center School requires an FCCS-embroidered polo shirt to be worn as part of the uniform. Polos are embroidered and purchased through New Creations - Mr. David Braland (407)832-2061 (Company used last year) or JDS Uniforms – Jamal at 260 Citrus Tower Blvd # C, Clermont, FL 34711 (352)243-0161. Pricing for the Embroidered Uniform Polo shirt whether you buy one or more is $16.00 each. If you choose to purchase your own polo shirt, you may have it embroidered through JDS Uniforms for a fee of $10.00 per shirt. Each grade level has a specific mandatory uniform shirt color:

**Elementary** school is navy blue.

**Middle** school is royal blue.

**High** school is goldenrod yellow.

School spirit shirts will also be available for purchase at $10.00 each. Spirit shirts are to be worn on Dress Down Fridays with jeans.

FINANCIAL POLICIES

FEES & TUITION

Tuition is due according to the chosen payment plan through the financial agreement that you signed in the enrollment packet. Failure to adhere to these obligations could result in student dismissal.

It is the policy of Family Christian Center School that tuition and fees are non-refundable.

Students who have outstanding balances of more than 14 days, will be assessed a $25.00 late fee. If payment is 21 days late, a late fee, plus the risk of not being allowed to return to school unless balance is brought current will be exercised. 30 days may not be allowed to attend class until the account is made current. Parents of students who receive scholarships from agencies such as *AAA Scholarship Foundation*, *Step Up For Students Scholarship*, *Gardiner Scholarship,* or the *McKay Scholarship Program* **must sign the awarded checks for their child within five (5) business days of the school notifying the parent that the check has been received.**

If your child has an Individual Education Plan (IEP), a 504 Plan, or you think that your child may benefit from additional classroom support, please set up a meeting with our principal to discuss the ways that FCCS can ensure your child’s success.

Some of the costs for these services include $75 per hour for the mental health counselor and $25 per hour for the resource teacher. Scholarships are available to help cover the costs of these services.  As classes begin, your child’s teacher will observe your child in the classroom and may contact you if they see that your child may benefit from any additional help. Your child’s success in school is our biggest goal.

RETURNED CHECKS

Should a check be returned to FCCS as unpaid for any reason, including but not limited to:  Stop Payment, Account Closed, Not Sufficient Funds, etc., a Returned Check Fee of $25.00 will be assessed to the account.

Re-payment of the amount due is to include the Returned Check fee of $25.00 in addition to amount due.

Only cash, credit card, certified check or Money Order will be accepted for re-payment.

Should two or more checks be returned as unpaid for any reason, subsequent payments for the account will only be accepted in the form of cash, credit card, certified check or money order.

WITHDRAWALS AND REFUNDS

If any student is withdrawn from Family Christian Center School at any time during the school year, tuition will be assessed to the end of the month in which the withdrawal occurs. Withdrawal will not be complete until the student’s parent or guardian comes to the FCCS school office and completes an official withdrawal form. Tuition and fees will continue to accumulate until an official withdrawal date is established.

Family Christian Center School is a non-profit organization that organizes its yearly budget upon the students who have committed to FCCS educational services each school year. Because early termination of a student contract will result in reparations that are difficult to appraise, **a $250.00 fee as liquidated damages is agreed between the school and the**

**contracting party to be paid in the event of an early-termination of the party’s contract, in addition to full tuition payment through the month of the withdrawal of the student.** Tuition payments are not refundable.

Fees that have accumulated for over thirty (30) days may be paid using the following methods: cash, cashier’s check, money order, and credit or debit card.

GENERAL INFORMATION

CELL PHONES AND OTHER ELECTRONIC DEVICES

A student needing to contact a parent for any reason should obtain permission from the office to do so. If permission is given, they must use the office telephone. **We request that students not use their cell phones to call anyone without permission from the office or adult in charge.** Parents are permitted to call the school office and leave a message for their child; office personnel will promptly convey the message to the student. Cell phones seen by administration or faculty may be confiscated and held securely in the office until retrieved by the student’s parent. FCCS reserves the right to keep confiscated electronics for 24-72 hours. All electronic devises on school grounds are open for scrutiny with just cause. FCCS will cooperate with any and all law enforcement personnel, and also reserves the right to search and seize any electronic devises on property.

The use of CD players, MP3 players, iPods, gaming devices, and other recreational electronics is prohibited during school hours unless given permission by administrative or educational personnel. These devices will be confiscated if seen in use during school hours and a parent will be contacted to retrieve the item(s) from the school office. There are some special occasions that teachers will allow students to use these items during certain school hours. However, Family Christian Center School and its staff will not be held responsible for lost or stolen items. It is the student’s responsibility to protect their personal property.

CHAPEL

Family Christian Center School conducts chapel services for all students Kindergarten through 12th grade. Chapel helps guide students in the development of their faith in God through worship and it impresses upon them the depth of His grace and love. As each grade level is occasionally responsible for chapel worship, parents are welcome to attend any and all chapel services. Parents are always invited to share in this time of praise and worship.

Elementary (K-5) chapel is held three (3) times a week and Upper School (6-12) chapel is held once a week. Middle school and high school have separate chapel services.

**COMMUNITY SERVICE REQUIREMENT**

All Middle and High school students will be required to complete 25 hours of community service each year. (For example, in 6th grade, a student must complete 25 hours. In 7th grade, that same student must again complete 25 hours.

In 8th grade, that same student should again complete 25 hours each year until graduation. In total, a graduating 12th grader should have completed a total of 175 hours of community service.) Service hours must be completed after June 1st but before May 31st. These hours may consist of any volunteer work done, meaning no payment was received for the services rendered. When a student has completed any amount of hours, it is the responsibility of the student and/or their parent to request a letter from the community service coordinator which states the amount of hours the child completed, states what their hours were spent doing, and is signed by the coordinator. Once all 25 hours have been completed and all the letters have been collected, it is the responsibility of the student/student’s parent to turn those letters into the school’s office where the letters will then be placed inside the student’s file.

GENERAL INFORMATION

DROP-OFF AND PICK-UP PROCEDURES

**Students should not arrive more than thirty minutes early to class (7:45AM) Early Bird arrangements must be made with the office and incurs a fee.** Students should be picked up within fifteen minutes after class is dismissed. Students should be picked up and dropped off at designated areas only. Drop-off and pick-up traffic is congested. For your child’s safety, all parents and students must comply with parking and pick-up procedures. All students and drivers should comply with instructions given by Family Christian Center School personnel who are on duty. Please do not use pick-up or drop-off time to have conversations with teachers or other parents. For the safety of all students, no student will be allowed to be dropped off at the parking lot. The parking lot shall only be used to park and walk in or park and retrieve. Parking is only allowed in designated parking spaces. No stopping or standing will be allowed on the parking lot. Please follow the designated car line to pick up or drop off. Each area is monitored by school personnel during the hours of 7:45-8:15am and again during dismissal (M, T, Th, and F @ 2:45-3:15 and W @ 12:45-1:15). Student wishing to be picked up by parking and retrieving will be allowed to do so at 3:15pm on Monday, Tuesday, Thursday, and Fridays or 1:15pm on Wednesdays. Please be aware that no student will be allowed to be dropped off at the parking lot **(strictly enforced)**. All parked vehicles must be parked and all students must be escorted by an adult; this includes upper grade students. Students should not walk across the grass or road but must wait in designated areas. Students must wait in the designated area at all times until they are picked up by a person authorized to do so. No student will be released to a person who is not listed on the student’s registration packet. Please be aware we reserve the right to ask for ID to verify the identity of a person.

