



*"Transforming Society for His Glory"*

Elementary  
Parent/Student  
Handbook  
2009-2010

# **Florida Bible Christian School Elementary School Administration**

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Welcome to Florida Bible Christian School. We are thankful for the opportunity to partner with your family in the area of Christian education. This is a unique school where our students are endowed with the spiritual, intellectual, moral and physical capabilities to transform them into young men and women of solid Christian character.

Florida Bible Christian School curriculum and conduct codes are based on Biblical principals. All academics and activities are bathed in God's Word. Our goal is to provide a Christ-centered environment where young people are educated spiritually, intellectually, physically, and socially to transform their world for Christ.

While our school exists to prepare students for life now and life in the hereafter, we cannot do the job alone. It is vitally important that the school and the home work in partnership – in support of one another – to help educate our students. In that process, communication is the most important resource that we have. Through work folders, progress reports, and conferences the school will keep parents informed about their student's academic progress and conduct. Likewise, parents should be in contact with teachers and administrators whenever an issue or concern arises. Remember, communication can only be effective if it is transactional.

This handbook sets forth the standards, expectations, and rules that we feel will ensure a productive educational experience at Florida Bible Christian School. Parents, please review this handbook so that you understand and appreciate our program. Students, you will be held accountable for your actions in accord with the information found in this handbook.

Welcome and best wishes for an exciting year!

# Contact Information

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## **I. Background Information**

### **A. History**

Realizing their accountability to God for what their children were taught, Florida Bible College faculty and staff were convicted of the need to provide preschool - 12<sup>th</sup> grade Christian education in South Florida. The school opened in 1976 and operated within the facilities of Florida Bible College until the fall of 1980, when the college relocated to Central Florida. At that time, Florida Bible Christian School was transferred under the ministry of Florida Bible Church, Inc.

As the school improved and its programs and enrollment increased, a new location was sought. In the fall of 1983, the church and school moved to its present campus in Miramar. When the church auditorium building was completed in 1988, the school acquired fourteen more classrooms, an art room, storage rooms, a choir room, and state-of-the-art computer labs. A new media center/science lab/ classroom building was added in 1996. Additional construction and facility improvements are anticipated through our "Building a Legacy" capital campaign which was launched in 2004.

### **B. Location**

The school is located in the southwest section of Broward County, between I-75 and I-95, just south of Fort Lauderdale and west of Hollywood, about twelve miles from the Atlantic Ocean. The buildings are situated on a fully developed and landscaped ten acre campus, which includes offices, classrooms, media center, cafeteria, chapel, computer labs, and science labs. The recreation area includes a baseball diamond, outside basketball courts, and a large well-equipped, fenced playground. In addition, the school uses a local park for sporting events.

### **C. Administration**

Florida Bible Christian School is a ministry of Florida Bible Church, Inc. The church Elder Board oversees the entire ministry. The administrative team of the elementary principal, the secondary principal and the school business administrator are the decision making authority in the school over three divisions: preschool, elementary school (grades kindergarten -6) and secondary school (grades 7-12).

### **D. Accreditation**

Florida Bible Christian School is accredited by the Association of Christian Schools International (ACSI), an international accrediting agency and Southern Association of Colleges and Schools (SACS), a regional accrediting agency. Both of these agencies are recognized by the State of Florida Department of Education as valid accrediting agencies. This places the school at the top of the accreditation ladder, making it possible for graduates to enroll in the college or university of his/her choice. The preschool is licensed by the Association of Christian Schools International and registered with the Broward County Department of Children and Families.

## **E. Teachers**

All teachers are qualified, dedicated men and women, who are called by God to minister to young people academically and spiritually. All teachers are degreed and certified by our accrediting association, and many are certified by the State of Florida. They combine years of experience and success in the field of education, many of them having served at the school for a number of years. The teachers love the students and work with the parents in providing the student with the resources needed to be successful today and into the future.

## **II. Philosophy and Objectives**

### **A. Vision Statement**

Florida Bible Christian School endeavors to educate children to know God, to understand themselves, and to transform society for His glory.

### **B. Mission Statement**

The mission of Florida Bible Christian School is to provide a Christ-centered environment where young people are educated spiritually, intellectually, physically, and socially to transform their world for Christ.

### **C. Philosophy of Christian Education**

Florida Bible Christian School is a ministry of Florida Bible Church, whose vision, mission and core values center on unwavering commitment to the grace of our God, the authority of the Bible and the pre-eminence of Christ in all things. Our doctrinal position, which all members of the school community uphold, is articulated in the Florida Bible Church Statement of Faith.

Florida Bible Christian School embraces a transformation model in that we recognize each child as made in the image of God, with worth and purpose beyond imagination. Our vision is that students will come to know God, understand themselves and transform society for His glory.

Florida Bible Christian School recognizes and values “the whole child,” and it is our mission to offer children a Christ-centered environment where they are educated spiritually, intellectually, physically and socially to transform their world for Christ.

Florida Bible Christian School is committed to being a vibrant community of faith and learning. In order to fulfill our vision and mission and to nurture our safe, caring and loving environment, the school community adheres to a set of core values grounded in biblical faith and inspired by the joy of learning.

### **D. Statement of Faith**

We believe the Scriptures are the inspired Word of God, complete and without error, preserved by God, being the basis for one’s faith and practice. Therefore, to have fulfillment in life, one must have a saving knowledge of Jesus Christ and a subsequent life that is in harmony with the Scriptures. The message of salvation therein can be stated briefly, as follows:

- a. Man is a sinner by birth and practice. (Psalm 51:3; Romans 3:23)
- b. The just consequences of sin are eternal death and separation from God. (Romans 6:23)
- c. Infinite love compelled Jesus Christ, God in the flesh, to submit to death in man's place, going on to burial and resurrection in order to secure complete payment for all sin; thus restoring man to God. (II Corinthians 5:21; I John 2:1, 2)
- d. To have eternal life, one must trust in Jesus Christ; believing His substitutionary death is sufficient for sin's payment. (John 3:16)
- e. God's Word states that, upon trusting Christ as personal Savior, one is assured of eternal life from that moment forward. (I John 5:13)
- f. Christ indwells every believer, thus enabling that individual to "do all things through Christ." (Philippians 4:13)

**E. Warrior Code (Core Values):**

The Florida Bible Christian School Honor Code is based on positive character qualities. Each word stands for character traits that teachers, staff, and students will work to exhibit on a daily basis. It is our goal that FBCS Warriors and our school be identified with these positive qualities.

<b>Wisdom:</b>	We strive to make Godly choices.
<b>Attentiveness:</b>	We listen to God and the words of others.
<b>Responsibility:</b>	We are dependable and keep our promises.
<b>Respect:</b>	Our words and our actions honor God and each other.
<b>Integrity:</b>	We seek honesty and uprightness in all we do.
<b>Obedience:</b>	We obey the Word of God and honor authority.
<b>Rejoicing:</b>	We know the joy of grace.
<b>Service:</b>	We join Jesus Christ in transforming our broken world.