EMERGENCY PROCEDURES

**HURRICANE / INCLEMENT WEATHER:** If the Lake County Public Schools close due to bad weather or other emergency weather situations, FCCS will also be closed. In the case of a severe weather warning, students will be dismissed for the remainder of the day. After a severe hurricane, we may continue class operation sooner than Lake

County Public Schools. Parents should call the school or listen to Z88.3FM for the latest updates on severe weather reports.

**FIRE DRILLS:** Family Christian Center School is in compliance with the Lake County Fire-Rescue Department and will conduct monthly fire drills while students are on campus. It is essential that the building be cleared promptly when the fire alarm is sounded. Every room in the building has an exit route posted by the door.

**LOCK DOWN:** In the event of a local emergency, Family Christian Center School requires that all doors be locked and no one enters or exits the building. If students are outside, they will be immediately brought indoors to the nearest classroom and will remain there until they are notified by administration or authorities that the students may be moved elsewhere. Please be aware that FCCS complies with all federal, state, and county mandates of lock downs and no student will be allowed to leave during any lock down procedure, as well as no parent will be allowed on campus during that time.

GENERAL INFORMATION

EXTENDED CHILDCARE PROGRAM

The extended care program is available at an additional cost for your convenience and for the safety of your child before or after regular school hours. No student is allowed in or around the school building/property without strict adult supervision.

FCCS will also be offering an extensive afterschool enrichment program. Student may be able to take advantage of classes, such as, science experiments, Lego club, dance, cooking, art and crafts, Spanish, and many others. Each class will be offered for $8.00-$12.00 an hour and will be taught by instructors who have already been approved by FCC. Classes run September through May

**This service is not provided on teacher workdays, holidays, or on any other weekday when classes are not in session.**

CHILDCARE PROGRAM DAYS & HOURS:

**EARLY CARE:**

Monday – Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7:00 a.m. – 7:45 a.m.

Early Care is a designated time for quiet and safe play that will engage the children in preparing their minds to learn. Location is on campus directed by one of our Middle School teachers. Pricing is $3.00 per day, paid directly to the teacher.

AFTER CARE:

Monday, Tuesday, Thursday, Friday 3:15pm - 6:00pm

Wednesday 1:15pm - 6:00pm

The first hour of After Care is designated for homework completion. The After Care Coordinator shall have the duty to set up guidelines, rules, expectations, and schedules under the direct supervision from the principal.

FIELD TRIPS

Field Trips are considered an important part of the educational program at Family Christian Center School. All trips are carefully planned in order to provide the students enriching educational experiences that are not available in the confines of the classroom. Students may be required to complete assignments based on the field trips which will count toward the student’s grade. For that reason, participation in field trips is encouraged. If you choose not to have your child attend the field trip on that day, a written note is required. Although, FCCS will try to accommodate the student not attending the field trip, we reserve the right to ask that the child stay home and be counted as an absence.

Parents will be notified in advance of any upcoming field trip. For your child to attend the field trip, the parent-permission packet and possible fees must be turned in no later than the date marked on the packet in order for your child to attend. Field trip monies must be paid in cash, checks, money order and may not be placed on the student’s account. We encourage you to actively abide by any deadlines to secure the spot for your child’s field trip.

***There are no refunds on field trips****.*

We welcome parents who would like to go as a chaperone; we ask that they sign the chaperone guidelines and have an active (within 12 months) background/volunteer screening on file.

GENERAL INFORMATION

GRADUATION

The 12th grade class will partake in a commencement ceremony at the end of the year. It is the responsibility of the parent to purchase the cap and gown for each child. An order form will go home in March and should be paid in full if you want your child to participate in the program.

HEALTH POLICY

* Florida Statute 232.032 states that any students enrolling in a Florida school must present documentation showing the immunization and health requirements have been met. HRS/DCF Form 680 and other important health information must be on file in the school officeon or prior to the first day of school attendance.
* Students should not attend school when they are contagious or when they have a fever.
* If a student becomes ill while in school, parents will immediately be called to come pick their child up.
* If a doctor has prescribed a medication that needs to be given to a child during school hours…*SEE MEDICATIONS*.
* According to the Center for Disease Control, students must be fever free, vomit free, or on antibiotic for 24 hours before returning to school
* Information relative to contagious diseases must be disclosed to the principal for further instruction. Conditions such as ring worm, Molluscum Contagiosum (Pox virus), or any other condition of serious and contagious nature
* must be accompanied with a doctor’s note to be allowed back at school.
* We encourage parents to check weekly for head lice and act accordingly. In the event your child has head lice, we ask that you treat the hair and have an office staff inspect the child before returning to class.

HEALTH/SAFETY

The school complies with all fire and law enforcement regulations and undergoes regular inspections. All staff members are certified in First Aid, CPR, and Blood-borne Pathogens.

ILLNESS PROCEDURES

Should a student become ill and requires medical attention, the office will be made available for them until they are assisted and/or picked up. Every effort will be made to contact a child’s parent or authorized contacts if it appears that a student is unable to participate in school activities because an FCCS staff member observes any of the following conditions:

* Fever of 100 degrees or higher.\*
* Vomiting, diarrhea, nausea or fainting.
* Runny nose (yellowish mucus).
* Rash that causes severe discomfort (poison ivy, etc.).
* Head lice or nits.
* Pink, watery, itchy, stinging, or burning eyes.
* Multiple visits to the office in one academic day because of any type of illness or discomfort.
* General fatigue that completely prevents the student from participating in classroom activities.

It is expected that any student will be picked up within at least thirty minutes of their parent or emergency-contact being reached. **Please inform the school office immediately if there is any change in contact information for yourself or for those designated to pick up your child.**

No student should be brought to school while ill. Parents are expected to pick up their child if an FCCS staff member observes any of the following conditions:

***\*If a child’s temperature is 103.8 degrees or above and a parent /emergency-contact cannot be reached, the school will call 911 for medical attention for your child. A temperature of this degree can cause seizures in some children and medical attention is essential.*** Please do not disguise any of the above symptoms with medication prior to bringing your child to school. Before arriving to school, students are to be free of all severe discomfort without medication. Students are also to remain fever-free for at least 24 hours before continuing school.

INJURY PROCEDURES

Should a student become severely injured (wounds aside from minor scratches, scrapes, bumps, or bruises) while at school, the parent will be contacted immediately. If the injury is serious enough to warrant immediate professional medical attention, the EMS (Emergency Medical Services) will be called.

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For minor and major wounds, an accident/incident report will be sent home with the child explaining the circumstances of the injury. Please be aware that all injuries, major or minor from the neck up will warrant a telephone call.

**INSURANCE**

The FCCS maintains liability policies and insurance on all buildings. It is recommended that each student carry their own health insurance benefits.

LATE PICK-UP

If you are over 15 minutes late in picking up your student, the student will be sent to aftercare and the $25.00 drop-in fee will be assessed at that time.

LOCKERS

Students in our middle school grades will be assigned a locker. Each student must provide their own locking mechanism. Lockers are to be free of sticker, tape, or any adhesive. It is recommended that the students only use magnets to decorate their lockers. Each student should provide the principal and dean of discipline with the code to the lock. Because the lockers are exposed to outside elements (rain, wind), and food attracts bugs, food is not allowed; food is not allowed in the lockers at any time. It is prohibited to tamper with other’s lockers. This will be heavily disciplined. FCCS reserves the right to search the lockers at any time. In the event a code is forgotten, FCCS reserves the right to break the lock at the parent’s expense.