**III. Admissions**

**A. Policy**

Students are accepted into the school on the basis of their character, scholastic record, test results, interview, and available space without regard to race, creed, color, or national and ethnic origin. Parents must have a genuine desire to have their children in a Christian school and be willing for them to abide by the school policies and program. Therefore, only the children whom we feel will adjust adequately to the program and whose parents agree to cooperate fully with the teachers and administration will be admitted and retained as students in the school.

**B. Statement of Nondiscrimination**

Florida Bible Christian School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. FBCS does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational or admissions policies, and athletic or other school administered programs.

### **C. Enrollment Procedures**

Enrollment in the school will be finalized upon completion of the following required steps:

1. An application form signed and dated by both parents or guardians.
2. Payment of all enrollment and book fees.
3. A record of completed immunizations as required for students in the State of Florida.
4. A certified copy of the child's birth certificate and a copy of the Social Security card.
5. A certified copy of the court order or final judgment, if parents are separated or divorced.
6. Entrance/placement tests for general ability and academic progress (K-6).
7. A copy of the student's most recent report card.
8. Receipt and approval of the conduct and academic records from the previous school attended. (Grades 1 -6)
9. A copy of the student's scholastic and standardized testing record from the previous school (unofficial copy).
10. A parent/administrator/student interview may be requested in elementary school.
11. A signed Parent/Student Handbook "Statement of Agreement" form (Grades 1-6).

### **D. Re-enrollment Procedures**

Students re-enrolling in the school must complete steps 1, 2, and 11, along with making sure all required immunizations are up-to-date. Students entering 7th grade must complete the Hepatitis B vaccine series.

Florida Bible Christian School reserves the right to refuse re-enrollment to students who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school or continue to intimidate a teacher or whose parents have not supported school policy. In addition, all financial obligations must have been met from the previous school year and all present accounts must be current in order for a student to be re-enrolled for the next school year.

### **E. Transfer Credits**

Credits are usually accepted at face value as established by the school from which the student is transferring. FBCS does reserve the right to turn down any credits deemed unacceptable. Summer school may be required at any level if the test scores are questionable or credits are lacking.

### **F. Withdrawals**

Student withdrawals from the school must be made in writing through the school office. Health records will be released to parents after a 2-day processing period. Official academic records are released school to school only.

## **G. Transcripts**

It is the policy of the school not to release official transcripts or records directly to students or their parents. When transferring to a new school, Florida Bible Christian School requires a written, signed release from the student's parents to mail all cumulative records directly to the next school.

## **IV. Financial Information**

### **A. Tuition**

For the current tuition levels consult the "Tuition and Fee Information" statement. Tuition payments are made in 10 or 11 monthly payments. All tuition must be paid through FACTS Tuition Management. There is a 5% discount for each additional child from the same family. There is a 3% discount for those paying the year's tuition in advance.

### **B. Fees**

All fees in excess of tuition (book fees, applications fee, athletic fees, etc) must be paid directly to the school. A statement of account is sent each month, and payment is due on the first of each month.

#### Payment Options:

1. Cash payments - please pay in person at the school office.
2. Checks should be made payable to Florida Bible Christian School.
3. PayPal – available through our website.

### **C. Late Charges**

There is a service charge of \$25.00 added to an account for all payments not received by the fifth or twentieth of the month according to the parent selected payment due date.

### **D. Returned Checks**

There is a \$40.00 service charge on all returned checks.

### **E. Past Due Accounts**

Students may be temporarily suspended from classes or school activities for the non-payment of tuition. Students may be dis-enrolled for habitual non-payment of tuition. Students may not be re-enrolled for a subsequent academic year until the financial responsibilities from the previous year are paid in full. Any costs associated with the collection of tuition by a third-party agency will be paid by the responsible party.

### **F. Refunds**

The application fee is non-refundable should the student cancel or withdraw for any reason, unless it is at the request of the school. The book fee is refundable if the student is withdrawn before the beginning of the new school year. Prepaid tuition for months in which a student does not attend school shall be refunded if the student has been withdrawn properly. If a student attends any part of a billing cycle, charges for the entire billing cycle will be due. Refunds will be made within 10 business days.

### **G. Referral Credit**

A \$100.00 credit will be given to the referring family for each new student who enrolls and completes the entire school year at FBCS.

### **H. Financial Aid**

Florida Bible Christian School is able to offer a very limited amount of financial aid to our student's families. A request for financial aid should be submitted to the school office in writing and be accompanied by the most recent 1040 Form. Requests for the subsequent school year should be submitted no later than the last day of February of the preceding year. Upon receipt of the letter and tax forms parents will be required to complete a financial disclosure statement that is reviewed by an outside agency. This agency will evaluate the financial information and make a recommendation to the school. The fee for this evaluation is \$25.00 and is paid to the agency by the applying family. Upon receipt of all information FBCS will notify families of possible aid. It is important to note that we have a very limited amount to use in assisting families and, unfortunately, not all families that qualify for financial aid will be accommodated. FBCS does not award scholarships based on academic performance or sports participation – all financial assistance awarded is based solely on demonstrated financial need.

### **I. Textbooks**

There is a yearly supply/book fee per student which helps to cover the cost and use of all textbooks and related academic materials. Should a textbook be lost, stolen, or damaged, the student will be required to pay the replacement cost. All non-consumable books remain the property of the school and must be returned without excessive wear.

### **J. Fundraising**

Students and their families are encouraged to participate in school-wide fund raising. Individual classes, clubs and athletic teams may hold specific fundraisers, as long as they are properly approved. In the interest of the safety, students are not to solicit "door to door" for any fundraising programs.

## **V. Attendance**

### **A. School Hours**

Kindergarten - 6<sup>th</sup> Grade            8:00 a.m. - 2:45 p.m.

Early arrival for elementary students is available at 7:15 a.m. All students must be in their respective classrooms by 8:00 a.m. or they will be marked absent.

#### 1. Regular Schedule Days

Students who are not picked up by 3:00 p.m. must go to Second Session (after school care), where they must remain until picked up by an adult. Students will not be allowed to wait on campus with older siblings. A pass from the school office is required for early pickup prior to 2:30 p.m.

#### 2. Early Release Days

Students will be dismissed at 11:30 a.m. Students who are not picked up by 11:45 a.m. must go to Second Session (after school care).

## **B. Absences**

In order for a student to gain the most from school, he/she must be regular in attendance. This holds true in every grade level, as learning takes place every day, all day. If a child is absent, the office should be notified by 10:00 a.m. Due to lesson plan considerations and changes, the teacher is not obligated to give the student work in advance. A student must attend school for a total of four hours in a day to be counted present for perfect attendance purposes.

### **1. Accumulated Absences**

Since academic instruction, and resultant understanding, is a process of building knowledge, excessive absences severely handicap the student from appropriately mastering the material. The following policies on absences should be reviewed carefully:

- a. A student may not be absent from school more than nine times per semester or 18 times during the school year, except under extreme situations and medical conditions. This is mandated by the State of Florida.
- b. Students exceeding the 18 day maximum regulation may be required to submit a written petition to the administration explaining the reason(s) for the absenteeism, including doctors' excuses. Penalties include mandatory make-up work, required tutoring after hours at an additional fee, loss of sports participation, loss of academic credit, or withdrawal from the school.

### **2. Excused Absences**

- a. Death within the immediate family and illnesses are excused automatically.
- b. When a student returns after an absence, a signed note from a parent and/or doctor's signed statement in case of illness must be brought directly to the school office stating the reason for the absence.
- c. Florida school law states: "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law." It further states: "When a child of compulsory school attendance age is absent without permission of the person in charge of the school, the parent of the child shall, as soon as practicable after learning of the absence report, explain the cause of such absence to the teacher or principal of the school."

### **3. Unexcused Absences**

Students receive zeros for all assignments and tests missed during the unexcused absence days, which cannot be made up unless approval is given by the administration. This includes suspensions and unannounced absences other than illnesses or emergencies. All work missed must be completed and submitted to the teacher(s), even if no credit is allowed.

### **C. Tardiness**

It is crucial that each student arrives at the respective classroom on time. This enables the student to start the day off right, eliminates distractions for the other students, and keeps the student from missing important instruction time. Every minute is crucial for learning in the classroom.

When unavoidable tardiness arises, the following guidelines should be followed:

1. If a student arrives after 8:00 A.M., he/she must report to the office for a late pass to class. A note from the parent should explain the tardiness, or the parent must come in with the student to explain the tardy. A student and/or parent should not go directly to the classroom without an official office pass.
2. Three unexcused tardies constitute one unexcused absence.
3. Excused tardiness would involve illness, unusual traffic problems (approved by an administrator), or an accident.
4. If a student arrives at school after 12:00 p.m. or leaves before 11:00 a.m. on a regular schedule day, he/she will be recorded as having ½ day's absence.

### **D. Truancy**

Deliberate absence or tardy without the parents' knowledge and/or permission will result in a grade of zero for the work missed and the student will be dealt with by the respective administrator. The teacher may require the student to make up the work without credit. A student who is truant continually will be reported to local authorities.

### **E. Early Dismissal**

In order for a student to leave school early, he/she must have a note giving permission from the parent or guardian and be signed out by the parent/guardian. If the reason for leaving is a doctor's appointment, the student must return with a note from the doctor or the absence will not be excused. If these requirements are not met, the absence will not be excused.

### **F. School Closures**

Reaction to natural disaster and/or hurricanes and tropical storms will be governed by the instructions given on radio and television by the Broward County authorities. FBCS will close in conjunction with the closing of Broward County schools and in compliance with the Emergency Operations Center's (E.O.C.) storm safety recommendations for closures of public institutions, schools, and businesses. Any additional information may be obtained by listening to various local radio and TV stations, calling the school office or viewing our complete school closure and re-opening information on our web-site.

## **VI. Dress Code**

### **A. School Uniform**

Florida Bible Christian School has adopted a standardized dress code in the form of school uniforms. Only uniform items purchased from the uniform company are permitted in school, including jackets and sweaters with the exception of sanctioned FBCS school sweatshirts and athletic jackets. The official list of the specific and acceptable styles and colors is available from the school office or our website.

### **B. Personal Appearance Guidelines**

Students are expected to be well-groomed and neatly dressed according to code at all times while on the campus during the school day. Uniforms must be worn clean, properly hemmed, neatly pressed, and there should be no holes, tears, or frayed edges. Students must wear the polo shirttails tucked into their skirts, shorts or trousers at ALL times while on campus. Shirts must be buttoned properly and skirts kept at the proper length. T-shirts underneath the uniform shirt must be short-sleeve white, black, or red and must not extend beyond official uniform sleeves. Graphics or wording on undershirts is not permitted. No hats, caps, or visors may be worn during school hours on campus. Any uniform pants or shorts that have belt loops must be worn with a belt. Any uniform pants or shorts that have belt loops must be worn with a belt. No sagging or exposed undergarments are permitted at any time. Pants must be worn at the waist at all times. Any form of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered extreme, distracting, or disruptive will not be permitted. The emphasis is on neatness, cleanliness and moderation.

#### **Girls**

All skirt or culottes hems must be at the top of the knee. Any purchase of uniforms that are too small or too large in size, or any alteration or shrinkage of clothing that causes the uniform to appear too short or tight will be considered a uniform violation. No visible body piercing (other than earrings) or tattoos are permitted. Closed shoes, sandals with a back strap or athletic shoes (PE shoe requirement) may be worn; flip flops, backless shoes and heelys are not permitted. Shoe colors can only include red, white or black. During cold weather, girls may wear red, white or black tights. Slacks or jeans worn under other items of clothing are not permitted.

#### **Boys**

No visible body piercing (including earrings) or tattoos are permitted. No haircuts with designs or Mohawks permitted. Boys cannot wear band-aids or posts during the year to cover up new ear piercing. Closed shoes or athletic shoes may be worn; flip flops, sandals, heelys and backless shoes are not permitted.

### **C. Uniform Violations**

In addition to sanctions enumerated in the FBCS Student Code of Conduct (section XIII), students not in compliance with the school dress code may be suspended from classes until such time as they come into compliance with the dress code mandates.

### **D. Non-Uniform Days**

Occasionally certain days of the school year are designated as non-uniform days (including some field trip days). Students participating in non-uniform days must observe the following stipulations:

1. Denim jeans are permissible as long as they are not tight, unclean, ripped, frayed, or have holes in them.
2. Shirts must not advertise alcoholic beverages, tobacco products, secular music groups, or any questionable or offensive material.
3. Girls may not wear any outfit that exposes the midriff.
4. The hem of dresses and skirts should extend no higher than the top of the knee.
5. Shorts, if permitted, must be mid-thigh or longer.
6. Shoes must be worn. Backless shoes are not allowed.
7. If swimming is involved, boys must wear swim trunks and girls must wear a one-piece suit.

Violators of non-uniform day policy must report to the office and, when possible, a school uniform will be provided. In the event that a uniform is not available, the student must remain in the office until the parent brings proper clothing.

### **E. Athletic Uniforms**

Members of FBCS sports teams may wear team jerseys or other designated apparel on game days at the discretion of the coach and administrators. Proper attire will be communicated on a team by team basis.