LOST AND FOUND

Parents are strongly advised to label their student’s personal items with the student’s name. This includes their clothing, jackets, lunchboxes, calculators, and other various items. Parents have full responsibility for making sure that their child brings home all personal items each day.

All unclaimed items are kept in the office for up to two weeks. At the end of the two weeks, the unclaimed items will be donated to an appropriate charity.

LUNCH PROCEDURES

Family Christian Center School provides hot lunches for student for a nominal fee. Menus are available at the front office, in the school kitchen, and online at fccschools.com. Payment is expected at the time of ordering lunch. Whether a student orders hot lunch or brings their own lunch to school, parents must provide a healthy snack for their child each day. Please do not send candy or soda as they are not considered to be nutritious. Healthy vending machines will be available during the 15-16 school year.

It is the responsibility of the parent to inform the school office and their child’s teacher of any **potential food allergies.** Classes often partake in birthday celebrations and food-related projects and teachers will not be held responsible for a student’s illnesses if the school has not been informed of the student’s food sensitivities.

Lunch will be sent with the child in the morning! No child should leave their classroom to come and get a snack or lunch. If the parent chooses to take lunch to the child’s classroom, this is accepted. When packing your child’s lunch it is

recommended that you use an ice pack or thermos, since we cannot handle children’s food or have refrigeration access. Furthermore, please include napkins, utensils, and any other necessity since the school does not carry these items. **Please be aware as per the Health department, no staff member is allowed to heat up a child’s lunch. Please plan accordingly.**

This year, students will have lunch in their classroom or outside based on merit, weather, and supervision. . This will be a wonderful opportunity for students to share without the chaos of a loud cafeteria.

NEWSLETTER

The School’s Newsletter is published every month and will be available on our website. All families will be receiving an emailed copy.

**PARENT TEACHER COMMUNICATION**

Communication between parents and faculty is essential in the education of a child. Open parent/teacher communication includes formal and informal meetings, notes, phone calls, and volunteer opportunities. Teachers and parents share observations concerning spiritual, academic, physical, emotional, and social development. The school principal prides herself in an open-door policy and is available most every day. Monthly newsletters will be sent home each week. It is the parent’s responsibility to review any paperwork sent home, read school newsletters, and sign and return forms by the stated deadlines. For your convenience, assigned parent-teacher conferences will be available throughout the year. Please be sure to check with your child/children to ensure you are receiving any and all communications from teachers. Permission slips and notices will be sent out for field trips, in-class movies, and certain activities as they come up throughout the year. Please note that middle and high school teachers may use their discretion when including any G-rated or PG-rated movie in their curriculum. The teachers will notify parents of any controversial or questionable content in movies shown via permission slips.

PARENT-PARTNER ASSOCIATION (PPA)

Parental involvement is an integral part of the success of our school. It is recommended that we participate in as many PPA meetings as possible. In accordance with our mission statement, it is valued that the school-home connection be accurately developed for the fulfillment of Christian Education. These meetings will be held three times a year only. Each staff member shall be in attendance to all three PPA meetings. Any staff request to be brought up to the PPA, shall first be discussed with the principal. It is not an acceptable approach to directly ask the PPA group or individual officers for a monetary need without first discussing it with the principal in order to receive proper guidance. No request for materials, monies, or services shall to be made at a PPA venue without the explicit knowledge of the principal, prior to presenting. Teachers have a vote in such meetings, whereas, the principal refrains from voting, but according to the PPA By-Laws, reserves the right to table or dismiss a request that is questionable or problematic. PPA By-Laws are available from our office staff upon request.

PLAYGROUND RULES

Applies to all playgrounds at all times, during or after school, during after care and sporting events:

**Swings:**

* All students must swing on their bottoms only.
* Students must swing forward and backward, NO jumping off the swing.
* Students are not allowed to swing side-to-side or twist the chains.
* The level/height of the swings must not be altered.
* Children should not push other children on the swings.

**Slides:**

* Only one child on the slide at a time.
* Students must go up the stairs and slide down on their bottoms.

**Monkey Bars:**

* One child at a time.
* No student should be on top of the monkey bars.

**Mulch:**

* Students should not play with or throw the mulch.
* No digging holes anywhere on the property

SCHOOL HOURS

ADMINISTRATIVE OFFICE HOURS

Monday-Tuesday, Thursday-Friday 7:30 a.m. until 3:30 p.m.

Wednesday 7:30 a.m. until 1:30 p.m.

MONDAY-TUESDAY, THURSDAY-FRIDAY STUDENT CLASS HOURS

Kindergarten through second grade: 8:15 a.m. until 2:50 p.m.

Third grade through twelfth grade: 8:15 a.m. until 3:00 p.m.

WEDNESDAY STUDENT CLASS HOURS

Kindergarten through second grade: 8:15 a.m. until 12:50 p.m.

Third grade through twelfth grade: 8:15 a.m. until 1:00 p.m.

SPORTS/ATHLETIC PROGRAMS

FCCS is proud to present our students with the following Sports/Athletic Programs:

**Boys Basketball** 6th – 10th Grade **Girls Volleyball** 6th – 10th Grade

**Track & Field/Cross Country** Middle/High School **Dance**  High School

**Cheerleading** Middle School **Pep Squad** Kindergarten – 5th Grade

The cost per sport per season is $200. The cost includes the use of uniforms during the duration of the sport. All uniforms and equipment belong to FCCS. At the moment FCCS does not have the facility of transporting our students to

and from a sport event. Parents will be responsible for taking and picking up their child from any sport event whether it is in town or in another city. The parent’s cooperation and support is greatly appreciated.

**PARENTS CODE OF CONDUCT**

FCCS Athletic Program works to promote the physical, social and emotional development of young athletes. It is therefore essential for parents and coaches to encourage our young athletes to embrace the values of good sportsmanship regardless of the circumstances. Moreover, adults & guests attending FCCS Athletic Program events should be role models of good sportsmanship and should lead by example, demonstrating fairness, respect and self-control. As a parent or guardian of an FCCS player, it is expected that you are responsible for your behavior and other

parents, family, or guests that you bring to the games. Words and actions while attending, or participating in an FCC'S Athletic Program attended event shall conform to the behavior in the following code of conduct:

1. You will remember that children participate to have fun and that the game is for the youth participants, not the audience.
2. You (and your guests) are expected to be a positive role model and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game.
3. We want and encourage you to cheer and support our players (your children) in a positive way.
4. You (and your guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as berating, taunting; refusing to shake hands; verbal or physical threats; or using profane language or gestures.
5. You will not engage, or encourage players or any other person to engage, in any behavior which would endanger the health, safety or wellbeing of any coach, parent, player, participant, official or any other attendee.
6. You will treat, and insure that your FCCS Athletic Program player treats, any coach, parent, player, participant, official or any other attendee with respect regardless of race, creed, color, national origin, sex, sexual orientation, game play or ability.
7. You will not initiate, and will not tolerate any player or parent initiating a verbal or physical fight, abuse, or altercation with any coach, parent, player, participant, official or any other attendee.
8. You will not embarrass players or referees by calling attention to him/her through loud or rude behavior.
9. You will encourage FCC'S Athletic Program players to practice good sportsmanship and support our team(s).
10. You will not ridicule or yell at FCCS Athletic Program players or other participants for making a mistake or losing a competition.
11. You will promote the emotional and physical well-being of all the athletes ahead of any personal desire you may have for FCC'S Athletic Program teams to win.
12. You will respect the officials and their authority during games and will never confront officials/coaches at the game. You will communicate your concerns to the FCC'S Board and / or, you will take the time to speak with coaches privately at an agreed upon time and place if you have an issue or concern. This will occur not at the end of a game but within 48 hours of the end of the game (48 hour rule).