## **VII. Home and School Communication**

### **A. Parental Involvement**

Florida Bible Christian School will not take the place of parents, but will support the parental responsibility by emphasizing respect for authority in general and parents in particular. Students are taught and challenged to live Christ-filled lives, the school working closely with parents in the best interest of each child. The child's ultimate training, however, must come from the home, in order for there to be success in every area of life. The school is an extension of the home, working together with the parents to "train up a child in the way he should go." (Proverbs 22:6)

### **B. Guidelines**

From time to time, parents and students are uncertain whom they should contact regarding various matters. The following guidelines are provided to assist in directing any comments or questions to the proper individual(s):

1. Classroom matters including homework, discipline, help class, curriculum and make up assignments: teacher, principal.
2. Questions about athletic events and location of games: athletic director.
3. Tutoring: teacher, guidance office, principal.
4. Attendance: school office.
5. Tuition and fees: bookkeeper (school office).
6. Admissions Process: Director of Admissions
7. Transcripts: Registrar

Contact information for each faculty and staff member can be found on our website or by contacting our school office.

### **C. Chain of Command**

The following chain of command should be followed when parents are seeking information or help for their student:

Teacher --> Principal --> President

### **D. Back-To-School Orientation Meetings**

Parent-Student Orientation meetings are held in August during the week prior to the official beginning of classes. Students meet their teachers and information pertinent to the new school year is given at these important meetings. Parents' attendance is expected and appreciated. Information is sent to the home in advance as to the date and time of these meetings.

### **E. Open House**

Open House is held following the end of the first and second grading periods. These meetings are provided to update parents on upcoming events. Parents are asked to attend a joint meeting and are then dismissed to go to the classrooms to meet with their children's teachers and receive report cards. Any extended conference should be planned for another time.

### **F. Parent-Teacher Conferences**

In kindergarten through sixth grade, teachers will schedule conferences to update parents on their student's academic and school progress. Parents and guardians wishing to have a conference with a teacher or administrator should set up an appointment through the school office. Teachers are not permitted to hold impromptu conferences at the doors of their classrooms, in the morning before class, or at dismissal due to their immediate responsibilities with the students in their care. Parents are asked to call the school office or send a note to the respective teacher in order to schedule an appointment.

### **G. Telephone Calls and Messages for Students**

Urgent messages from parents are communicated to teachers or students as quickly as possible. Students are not permitted to answer their cell phones or to check messages during the school operating hours. Cell phones must remain off (not on silent or vibrate) and in the student's book bag during the school day. Classes will not be interrupted except in the case of an extreme emergency situation.

## **H. Contacting a Teacher**

Each teacher at FBCS has a voice mail and E-Mail which can be accessed at any time. Parents are encouraged to use these means for the most effective communication with our teachers and staff.

## **I. Event Information**

The Florida Bible Christian School web-site ([www.floridabible.org](http://www.floridabible.org)) is updated regularly with event information, documents for downloading and important information for parents. Make a point of checking in regularly to receive information in a simple and efficient manner.

# **VIII. Transportation**

## **A. Parent-Provided Transportation**

Parents who bring students to school in the mornings and who pick up in the afternoon are asked to use the designated drop-off zones, following the instructions given in the parent orientation packet. There should be no parking in the drop-off areas. Parking is allowed in designated areas only. No cars may be parked in the bus/van parking area on the west side of the campus. Students may not be dropped off outside the designated areas including at the entrance and exit of the school property. Drivers may not use cell phones while in the school parking lot. Parents are asked to cheerfully abide by the requests of the personnel and student patrols assisting in the parking lot and are requested to follow the directed paths in the parking lot. All students, parents, faculty, and visitors park their cars on the campus at their own risk. The school can assume no responsibility for damage or loss due to theft, vandalism, accidental or malicious actions of others, or acts of nature.

## **B. Rainy Day Dismissal Procedures**

Since the primary dismissal areas are not located under cover there may be days when the weather may not permit a regular pick up pattern. On rainy days or when there is lightning present in the area parents are asked to follow the rainy day procedures outlined in the orientation packet. Every effort will be made to expedite the dismissal process, however, the safety of the students and our faculty and staff will be our priority.

# **IX. Medical Policies**

## **A. Clinic**

The clinic is for students to lie down should they feel ill. For any special needs, the staff nurse is asked to check on the student. Normally when a student is ill enough to be out of class for any length of time, the parents are notified so he/she may be taken home or to the doctor. It is the obligation of the parents to make sure the school office is given all emergency phone numbers.

In the event of a serious injury or accident, parents are notified immediately using home, work, or emergency phone numbers supplied to the office. Every effort is made to contact parents before emergency medical attention is obtained.

In the event that emergency medical attention is necessary the school nurse will communicate with the local fire rescue authorities. Only first-aid is administered in the clinic.

Prescription or non-prescription medication or vitamins are not permitted on campus, unless a "Request to Administer Medication" form is on file with the school nurse. All necessary medicines are to be kept in the office and administered by clinic personnel.

Under the following conditions it is mandatory for a student be kept home or to be picked up from school in a timely manner. These conditions are usually contagious and out of consideration to our staff and to other students it is imperative that the child is home under the care of an adult or seen by a physician. These conditions include but are not limited to head lice, pink eye, vomiting, diarrhea, fever (99.0 or above), excessive coughing or other conditions that the school nurse deems contagious.

### **B. Head Lice**

Anyone can contract head lice from sharing combs, hair clips, headrests, pillows, or just close contact. Frequent scratching is the first sign that one might be infected. If a student is found to have head lice, the parent will be contacted immediately and asked to remove the student and siblings from school. The student may return to school when all of the nits and lice are removed and the school nurse has checked the student's scalp. If a child is found to have head lice, the parent is asked to contact the doctor for advice in treatment.

### **C. Communicable Disease Policy**

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

The more common reportable communicable diseases include the following: Amebiasis; animal bites, Hepatitis, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Pertussis, Poliomyelitis, Rabies, Rocky Mountain Spotted Fever, Rickettsia, Rubella, Salmonellosis, Smallpox, Syphilis, Tetanus; Tuberculosis, Conjunctivitis (pink eye), and Head Lice.

Less common reportable communicable diseases are as follows: Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (leprosy), Histoplasmosis, Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Paralytic Shellfish Poisoning, Pesticide Poisoning, Plague, Psittacosis, Relapsing Fever, Schistosomiasis, Shigellosis, Toxoplasmosis (acute), Trichinosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera Vibrio Infections, and Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

#### **D. Student Accident Insurance**

Every student is covered by a school-time insurance plan. Since it is not a primary policy, any claim for an injury should be made with the parent's insurance company first. The school-time insurance will pick up any covered expenses that were not paid by the parent's company.

Under the school-time only plan, the student is insured while "attending school during the hours and on the days when school is in session, participating in or attending activities sponsored solely by the school and continuously and directly supervised by a school official or employee, including school supervised travel directly and without delay to and from such activities during the school term, traveling directly and without delay to and from the insured's residence, as defined in the policy, and the school for regular school session for such travel time as is required, but not to exceed one hour before school begins and not more than one hour after school is dismissed; or if additional travel time beyond one hour on the school bus is required, coverage shall extend for such time that might be necessary."

## **X. General Policies**

### **A. Bicycles**

Students who ride bicycles to school may secure them on the rack provided behind the main building. Bicycles should be walked on the sidewalks. The school can assume no responsibility for damage or loss due to theft, vandalism, accidental or malicious actions of others, or acts of nature.

### **B. Cell Phones, Beepers, iPods and Personal Digital Assistants**

Beepers, paging devices, personal digital assistants, iPods or cellular telephones are not permitted for students' use at any time during school hours. Cells phones must remain off (not on silence or vibrate) and in the student's book bag during the school day. The school will not be responsible for pursuing the loss or theft of such items. Beepers, paging devices, iPods and cellular phones that are used during the school hours may be confiscated by the administration. The school is not liable for such devices that are confiscated from students. Since these devices may be used by students for the purpose of cheating, students who use their cell phone or other electronic devices to communicate (call, text message, photography, etc.) during school hours will be suspended and have their device confiscated. The device will be released only to a parent. Upon a second offense,

the student will be prohibited from bringing the device to school for the remainder of the year. Parents should note this policy and not ask the school to make exceptions.

### **C. Chapels and Assemblies**

Chapels are conducted on a bi-weekly basis and assemblies are held as the need warrants. It is important that students develop maturity and a sense of respect during these gatherings. Students are expected to behave in a courteous, reverent manner. Chapels are opportunities for spiritual growth and learning.

### **D. Chaperones**

The school requests that parents abide by the school dress code when chaperoning a school event and refrain from smoking. Chaperones are asked not to bring their young children with them when officially escorting a school activity. Chaperones will be arranged by the classroom teacher.

### **E. Child Abuse Reporting**

Chapter 39 of the Florida Statutes mandates that all teachers, day care workers, school officials and school personnel who “know, or have reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families. The school will report any suspicious or circumstantial evidence of child abuse, abandonment, or neglect to the appropriate authorities. The identity of mandatory reporters is held confidential by all parties involved in the investigation.

### **F. Emergencies**

Fire drills, severe weather drills and lock down drills are conducted regularly for the purpose of assuring safety standards. Students are expected to treat all drills with the utmost seriousness.

The alarm for the fire drill is an electric buzzer. Fire drill routes are posted in each classroom. Severe weather and lock down procedures are communicated through the intercom system.

Intentional tripping of the fire alarm when no fire or other emergency is present is a felony and will be reported to the local authorities. Any tampering with fire extinguishers, sprinklers, smoke detectors, or any other fire prevention equipment will be considered a serious offense.

In the case of an actual emergency, parents are asked to follow the direction given by law enforcement personnel and Florida Bible Christian School administration. Parents will not be allowed to remove students from campus during lock downs, and evacuations without administrative approval. Efforts will be made to keep parents apprised of emergency situations but it must be understood that the main focus during these situations is the safety of the students and staff.

### **G. Field Trips**

From time to time, class field trips may be scheduled. All students are expected to participate; however, some students, for disciplinary reasons, may not be allowed to participate in a field trip. If a parent chooses for their elementary school child not to participate in a field trip then the student is not to attend school on that day.

Proper field trip permission slips must be signed by parents in order for their child to participate in the field trip. A phone call is not sufficient. Students are required to wear school uniforms on field trips, unless otherwise notified. Overnight school trips in the elementary school typically take place in the fourth and sixth grades.

### **H. Home Schooling**

Students who are home schooled may participate in selected school activities. Further information may be obtained from the school office.

### **I. Internet Use Policy**

Students must use school computers in a morally responsible, efficient, and legal manner. The Internet Use Policy is an extension of the FBCS Code of Student Conduct. These rules apply to vandalism of computer equipment, unauthorized access to information (including inappropriate or restricted internet sites), computer piracy, hacking, and any tampering with hardware or software. These rules also apply to the electronic use of harassing and abusive or obscene language. You may not use school computers to annoy, harass, or offend other people. These rules also apply to the use of computer resources to enable cheating, plagiarism, or copyright violation of any kind. Other types of damage and information loss to a computer system are viruses and worms. Students responsible for a FBCS computer or the FBCS system becoming infected with viruses or worms will be held liable. Finally, FBCS computers may not be used for commercial purposes of any kind.

### **J. Leaving Campus**

The school operates under a “closed campus” policy. Once a student arrives on the school property in the morning, he/she is not to leave until dismissed from school in the afternoon. All elementary school students leaving before the normal dismissal time must be signed out in the school office by the parent.

### **K. Library/Media Center**

The FBCS library/media center is the information resource for FBCS students. The students are able to access print and non-print resources. The library/media center assists the students in developing a love of reading, literary knowledge, assignment completion, research and technology skills. Students visit the library on a weekly basis. Books may be checked out for a two-week period. There is a fine for overdue or lost books. Reference materials may not be removed from the library. Students in the 4<sup>th</sup> – 6<sup>th</sup> grade must have a *Library Procedures Agreement* on file prior to using the center. A complete *Library/Media Center Use Policy* is available in the library/media center.

## **L. Lunch and Food Service**

Students receive a credit toward their lunch in the cafeteria daily. They may bring additional items from home and/or purchase items from the cafeteria at regular price. Elementary students are not permitted to bring or purchase candy or carbonated beverages during the lunch period. Food must be eaten in the school cafeteria or other designated lunch area only during the scheduled lunch period. No student is allowed to leave the campus during the lunch period. Common manners and courtesy must be shown during lunch. In no case may a student throw, play with, or waste food. Any damage, disregard of rules, or disrespect to teachers will result in appropriate disciplinary action.

Due to contractual obligations with Aacon Contracting Company, the exclusive food provider for Florida Bible Christian School, no commercially prepared food is permitted on the campus during school hours without the permission of Aacon Contracting. Parents are invited to eat with their students in the cafeteria after they obtain a Visitor Pass from the school office.

When in the designated lunch area it is important that students enter the lunch line in an orderly manner. All students should be considerate of others by returning their own lunch trays and disposing of their trash. Each class assigns a clean up team who will check for trash and wipe the respective tables.

Students in kindergarten receive a nutritious snack each morning.

Birthdays may be celebrated during the lunch time for elementary students . Parents may provide small cupcakes or other finger foods for the celebration. Goodie bags may be given to the teacher to be distributed at the end of the school day. Please keep in mind the age appropriateness of contents and at no time should un-inflated balloons be placed in the bags.

## **M. Photograph Release Policy**

From time to time, photographs are taken for posting on our web-site or the news media comes on campus to take pictures of special activities presented by classes and to interview students and parents. If parents do not wish their children to be involved in media coverage or to be featured on our web-site please notify the school office; otherwise, Florida Bible Christian School may allow your student to be a part of such activities.

## **N. Pledges**

The words of the pledges to the United States flag, Christian flag, and the Bible are recited by the preschool and elementary school students at the beginning of each school day. Students are expected to recite these pledges and to stand respectfully in so doing. The pledges are as follows in the order listed above:

I pledge allegiance to the Flag of the United States of America  
And to the Republic for which it stands,  
One nation, under God, indivisible,  
With liberty and justice for all.