**Thank you for adhering to this code of conduct and for setting the example for good sportsmanship and respect.**

TEXT BOOKS AND MATERIALS

All text books are the property of Family Christian Center School. Students are responsible for all books and materials provided for them. Students who misplace or mistreat books in a manner that results in extreme damage will be fined an appropriate replacement cost ($100.00). Students may only write in workbooks assigned by the teacher and students are also responsible for bringing books, paper, pencils, pens, and other needed materials to class each day.

FCCS requires a personalized (School Logo) agenda-planner that will be provided to each student at the beginning of the year. This planner will become a daily requirement for all students. Replacement of the agenda-planners will be at the expense of the parent.

TRANSPORTATION

Parents are responsible for their child’s transportation to and from school on a daily basis. If a child is leaving school with another student or parent, the school office must be notified in advance; preferably in person or in writing.

**STUDENT DRIVERS:** Students holding a valid driver’s license and wishing to drive to school must inform the school office. Driving to school and parking on campus is a privilege that demands a high level of responsibility. Students who drive carelessly or inappropriately or who park in an undesignated area will have student driving privileges revoked.

The school office will need a scanned copy of the student’s driver’s license as well as the license-plate number/registration of the vehicle, and copy of insurance.

VISITING POLICIES

All visitors, including parents and guardians, visiting the campus for any reason other than to drop off or pick up their student must report to the school office. Visitors must sign in and receive a visitors badge; failure to do so results in the act of trespassing. Visiting any classroom after school hours without being escorted and accompanied by an FCCS staff member is strictly prohibited. If a student forgets an item in their classroom and no staff member is available to escort them to the class, they must determine another avenue of accommodation.

VOLUNTEER POLICIES

Volunteers are a vital part of Family Christian Center School and they are greatly appreciated and valued. To become a FCCS volunteer, all who are interested, must complete a background screening. This background screening is at the expense of the volunteer at a cost of $25.00 and only enables up to 9 hours of volunteer work per month. To volunteer for 10 or more hours per month, an FDLE VECHS background screening is required. This is also at the expense of the volunteer and costs $75.00. Post-application acceptance, each volunteer must sign in at the school office before proceeding to any area of volunteer work. All volunteers must sign and out and wear an office-issued badge at all times while on campus.

DRESS CODE POLICY

Family Christian Center School has elected to adopt a specific dress code. Dress code is to be followed every day of the week. All uniform selections are chosen to present a professional look for the student. Family Christian Center School believes that neatness in appearance helps lead to excellence in behavior. The dress code is to be followed at all times while on campus or on field trips unless otherwise noted. Family Christian Center School reserves the right to contact parents in the event that the dress code policy has been violated and requests that the parent either picks up their student or brings a proper uniform to school. Students who fail to follow dress code may receive a 3 day uniform day infraction, which will prohibit the student to dress down on Fridays for up to three weeks.

Note—Kindergarten students must have an extra set of clothes provided (should be labeled with name).

**GENERAL GUIDELINES FOR ALL FCCS STUDENTS:**

* **Students may only wear enclosed shoes**. House shoes, slip on, crocs, anything similar, and/or sandals are not permitted.
* Jewelry must be minimal and modest. Girls may wear earring jewelry only; boys may not wear piercings of any kind to school. No other visible body piercing will be allowed
* Tattoos and additional body piercings are a personal parent/child decision, and should not be permitted for students younger than 18. FCCS reserves the right to ask that they be covered or removed at our discretion.
* We reserve the right to ask that hats, hoods, bandanas or sunglasses be removed if they are becoming a distraction or violate our safe and modest stance.
* Under shirts/tank tops/undergarments are encouraged to add an additional modest approach within our dress code.
* Girls are encouraged to practice a simple, yet modest approach with make-up. If make-up appears to distract our academics or Biblical worldviews, we may ask that that practice ceases.
* Boys’ hair must be neat and groomed at all times. Facial hair must also be kept neat, trimmed, and short.
* Cover-ups (jackets) are permitted and should only be a solid color without promoting any secular, distasteful, drugs, sex, alcohol, tobacco products, secular music groups, or profane messages. Student hair color must be of a natural shade and tone.
* Practicing individuality and extreme hair styles are asked to be scrutinized via our Biblical worldview. Specialty hairstyles are up to administration to determine whether they are permissible or not.

**NON-UNIFORM DRESS DAYS:** If a student violates the below policy, they will be required to wear their school uniform and will not participate in non-uniform days for up to three weeks. We ask parents to monitor their student’s dress when they come to school. Clothes should be clean with no holes, tears or frayed edges. Open-toed shoes (flip-flops, sandals) are not permitted.

* PANTS, SHORTS, DRESSES, SKIRTS: Slacks and jeans are acceptable although sweatpants/gym shorts are not permitted. Pants of any kind are not permitted to be extremely loose or baggy. Sweatpants/gym shorts are not allowed. Skirts, dresses, and shorts should be no more than 4 inches above the knee. No miniskirts, tight skirts/pants, or side-slits are allowed. No leggings or jeggings are permitted unless the shirt covers the body through the mid-thigh.
* SHIRTS: Must be modest; no sleeveless shirts or tank tops may be worn. Shirts cannot promote drugs, sex, alcohol, tobacco products, secular music groups, or profane messages. No halter tops, open-backs, sleeveless shirts,

or low cut shirts are allowed. Tops do not need to be tucked into the waist of the pants but they must always cover the skin when the student moves. We further encourage the use of undershirts for extra modest protection.

ACADEMICS

ACHIEVEMENT TESTING

Students are evaluated each year by the FCCS administration through the Iowa Assessment. This test is mandatory and is conducted each spring (please refer to the academic calendar for the exact date).

Other evaluation tools and tests may be utilized when appropriate. These tests provide dependable measures for use concerning the improvement of instruction and the evaluation of progress. The parent may receive the results of the test along with their child’s final report card for the academic year or separately sometime in the summer (depends on scoring). Scores and report cards are held for those parents that have outstanding tuition and fee balances.

**All students in grades Kindergarten through 12th are required by Family Christian Center School to take the Iowa Assessment test.**

All high school students who are college bound are required to take the College Board SAT or ACT at least once before graduation. Students are encouraged to take these college entrance exams multiple times as colleges and scholarship committees accept the highest scores from each test a student completes. Our College Guidance Counselor will assist all learners in the necessary requirements to be test ready.

Test scores and college entrance exam scores will be kept in the students’ private cumulative files.

COMPUTERS

School computers are the property of Family Christian Center School and may be used only for school work-related projects. Because FCCS provides each High School student with chrome books, these computers may ***never*** leave the property. They must be handled with care, if deliberate vandalism, they will be responsible to replace, plus receive additional disciplinary actions. Every computer is equipped with internet capabilities and is protected by a limited Fire Wall. We ask that students please use caution when navigating the internet and refrain from visiting sites that are not related to school work or are questionable in nature. Please keep in mind our IT department has the ability to see the website visited. Reproduction of company-owned software and/or documents is prohibited, and the viewing or downloading of pornography or other offensive materials on School computers is strictly forbidden. Severe consequences apply for any and all attempts to visit inappropriate sites.

FCCS reserves the right to check computers and computer files at any time and for any reason, without prior notice. In the event the computer is being used improperly, the parents will be asked to meet with the teacher and/or principal to address this matter. A computer usage contract may be issued at the beginning of the year and may be kept on file with the classroom teacher.