I pledge allegiance to the Christian Flag  
And to the Savior for which it stands.  
One Savior, crucified, risen, and coming again,  
With life everlasting to all who believe.

I pledge allegiance to the Bible--God's holy Word.  
I will make it a lamp unto my feet and a light unto my path.  
I will hide God's Word in my heart  
That I might not sin against God.

### **O. Emergency Contacts**

Parents and guardians of students are required to complete the "Emergency Contact" form before leaving students on the first day of school. Families will choose a "password" that will be used for release of students. The school reserves the right to require the password, a picture identification and a person's listing on the emergency contact form to release students. If an emergency arises and someone other than those listed on the emergency contact form will be picking up a child the parent must notify the school office or the teacher. Proper identification may be requested. Contacts listed on this form will also be used if the school is unable to reach a parent or guardian in the event of an emergency or illness involving a student.

### **P. Room Parents and Volunteers**

Room parents and volunteers are a very important part of the school program. They are chosen on the basis of testimony, willingness, and availability. No mother or father may serve in the capacity of room parent in more than one class each year in order to give full attention to that specific class.

Room parents assist in the planning and supervising of field trips, class parties, and class periods when the teacher may desire additional assistance. They will not undertake class activities on their own, but will work with the respective teacher. Duties of room parents include phoning the parents of class members to remind them of field trip requirements, soliciting of refreshments, and any other mass contacts with which the teacher may need help at any time. They will be given advance notice of at least one week when their presence and/or assistance will be needed.

Volunteers are needed in several areas of the school including the office, clinic, fundraising, library and during various special events. A meeting for school volunteers is held at the beginning of each school year. Contact the school Volunteer Coordinator for information about volunteer opportunities.

### **Q. Safety Patrol**

The safety patrol is organized from sixth grade students selected for their responsible behavior and academic excellence. These students aid in controlling traffic and promoting safety before and after school during the peak traffic times. They set out the safety cones before school and take them up at the end of the school day. Patrols take pride in their responsibilities, the other students looking up to them as examples of proper Christian character and conduct.

## **R. Visiting Campus**

All parents are welcome in the school. When a visit to the campus and/or a classroom is necessary, however, the parent should come by the office first to receive a visitor pass, instead of going directly to the classroom. If a parent wishes to talk to his child's teacher, arrangement for a private conference should be made by calling the school office. A teacher must not be detained from any responsibilities immediately before, during, or after school. Teachers are happy to arrange for conferences with parents at convenient times, and they will return calls promptly.

Homework, books, or other items to be delivered to a student should be left in the school office, not taken directly to the student. Although school phones are for school business, they may be used by students in cases of emergency. Students who are given permission to use the school office phones are required to sign in and record the reason for their call.

## **S. Second Session**

Second Session (after school care) is a service provided by Florida Bible Christian School. Care is available for all preschool, and elementary school children who have not been picked up within 15 minutes of their appointed school dismissal times. Second Session is offered from 3:00 - 6:00 P.M. Caring supervision is provided during both free play and homework times. To enroll a child on a regular monthly basis, contact the school office. Release procedures are the same as listed in the section "Release of Students".

## **T. Student Records**

The school maintains a complete cumulative file of each student's academic and guidance record. This information is held in confidence as is available as follows:

1. Parents wishing to view the contents of a cumulative file may request an appointment with the principal to review the record.
2. Parents may formally challenge the content of their student's record in writing addressed to the principal. Consideration will be given to challenges with the discretion of the principal being the final decision.
3. Records will be released if formally subpoenaed by the court.
4. Records will be forwarded to another school when requested in writing by the school, provided there is no outstanding financial balance with our school.
5. Records will be available to school personnel who have a legitimate need to view the information contained in the file.

## **U. Student Searches**

The school reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item. A search may be conducted by the administration without the student's or the parents' permission, since registration of the child constitutes parental consent to such searches. The following items may be searched: backpacks, purses, pockets, desks, and bins.

## **XI. Academic Program**

### **A. Course of Study**

Curriculum from kindergarten through 6<sup>th</sup> grade focuses on the mastery of the basic skills in each of the main subject areas, with emphasis on reading and math skills.

### **B. Grading Scale**

A = 90 - 100 (4.0)	D = 65 - 69 (1.0)	E = Excellent
B = 80 - 89 (3.0)	F = 0 - 64	S = Satisfactory
C = 70 - 79 (2.0)	I=Incomplete	NI = Needs Improvement
		U=Unsatisfactory

### **C. Promotion Policy**

1. A student will be promoted to the next grade level upon satisfactory completion of the work required by the curriculum. If two major subjects (reading, math, or language) are failed, the student may be asked to repeat the grade upon teacher recommendation and administrative approval. If three major subjects are failed, the student may be required to repeat the grade. Any exceptions to this policy must be approved by the administrator.
2. Students in the 6<sup>th</sup> grade whose overall grade average in science, language arts, reading, mathematics and history falls below a "C" may be required to attend summer school or take an entrance exam to determine eligibility for the junior high school.

### **D. Homework**

Homework is vital to students' academic development; it stimulates independence, self-direction, and self-discipline. Homework assignments reinforce classroom learning through practice and provide an opportunity to spend extra time on worthwhile school activities and projects.

Homework is assigned for the following reasons:

1. For academic reinforcement: most students require review in order to master material essential to their education progress.
2. For needed practice: following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity: as instruction progresses, various weak points in a student's grasp of the subject at hand become evident. Homework, following instruction, is given to overcome such difficulties.
4. For special projects: book reports, compositions, special research assignments, and projects are some of the activities that frequently are the subject of homework.
5. For self-discipline: students need to accomplish assigned work to learn the discipline of staying at a task until it is completed.
6. Acquaints parents with the child's learning experiences, affording them opportunities to help, support, and encourage their child.

All homework assignments must be completed and submitted on the day assigned by the teacher. Students are required to write their assignments in notebooks designated for that purpose. Parents are asked to check completed homework, sign assignment pad, and make sure that all books are returned to school.

### **E. Make-up Work**

Students who are absent from school must check with their teacher(s) immediately upon returning to school, in order to receive all assignments missed. Make-up work must be done to the satisfaction of each teacher. Work not made up will go on record as a zero. At least one day for each day absent is allowed to complete make-up work. Long term assignments are due on time, unless other arrangements have been made with the teacher. Unless the student misses the review, the test must be taken as assigned.

### **F. Assignment Pads**

All students in kindergarten through 6<sup>th</sup> grade are required to keep assignment pads for the purpose of informing the parents daily of work assigned, discipline problems, and up-coming projects or events. Parents should check to see that the homework assignments are completed before signing the pads, and not just take the students' word that they are complete. Students who fail to get the assignment pads initialed daily may face a penalty.

### **G. Tutoring**

In the event of a pressing academic need that cannot be met through the traditional class, tutoring may be an option for parents to consider. A charge is assessed by the tutor for these services. Contact your child's teacher or the school office for more details.

### **H. Progress Reports**

The progress report system is designed to keep parents informed of student progress, both academically and in the area of conduct. In kindergarten through 6<sup>th</sup> grade, weekly work folders, which go home each Tuesday, communicate student progress to the parents. These are to be signed and returned the next day. Parents not receiving weekly work folders should notify the teacher immediately of any suspected irregularity in this regard. In 1<sup>st</sup> through 6<sup>th</sup> grades, formal progress reports go home in the middle of each academic quarter.

### **I. Report Cards**

The purpose of a reporting system is to give parents an accurate indication of the progress achieved by their children. Each child's ability, attitude, and application are taken into account in the grading system. Report cards are issued each nine weeks for all grades.

### **J. Honor Roll**

Honor rolls are compiled after each nine-week grading period. The following criteria will be used to determine the students who will receive awards.

- Principal's Honor Roll: Students with all "A's" in academic areas & S's or E's for all other classes including conduct.
- A Honor Roll: Student's with all A's in academic areas & S's or E's for all other classes excluding conduct.

- A/B Honor Roll: Students with at least one “A”, no grades below a “B” in academic areas & S’s and E’s for all other classes.
- Perfect Attendance: Student must be present every day during the quarter and must have less than three tardies per quarter.

### **K. Standardized Testing**

The school has a detailed program of testing designated to measure the student’s abilities and progress. The results of the testing are used to aid the teachers and administrators in improving the curriculum. All kindergarten through 6<sup>th</sup> grade students are given achievement tests in the spring of each year for the purpose of measuring achievement in the areas of English, spelling, math, science, and social studies. The Stanford Achievement Test is used and the results are machine scored for accuracy.

### **L. Honor Code**

Students are expected to uphold the highest standard of integrity. Cheating, lying, or stealing will not be tolerated. Students may be asked to sign an honor pledge on selected assignments turned in for a grade, those particular assignments being at the teachers’ discretion. All assigned work, however, is expected to be that of the student, regardless of whether a pledge is signed.

All forms of plagiarism in writing and research; taking the work of others (via books, periodicals, internet, or other source) and representing it as one’s own without appropriate credit given, or using information without the inclusion of footnotes, endnotes, or parenthetical references, is considered cheating. Any copying of homework in whole or part is treated and recorded as cheating; allowing someone else to copy one’s own work is treated and recorded as cheating.

Should an incident occur where cheating or plagiarizing is suspected, the principal or a group of teachers may be assigned to investigate the charges and meet with the student(s) in question. If the student has been determined to have violated the honor code, a zero is given for the work in question and a recommendation for probation, suspension, or dismissal is made. If charges of academic dishonesty are found to be unsubstantiated, all concerned parties will be informed and the charges dropped.

## **XII. General Discipline Information**

### **A. Objectives**

The purpose of discipline at Florida Bible Christian School is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students are better able to achieve academic excellence. It is the school’s desire to help each student learn self-government and to develop his/her God-given abilities for the purpose of God’s glory. As students learn Biblical principles, they are encouraged to do the right thing because it is right; not just because there are rules.

## **B. Philosophy of Christian Discipline**

The discipline of the students is a very important part of the school's ministry. Students are the happiest and most secure when they realize what is expected of them, knowing that they are in a school where rules are made to be kept and not broken.

FBCS operates under the assumption that the observation and practice of Biblical principles and values should govern school life. Students and families who join FBCS enter into a covenantal agreement to share and practice these principles and values. Any breach of practicing these values is a cause of grave concern. We also soberly and sadly understand the dilemma and consequences that sin brings. We are thankful for God's grace and redemption through His Son. We believe we should seek forgiveness, mercy, righteousness, justice, and healing as broad principles by which we guide the school community.

With that understanding, the FBCS administration chooses to prayerfully consider each student breach of conduct on a case by case basis. Whenever a member of the student body violates a standard, we consider how that affects both the student and the school community and we consider the means and the ability to bring restoration to the student and school community. However, students whose misconduct, in the opinion of the school leadership, brings harm to the school community will likely be dismissed from the school.

Because students and parents may have a differing view of what is an appropriate response to misconduct, the following section and the corresponding sections that enumerate our Code of Student Conduct should be read carefully so that it is understood.

## **C. Student Response to Discipline**

Students are not to display a negative attitude or argue with the teacher regarding discipline or a disciplinary assignment. If the student feels that a misunderstanding exists, he should obey the teacher without protest, and then take the following steps to resolve the matter at hand:

1. Go to the teacher after class and ask for a time to discuss the problem privately.
2. Talk the matter over with the parents and ask them to contact the teacher for discussion and clarification.
3. If still not satisfied, arrange to meet with the principal regarding the problem.

## **D. Off-Campus Conduct**

Conduct which is prohibited at school is equally prohibited away from school. The Christian life is not a game, with one set of rules for church and school and another set for everyday life. Regardless of whether the individual activity takes place at or away from school and school activities, the student is equally subject to discipline for those actions, up to and including suspension and possible expulsion from the school.

## **E. Personhood and Sexuality**

Florida Bible Christian School believes that we have been created in the image of God as a triune being – body, soul, and spirit. What we do for and with our bodies is intertwined with our soul and spirit. Therefore, we view sexuality as a beautiful creation of God intended as an expression of love and intimacy within the holy covenant of marriage. This is a traditional Christian view that is often not observed in our present culture. The act of premarital sex is a sad misunderstanding of both the importance of sexuality and God’s sacrament of marriage. We expect that students will observe the Biblical value of waiting to express their sexuality within marriage and that teaching will be reinforced in the home. Students who fail to observe this Biblical value will likely be required to undergo professional Christian counseling as well as receive disciplinary consequences up to and including dismissal.

Students with an unplanned pregnancy (both pregnant female students and male students who become fathers) will have an immediate need for serious decisions as to the welfare of the child, time to discuss planning with family, and the need for counseling. The school may elect to choose one of the following responses to a student pregnancy:

1. Provide homebound academic instruction during the course of the pregnancy.
2. Provide a semester or more off so that the student may give birth and make necessary arrangements for the child.
3. Automatically withdraw the student from the school.

The school’s decision will be on a case to case basis. Additional school-related consequences could be the following:

1. A period of suspension.
2. Student removed from all extracurricular activities and forfeiture of all honors, awards, or elected positions.
3. Return to the school will be approved only after administrative review of all information related to the matter.
4. In order to return to the school, the student agrees to abide by school requirements such as professional counseling, pastoral care, and/or student contract.

Continued sexual activity outside of marriage or the abortion of an unborn child will likely result in the student being dismissed from school.

Female students who become pregnant as a result of rape or incest will be cared for in a matter deemed appropriate by the school.