ACADEMICS

CURRICULUM

With continuous evaluation and exploration of every available Christian and secular curricula, Family Christian Center School has adopted various curriculums that are sound, developmentally appropriate, academically challenging, and suited for the spiritual growth of each student. Currently, we have chosen **ABEKA** to be front and foremost in our curriculum. Furthermore, all subjects taught are biblically integrated to teach via a Biblical worldview and are fully aligned with the Florida Standards (not the common core).

DUAL ENROLLMENT POLICY

Family Christian Center School encourages students to take advantage of the Dual Enrollment Program at Lake-Sumter State College. Students who have completed their sophomore year of high school are eligible to dual enroll the summer after their sophomore year. Lake-Sumter bills private schools at a discounted rate for classes taken by their students. Although students will be eligible to take one (three-credit) course, per semester, FCCS will only pay the cost of **one** course per year for students who successfully complete the course attempted; all other courses taken will be paid by the parent at the discounted rate. On occasion, books are required for courses and these will be purchased by the parent.

Students must meet all academic requirements of the College.

Students are also responsible for contacting Lake-Sumter State College to make an appointment with an advisor to begin the dual enrollment application process.

ELECTIVES AND SPECIALS

FCCS is honored and excited to offer our students an opportunity to explore their creative side by offering them different electives (middle and high School) and specials for our kindergarten through 5th grade.

Our kindergarten through 5th grade will receive PE, Art, Music, and Spanish classes every week. Our middle school students may take advantage of many elective choices which include Spanish, Art, Music, Musical Theater, Leadership, Basic Computers, Mathletes (math help), Cornerstone Academics, Girls and Boys Health Classes, and STEAM (Science, Technology, Engineering, Arts, Math). Each student is surveyed and asked to select their choices in order of preferences. All electives are the last two hours of the day, every day, except Wednesdays and they will vary every quarter. Please be aware that some quarters in some grades have mandatory electives and will be planned accordingly. Additionally, some electives need a complete year to count as a High School credit. Our elective courses allow for an interest group to maximize the joy of learning. It provides all learners an opportunity to explore their creative side.

GRADELINK

Family Christian Center School has implemented the online *Gradelink* system for grading purposes throughout all grade levels. *Gradelink* is a system that enables parents and students to have 24-hour access to their grades, emergency

contact list, and other personal information. We encourage all parents to obtain from the school office a username and password for their individual accounts.

GRADING SCALE

The academic achievement of all students is assessed using a numerical grading scale, with 100% being a perfect score. Letter grades are assigned to scores within certain ranges as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1ST – 12TH GRADE SCALE | |  | KINDERGARTEN GRADE SCALE | |
| 90-100 | A | E | EXCEEDS EXPECTATIONS |
| 80-89 | B | S | SATISFACTORY |
| 70-79 | C | D | DEVELOPING THIS SKILL |
| 60-69 | D | N | NEEDS IMPROVEMENT |
| 0-59 | F |  |  |

In addition, students in grades 1 through 12 shall receive an indication of their overall diligence/effort using the appropriate number system, 1, 2, 3 ( Excellent, Satisfactory, and Needs Improvement).

GRADUATION REQUIREMENTS

Family Christian Center School meets or exceeds the state requirements for high school graduation.

|  |  |
| --- | --- |
| **MATHEMATICS 4 CREDITS** | **FINE/PRACTICAL ARTS 1 CREDIT** |
| **SCIENCE 3 CREDITS** | **FOREIGN LANGUAGE 2 CREDITS** |
| **HISTORY 3 CREDITS** | **HEALTH 1 CREDIT** |
| **ENGLISH 4 CREDITS** | **BIBLE 4 CREDITS** |
| **ELECTIVES 2.5 CREDITS** |

*\*A minimum 2.0 grade point average is required for graduation from Family Christian Center School.*

HOMEWORK

Homework is an essential part of the school program and it provides many opportunities to develop important skills such as self-discipline, responsibility, and punctuality. Homework assignments are designed to provide review, repetition and practice of skills learned in the classroom. Other projects are assigned to develop creativity, study skills, and encourage further mastery of subject matter covered in class. Each student will be expected to complete homework assignments neatly, accurately, and on time.

No homework should be too time consuming or too difficult for the student. Each student is strongly encouraged to use the calendar agenda to organize their assignments, keep track of due dates for projects and scheduled tests, and to offer

a means of communication between parents and teachers. Parents should review their child’s assignment notebooks each day to acquaint themselves with what their child is studying. Parents should also be willing to provide assistance to

their child on homework assignments; while at the same time allowing their child to do their work on their own to encourage independence and confidence.

ACADEMICS

* PRE-ARRANGED HOMEWORK ASSIGNMENTS: Should it be necessary for a student to miss class due to pre-arranged absences and/or family emergencies, assignments may be provided in advance. Teachers must be notified at least two weeks in advance of the expected absence, if possible. These notifications are to be in writing and provided for both the teacher and the school office, and approval or disapproval for the absence will be determined only by the principal.
* LATE HOMEWORK: Homework or class work that is not turned in on time due to an excused absence or a special needs **must be completed and returned to the teacher within two (2) days of returning to school or on an agreeable date to all parties.** We encourage all students to take part in helping maintain their grades by becoming self-disciplined and comply with all requirements. FCCS will work very carefully with all learners to ensure their success. FCCS reserves the right to instill zeros for un-met goals, even after coaching and encouragement of said assignments have taken place. Homework turned in late for any reason other than for an excused absence or special needs will be accepted or rejected at the teacher’s discretion. Please refer to each teacher’s syllabus to learn the procedure regarding late homework.

We encourage parents to check **Gradelink** on a regular basis in order to closely and actively monitor their child’s academic progress throughout the year so as to help prevent possibility of class failure.

HONOR ROLL

Students are honored in their classroom throughout the year for academic and character achievements.

We hold an Awards Program at the end of each quarter for students in grades 1st -12th on the predetermined dates as per our calendar. At this event, we will recognize students with honors such as the Principal Honor Roll (All A’s in all subjects, all quarters), the A-B Honor Roll (All A’s and B’s in all subjects, all quarters), the Perfect Attendance Award (100% attendance for all quarters), and a Christian Character Award (This award is given to students who exhibit a genuine Christian Character throughout the entire quarter in all aspects of their schooling), and many others. At the end of the year, we will also honor the students who have maintained all 4 quarters as a Principal’s Honor Roll student, with an Academic Achievement Award.

For our kindergarten classes, they will receive a Perfect Attendance Award (100% attendance for all quarters) and we have incorporated the Christian Character Award (This award is given to students who exhibit a genuine Christian Character throughout the entire quarter in all aspects of their schooling.

HONORS COURSES

Our middle school includes two possible tracks within the core subjects of math, science, and language arts. Each student will be determined and placed on either the standard or honors course. The determination of placement will be conducted by a careful review of SAT scores, report card grades, and anecdotal recommendation from past teachers and principal, and parental input. Teachers are encouraged to increase and develop a range of lessons and activities that support and enhance the curriculum. By engaging students in meaningful learning, teaching becomes a task worthwhile. While curriculum should be used as a mere tool that facilitates the learning/teaching exchange, preparing our children to be lifelong learners is our goal. The students will participate in differentiated instruction which will allow for a more direct and grouping approach to teaching. The students will be assessed and placed in the course that will properly challenge him/her academically.

MISSED TESTS AND QUIZZES

After an excused absence, a student will have three days to complete all tests and quizzes that were missed unless the teacher allocates additional time. After three days, the student’s parent will be contacted and informed of the current happenings of their child’s grades.

**It is the responsibility of the student and parent to retrieve any missed work from the teacher.**

REPORT CARDS-PROGRESS REPORTS

Report Cards are sent home on the first Friday after every set of nine weeks. If a parent does not receive the report card on that Friday, the office should be contacted so that a copy can be forwarded to the parent. **Report Cards and transcripts will be held in the school office if there is an outstanding balance on a student’s account. Progress Reports are issued in the middle of each quarter and will follow with a designated time for parent-teacher conferences.**

RETENTION POLICIES

Although FCCS is a differentiated instruction site, we reserve the right to retain a student under the extreme following reasons:

* The failure of two major subjects combined with a teacher endorsement and administrative approval.
* The failure of three major subjects.
* Having excessive absences that result in failing grades.

STUDENT RECORDS

Family Christian Center School maintains an academic file on all students. Each file contains the student application packet, DH 680 immunization form, Florida-issued health physical, report cards/transcripts, behavioral reports, and any other academic, psychological, or physical information relevant to the student. We comply with all federal, state, and

accreditation mandates and will keeping confidential any special needs documentation as per the request of the parent/guardian or to the extent of the law. If there is a change in any student- or family-related information regarding

parental custody, email, telephone, etc., please notify the school office immediately. This information is of vital importance to the safety of a student and the convenience of families.

TEACHERS, STAFF, AND THE SCHOOL

Family Christian Center School teachers and staff are fully trained and equipped academically and spiritually to be Godly models and to meet the individual needs for each and every student.

**\*\* The Family Christian Center School is accredited by the *Florida League of Christian Schools* and *AdvancEd*.\*\***

VOCATIONAL PROGRAMS

FCCS is proud to offer our High School Juniors and Seniors with two different vocational tracks. The National Early Credentials Track and the IT Vocation Program Track. These programs have an additional cost, but they are a great opportunity to give your student a head start to their future.

* NATIONAL EARLY EDUCATION CREDENTIALS:

This program of study provides the elements of early childhood training required by the Florida Department of Children and Families (DCF) to obtain the Florida staff credential. The program addresses the specific skills and knowledge necessary to work with children ages birth through five. The program is composed of online coursework, textbook reading, essay, observation, portfolio creation, quizzes and exams, and documentation requirements. Each student enrolled in the program is assigned an Education Coach (EC), who has previous experience working in a child care center or school and has full working knowledge of the state requirements for this credential.

* IT VOCATIONAL PROGRAM

This program of study provides the student with 300 hours of hands on, in-depth training, on Information Technology accumulated over 2 years. The program will require the student to be available for additional non-school hours, possibly evenings and weekends.

WORK ETHIC

Parents and students are asked to be diligent with their schoolwork. Most of the poor grades stem from missing assignments. It is imperative that we help our students become responsible and to develop strong work ethics. For example, I encourage you to talk with your student about keeping an agenda; a schedule that will always allow time to study and/or complete their work, and a plan for success! Please know that it is the student/parent’s responsibility to ensure assignments are being turned in. Student without special arrangements will only be given three (3) days to complete any missing assignment for a reduced grade (10 points less per day). We encourage you to look at Gradelink on a weekly basis. This will help alert you on missing assignments and/or poor grades. Your teachers are willing and able to help your student feel successful. Kindly check with their schedule for extra help, but please respect the times teachers assign work as some also tutor for extra income.

DISCIPLINE

BULLYING

Family Christian Center School is committed to creating the best environment for personal growth and development. The setting that best produces this is one that would be described as caring, loving, nurturing, safe, and positive. One of the issues that we take very seriously is our students’ treatment of one another. Jesus Christ is our example of how to do this and bullying is a behavior that goes directly against the example and teachings of Christ. Therefore, we believe that it has no place at FCCS. **We will not tolerate bullying of any kind.**

DISCIPLINARY ACTION/GUIDELINES

Although discipline within the classroom will be the responsibility of the teacher, an emphasis will be given to reinforcing positive behavior. On occasion it becomes necessary to redirect a student. This must be conducted in a loving, Christian-filled, and positive manner. Scolding a student in the presence of other students is discouraged. Yelling and exhibiting a lack of self-control is prohibited. Removing the privilege of recess during a classroom activity is also discouraged. Students react better under structured, empowering, responsible, and caring scenarios. Should the student’s behavior become too disruptive for the teacher or the other children, a verbal reminder will be given. Following this, the student will be sent to the “thinking post” in the class room. If the child continues to display disruptive behavior, the child will then be sent to the dean of discipline.

The following disciplinary actions **will not** be tolerated at Family Christian Center School:

* Children will not be subject to discipline which is severe, humiliating or frightening.
* Discipline will not be associated with food, rest, or toileting.
* Discipline will not ever include spanking, grabbing arms, picking up or putting down forcefully or other forms of physical or corporal punishment. In extreme cases, an authorized and approved staff member may find it necessary to restrain a student.

**LEVELS OF INFRACTIONS**

Each teacher in the school will establish classroom management procedures that are in line with the general school guidelines. Continual misbehavior in the classroom will result in the following possible consequences:

* **LEVEL 1: DEAN OF DISCIPLINE REFERRAL**
* Continued classroom disruptions or disorderly conduct.
* Continued disrespect for teachers, other students, and/or classroom rules/procedures.
* Profane or abusive language.
* Openly excluding other students for the sake of being unkind.
* **LEVEL 2: AUTOMATIC DETENTION OR SUSPENSION**
* Fighting or threatening harm to another student or FCCS faculty/staff member.
* Cheating of any form.
* Stealing of any item.
* Intentional destruction of property.
* Intimidating, harassing or hazing other students.
* Lying to any person about any topic.
* Direct defiance of faculty of FCCS faculty/staff.
* Violating campus security policies.
* Receives more than two office referrals.
* **LEVEL 3: IMMEDIATE EXPULSION**
* Possession of alcohol, drugs or weapons.
* Constant/repetitive insubordination.
* Recurrent sexual immorality.
* Repeated fighting, violence or threats of violence.
* Continued office referrals.

INDECENT LANGUAGE AND ACTIVITIES

Students will refrain from the use of indecent language and topics of conversation. This includes not only their speech, but also the movies and television shows they watch, the music that they listen to, and accessing inappropriate internet sites. Words, conversations, and activities that an FCCS teacher or staff member considers to be inappropriate will result in immediate verbal reprimand and/or strict disciplinary action.

PHILOSOPHY AND CONSEQUENCES

Zero Tolerance: Respect is a precursor to a zero tolerance stance. Students are instructed to practice a zero tolerance approach. We strive to maintain a safe campus, where students can explore their strengths and weaknesses without fear of retaliation or any adverse behaviors. FCCS has set forth clear expectations in regards to this practice. Students have been asked to practice a humble and graceful approach instead of an arrogant and judgmental approach. This can be efficiently explained in Romans 12:2 that reads: “*Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—His good, pleasing and perfect will*”. Being called to a higher standard requires that “we” shed the worldly ideas that “our way is the only way” or that we get to judge others based on the arrogance that clouds “our” judgment and makes us feel we have that power. There are a few truths that FCCS students are required to practice. It is encouraged that you, the parent, collaborate with us as we begin to change and repair a broken culture with love.

* **Truth #1**: No one can make you angry without your consent. Whomever you have placed in charge of your feelings, you have placed in charge of you. If you do not like that, take your power back. This truth stems from the idea that we must be in control of our emotions and that control governs how you react to others. In fact, your reaction directly contributes to the other person’s actions. In essence, what I am asking is that students think and monitor how they are reacting to others and make the shift.
* Truth #2*:* When one does not want to fight, two will never fight! This is the simple idea that the second person who makes a poor choice will have a more severe consequence than the first. Simple mathematics here, if one person makes a poor choice, that person ends up in the principal’s office. However, if the second person retaliates in a negative manner, that person will be taken to task moreover. This truth stems from how our brains work. When we are functioning out of the brain stem, the reactive part of the brain, we are practicing an immature approach that has no end. Students are encouraged to rise above that with the idea that they should be “right” instead of “right”. The students are instructed to receive their value from what God says about them, not from what man says about them. This truth has the ability to singlehandedly change our circumstances.
* **Truth #3**: Rely on the four gates of speech. This series of questions should be asked before any words are uttered out of our mouths.
  + **Gate #1**: Is it true? Oftentimes, we want to say things that are simply not true, mainly for two reasons, we want to cause pain or we want to receive approval. Neither one of these reasons should ever be used at someone else’s expense. Again, students are encouraged to respect other’s thoughts and beliefs without a need to hurt or receive approval.
  + **Gate #2:** Is it the right time? Oftentimes, we want to say what is on our mind, but choose the wrong time to do so. Aside from the fact that we also oftentimes use the wrong approach, teaching our students when it is appropriate to share and when it is not can only help them become more sensitive to the needs of others, thus practicing humility and not arrogance.
  + **Gate #3**: Is it necessary? This question should be asked as a measure to check for the rationale of asking the question. Oftentimes, pointing out a deficiency or an obvious statement is hurtful. This question directly correlates to the tattling approach, where students are asked if they are tattling to be helpful or hurtful. This is a valid question for a self-directed approach and regulating one’s thoughts.
  + **Gate #4**: Is it going to build the kingdom up or tear it down? By engaging in this type of question, one can quickly assess what their intent is behind their statement. Let’s practice tolerance, respect, and humility as we move forward in shifting a culture for a better tomorrow!
* Truth #4**:** What you focus on, you get more of. This is simply a concept of how we can shift an undesirable action into a meaningful change. If I asked you not to think of a purple elephant, I can assure you that everyone would automatically locate that purple elephant in his or her mind. This can also have the potential to shift a culture. We teach people how to treat us by how we engage with their words, thoughts, or actions. Students are encouraged to ignore undesirable words or actions as a means to eliminate the reaction the other person is seeking to reach. As soon as this behavior gets unnoticed, the likelihood of it continuing is slim to none. So help us encourage your student to outsmart the attempted actions of others.
* Truth #5: Respect is non-negotiable. This truth directly correlates to all levels of respect. Students have been instructed to not talk back to any teacher or adult. Although, their side will always be heard, engaging in a talk back approach violates Gate #2. The only reply any student should ever use is a “yes ma’am or yes sir”. If a student still feels they had something to say, this should wait until the end of the period or the end of the day. Furthermore, they can always speak to the Director who will gladly listen and offer a fair solution.

CODE OF CONDUCT:

Family Christian Center School believes that discipline is a critical component in achieving a safe and positive environment for learning. To assure that each student receives a quality education that brings glory to God and to maintain the dignity and individual rights of each student, parent, teacher and staff member, a code of conduct has been established for FCCS. This code of conduct follows the example established by God, the perfect Father, for the well-being of all His children (Hebrews 12: 5-11).

Any member of the Family Christian Center School faculty or staff is in a position of authority over every student and may discipline accordingly. FCCS does not utilize corporal punishment as discipline. We will, however, restrain a child that is a threat to self, other students, or staff.

All children who attend FCCS must abide by the following guidelines with respect to conduct:

* We expect our students to have the same moral standards as stated in God’s Word. Immoral behavior, as Biblically defined, is a reason for suspension and/or expulsion.
* Students will honor God and celebrate Him with daily chapel lessons and Bible study.
* Students will **show respect** **to all faculty and staff** of FCCS.
* Students will **show respect** **to their peers**. **Bullying/harassment of any form will not be tolerated.**
* Students will **show respect** **for FCCS property**.
* Students **will not** bring weapons, drugs, alcohol, or tobacco products onto the school property. The use of any tobacco product or drug and the consumption of alcohol are prohibited both on and off campus.
* Students will **show respect for self**. Substance abuse is not ignored or tolerated and self-harm of any kind is taken especially seriously.

PHILOSOPHY AND CONSEQUENCES

If a student chooses to violate the above guidelines, parents will be called to the school for immediate discussion with the dean of discipline, principal, and the student’s teacher. An administrator must be present for meetings of this nature to discuss appropriate disciplinary measures FCCS reserves the right to conduct afterschool detentions, that may include detail work, such as cleaning or picking up trash.

RACISM

Racism in any form will not be permitted. Racial slurs, slang, comments or any action that may be construed as derogatory to any race will result in immediate disciplinary action. To claim harmless intent such as “I was just kidding.” is not an acceptable defense. It is the stated handbook and Biblical policy to treat every student equally, respectfully, and with the love of God.

SOCIAL NETWORKING

Social networking is public and therefore an activity that should not be taken too lightly. Students should and will be held accountable for what they place on the internet at home or at school. Students will not express inappropriate thoughts or opinions about Family Christian Center School or its students and staff.

Violation of any of the principles set forth in the student handbook (such as using profanity) that are found on network sites (which include, but are not limited to, online instant messaging, internet chat rooms, personal sites such as Facebook, Twitter, Instagram, and many others that serve the same purposes) will not be abided and will result in strict and immediate disciplinary action. Please take note that Facebook requires everyone to be at least 13 years old before they can create an account (in some jurisdictions, this age limit may be higher). Creating an account with false info is a violation of their terms. This includes accounts registered on the behalf of someone under 13.

If the school is made aware of inappropriate conduct on the internet we will allow parents to be made aware of such instances. Please be mindful that consequences will be heavily enforced if a student breaks policy.

We will ask the student to remove the offensive material from its networking site and if the student refuses to remove the material, they will be subject to expulsion.

If a student removes the inappropriate material, but repeats the offense at a later date, they will be subject to immediate dismissal from Family Christian Center School.

STUDENT RELATIONSHIPS

Family Christian Center School is a co-educational institution and realizes the importance of developing wholesome relationships. Scripture is very clear in this matter and the academy stands on God’s Word as its guideline. Students are expected to hold clear the vision of **no public display of affection** at school or any school related event.

Blatant violations will result in detention and repeated offenses may result in suspension or expulsion.

SUBSTANCE ABUSE

Family Christian Center School is committed to a drug-free environment. This commitment may, under some circumstances, prompt the need for mandatory or random drug testing of students at the parents’ expense. It is the hope of the school that such measures will never have to be implemented. Every student should understand, however, that if the administration deems it necessary, the administration may require at any time during the school year either a mandatory drug testing of any student at prescribed times, or an unannounced random drug testing at any time during the school year. If such testing is ever required, failure to submit drug testing may result in immediate dismissal of the student. Other measures may be necessary to ensure that the school has taken every reasonable step to eradicate

substance abuse and to be in a position to identify and help students who are in need (the students must complete a counseling program before returning to the school and meet any and all other requirements). Therefore, the administration reserves the right to implement any or all of the following measures:

* Mandatory drug testing before a student can be considered for reacceptance and/or return to FCCS.
* Unannounced drug sweeps at any time.
* Unannounced searches of personal possessions such as lockers, book bags, backpacks, purses, electronic devises (cell phones, IPads, or computers of any kind) etc., and vehicles driven by students.
* The parents/guardians will be notified and an administrative meeting with the dean of discipline, principal, parents, and student will ensue immediately.
* A mandatory drug test will be required at an independent laboratory of the school’s choice and at the parent’s expense. The results of the testing will be sent directly to the school administrator.
* A mandatory assessment by a certified drug abuse counselor may be required.

VERBAL/PHYSICAL THREATS

All types of threatening speech or behavior will be taken seriously. Students should never threaten a classmate or any other person, even as a joke. Students who threaten another person, the property of a person, the school, or the school building in any form may face immediate dismissal and the proper authorities will be notified.

ATTENDANCE

Florida is a compulsory attendance state. Florida Statute 232.09 states that “Only absences due to sickness, injury, or insurmountable family emergencies qualify as exceptions to the stated policy.” This means that your child is required to be in school unless prevented by illness or family emergency. FCCS will work with families, whose student is part of another school’s sports team and require additional attendance requirements.

ABSENCES/TARDIES

Attendance is crucial for success at Family Christian Center School. Parents are urged to support our goal of perfect attendance for every student. Upon return to school following an absence, the student must provide the teacher/office with a written note of explanation signed and dated by a parent/guardian.

Absences will be excused for the following reasons **only:**

* Student Illness
* Medical Appointments
* Death in the Family

All other exceptions must be preapproved by the principal. In the case of an extended illness, or if a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excused absence. All other absences will be counted as **unexcused** absences.

Students accumulating ten (10) or more unexcused absences annually will be in jeopardy of not passing. FCCS reserves the right to conduct a truancy report on students missing 10 or more unexcused absence during one year.

It is the responsibility of the parent/guardian to make sure that their child makes up any missed assignments, homework, tests, etc. All make-up tests will be scheduled at the discretion of the teacher. Failure to make up any missed work will result in “ZEROS” being recorded in the grade book, and this could substantially affect the student’s grade.

FCCS reserves the right to not require a teacher to provide make-up work for unexcused absences.

* TARDIES**: School begins promptly at 8:15 a.m.** Parent cooperation in this matter is required. A student who is tardy to class not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Students are marked tardy after 8:15 a.m. and parents are responsible for signing their child in at the school office. Please be advised that 5 tardies will equal (1) one absence. This will affect your perfect attendance award. The school reserves the right to inform the authorities for excessive absences, since this is a violation against Florida Statue under truancy.

PRE-ARRANGED ABSENCES

On rare occasions, it may be necessary for a child to miss school for scheduled events such as a wedding or family reunion. Parents may petition the administration for a pre-arranged absence by submitting the proper form to the principal no later than five days in advance of the anticipated absence. In order for the administration to approve a pre-arranged absence, the students must have a C grade average. Approval must be given for a student to be permitted to do their “make-up work”. All work must be completed and turned in the day the student returns to class. Please do not exceed 5 days per year. **No prearranged absences are permitted during testing week.**

UNEXCUSED AND EXCUSED ABSENCES

In Middle and High school, only a note provided by a doctor, nurse, or hospital will excuse a student’s absence from class. Students may not be permitted to make up all assignments for unexcused absences. Also, it is the sole responsibility of the student to request any missed notes from their classmates. It is also the student’s responsibility to check with the teacher about any missed assignments following an excused absence. Students who receive 10 or more unexcused absences will be required to meet with the principal and the middle school teachers to discuss the possibility of the student needing to repeat their current grade. Students simply cannot acquire the knowledge necessary to advance to the next school grade if they are not in class the number of days required by law.

\*A teacher or office staff member may send home a note alerting parents/guardians of excessive unexcused absences; however, this is not a requirement. All parents should keep track of the excused/unexcused absences their child is accumulating.

**ADMINISTRATIVE PREROGATIVE**

August, 2017

Administrative Prerogative

The intent of this handbook is to provide general guidelines to which the students and parents should adhere. In the course of the school year, situations may arise which are not specifically covered in this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new circumstances.

**The agreement to the Student-Parent Handbook policies, of both student and parent, is established through the parent’s signing of the *STATEMENT OF COOPERATION* found in the FCCS enrollment packet.**

**APPENDIXES**

**CHAPERONE GUIDELINES FOR FIELDTRIPS**

We thank you in advance for wanting to volunteer and ask that you kindly oblige with the following guidelines. This will ensure a happy, safe, and fun field trip for all.

* Please arrive on time, and be prepared to stay until the end of the field trip (even if you have elected to drive).
* Please be prepared to drive in your own vehicle if necessary
* Please be prepared to closely monitor a group of children; do not leave children alone or unescorted (including trips to the restroom).
* Please do not bring siblings or other children with you unless approved by the principal prior to the event.
* Please adhere to the trip schedule.
* Please refrain from purchasing food/gifts for adults or student unless doing so is part of the scheduled trip.
* Please keep cell phone calls to emergencies only.
* Please refrain from smoking or drinking on school property or during any portion of the field trip.
* Please do not administer any medication to a student; all medical situations must be referred to the teacher.
* Please do not release students to anyone other than the teacher.

2017-2018 Student/Parent Handbook Agreement

This handbook agreement acknowledges that we, the parents of an enrolled student at Family Christian Center School, agree to support the administrative, disciplinary, and spiritual standards of the school as described in the following statements:

1. I, the parent (or legal guardian), give permission for my child to take part in all school activities and absolve the school from liability to my child because of injury to my child at school or during any school activity.
2. I, the parent (or legal guardian), give permission for my child to participate in any meal related event. This may include, but is not limited to party food, cupcakes/cakes, doughnuts, and other similar foods.
3. I, the parent (or legal guardian), do hereby consent to the photographing/videotaping/advertising of my child while he/she is involved in any school, childcare or church activity during the present school year. I also consent to the release of my child’s name (usually only first name will be used), both verbally and in print, when used in connection with said photography/videotaping/advertising. I do hereby release and waive any and all claims, demands or objections against the school, childcare or church in connection with or arising out of the said photography/videotaping/advertising.
4. I, the parent (or legal guardian), agree to provide Family Christian Center School (FCCS) with all of my child’s current school records and forms. These records and forms will remain up to date and stay on file in the office.
5. I, the parent (or legal guardian), agree not to send my child to school if my child is ill, so as to prevent illness from spreading to other students.
6. FCCS reserves the right to refuse any application, or dismiss any student, at any time, for unacceptable conduct, or any other reason it deems necessary. Neither the enrollment application, nor payment of fees is considered to be binding upon Family Christian Center School (FCCS).

Tuition Agreement

I, the parent (or legal guardian), agree to pay the tuition fees, any late charges or returned checks charges that may accrue as a result of not paying by the given deadline.

I, the parent (or legal guardian), agree to pay all collection costs including necessary legal fees involved in collecting delinquent accounts.

We, as parents (or legal guardians) further understand and support the Bible and religious teachings implemented in the daily schedule of Family Christian Center School (FCCS).

We, as parents (or legal guardians) understand that the yearly student enrollment form will not be considered without the yearly registration fee.

We, the parents (or legal guardians) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read this Student/Parent Handbook Agreement and the Student/Parent Handbook and we will cooperate with the policies and purposes of the school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Signature or Guardian Mother’s Signature or Guardian Date

**2017-2018 Parent/Student Agreement**

I, (Parent/Guardian) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Discipline Guide document and understand the information provided. I understand the consequences for my child breaking the rules mentioned in this document. I will do my best in helping my child maintain a testimony that is upright and commended.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian signature)

I, (Student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I will be held responsible for my actions. I will do my best to follow the rules that have been given to me to follow by my teachers and principal at Family Christian Center School.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student signature)