## **F. Communication and the Discipline Process**

Parents and legal guardians are encouraged to contact the school administration in matters of discipline and student welfare. Conferences regarding student discipline are restricted to parents and legal guardians only.

## **G. Detention Policy**

Detentions assigned in the elementary school are served for 30 minutes after school. When a student has earned a detention for any reason, a form will be sent to the parents to be signed and returned the next school day, or as designated on the form. Exact times, dates, and locations for all detentions will be on the detention notice.

## **H. Expulsion Procedure**

Realizing the serious nature of a student expulsion and the resulting consequences in the life of an expelled student, FBCS is determined to uphold an expulsion policy that is consistent, just, and which follows a defined “due process” procedure. When a student either develops a history of continual misconduct or commits a serious violation of the Code of Conduct, the corresponding administrator will place the student on a ten-day suspension with recommendation for expulsion. This recommendation will be forwarded to the President who will then convene a Disciplinary Board.

The Disciplinary Board will be comprised of:

- Florida Bible Church Elder
- Florida Bible Church Pastor,
- Parent or FBCS faculty member
- School administrator (with the recommending administrator being ineligible)

The Board will convene at a mutually agreeable time during the ten-day suspension and will hear testimony and examine evidence from the recommending administrator and from the student being considered for expulsion and his/her parents/guardians. After all testimony has been offered and all evidence examined, the board will deliberate and forward a binding resolution to the conflict. The resolution will then be executed by the recommending administrator.

## **XIII. Elementary School Code of Conduct**

The FBCS Elementary Division is comprised of grades Kindergarten through 6<sup>th</sup> and serves the purpose of partnering with the student, the family, and the church in encouraging the student to know God, know himself or herself, and transform our culture for Christ and His kingdom. It must be understood that this is a partnership and that the school desires the best for the student. The role is not adversarial, but it is truly an attempt to come along side of each child and help him or her to be a more devoted Christ follower. By signing the FBCS Statement of Agreement, parents and students agree that they will cheerfully and wholly support the school’s decision on areas of discipline and correction, even if there is disagreement on the nature or consequences of a disciplinary matter. Failure to abide by this principle may result in the student being asked to withdraw from the program.

FBCS operates on the philosophy of redemptive discipline. It is the school’s intention to act with a spirit of grace and to bring healing and restoration when a standard or principle has been broken. In the words of the New Testament, we will strive to “win a brother.” However, the student should be aware that *major infractions carry with them a severe response*. Students and families should

review the code of conduct so that they are fully aware of impending consequences should any violation occur.

### **Areas of Particular Concern**

One of the great benefits that FBCS has offered students, families, and teachers over the years is a safe, nurturing environment that encourages growth. Students must realize that *any threat* to a safe environment is considered a grave offense, so each person should be painfully aware that certain acts will not be tolerated.

The school administration is particularly sensitive to the following:

1. Disrespect or disregard towards a teacher.
2. Threats of any nature (even if meant as a joke).
3. Bullying or harassing another student.
4. Racial or ethnic slurs.
5. Sexual harassment.
6. Theft.
7. Vandalism of school or personal property.

Any act that threatens the emotional or physical safety of others will be dealt with accordingly.

Students should also be aware that the school will pay particular attention to issues of integrity. Therefore, expect a substantial response to acts that violate integrity such as copying someone else's homework or allowing your homework to be copied; cheating on a quiz, a test, or exam; plagiarism (such as cutting and pasting from a website and presenting the material as your own without proper footnoting); lying to a teacher or another authority figure; deceiving or allowing deception. Integrity is the cornerstone of a healthy civilization, so students must learn now to demonstrate honesty and integrity, even if it hurts.

Finally, students should be aware that, as representatives of the school when off-campus, their off-campus conduct matters. Any participation in sexual immorality, criminal activity, or use of non-prescriptive drugs or alcohol can result in severe consequences, up to and including expulsion – even if the activity occurred off campus or during non-school hours. It is important that you represent the Lord Jesus, your family, and your school well.

Please refer to the following pages for details on what the school considers to be violations of the code of conduct.

### **Minor Infractions:**

- Failure to report to school office when tardy to school
- Unexcused tardiness
- Unexcused absences
- Late to class without a pass
- Failure to submit homework
- Failure to bring books or materials to class
- Unauthorized use of devices such as beepers, cell phones, pagers, radios, etc. (See beeper, cell phone, PDA policy)
- Unauthorized use of phone
- Talking in class
- Disruptive behavior

- Disruption or misconduct on school transportation
- Unauthorized fund-raising or solicitation
- Distribution of any type of unauthorized fliers on campus
- Inappropriate public display of affection (PDA)
- Loitering (parking lots, restrooms, or in isolated areas of campus)
- Chewing gum
- Dress Code Violation

### **Consequences:**

The process of discipline for minor infractions will normally follow, but is not limited to, the specific steps as described below:

- **Step 1** – Teacher/student conference; discipline referral may or may not be given.
- **Step 2** – Teacher/student conference; student receives discipline referral. Teacher contacts parent to inform and seek partnership.
- **Step 3** – Teacher refers unresolved situation to the Principal's office for parent conference.

### **Major Infractions:**

- Skipping or cutting class (on or off campus)
- Leaving class without a pass
- Failure to report for after school detention
- Continued dress code violations
- Truancy
- Misuse of school computers
- Use of provocative language (obscene, profanity, inflammatory)
- Harassment
- Forgery of signatures on any school-related document
- Participation in non-sanctioned organizations
- Gambling
- Distribution or sale of any medication (including over-the-counter and prescription medicine)
- Assault on another student (verbal or physical threat)
- Intentional deception of teacher or school official (lying)
- Insubordination or disrespect for authority
- Cheating or plagiarism
- Theft (stealing: unauthorized taking of money, materials, or other items)
- Fighting (battery)
- Possession or use of tobacco products
- Possession, use or sale of fireworks
- Possession of aerosol/chemical weapons
- Possession and/or concealment of a simulated weapon
- Possession of alcohol or illegal drugs
- Vandalism (destruction or defacing school property)
- Extortion

- Bullying
- Lighting matches/starting fires
- Racial or ethnic slur
- Violation of suspension
- Tampering with or discharging fire alarms or emergency equipment
- Bomb threat
- Death threat
- Immoral behavior (indecent proposition/obscene materials)
- Sexual Harassment
- Possession or use of mood modifiers, alcohol, illegal drugs (on or off campus)
- Possession and/or concealment of weapons (knife, dart, brass knuckles, firearm on or off campus)
- Any criminal violation/conviction – misdemeanor or felony (on or off campus)
- Assault on a staff member or school official (on or off campus)
- Assault with a weapon (on or off campus)
- Use of aerosol/chemical weapon
- Arson (on or off campus)
- Sale or distribution of mood modifiers, alcohol, prescriptive or illegal drugs or substances passed off as drugs (on or off campus)
- Sex violations, an offense against chastity or Christian decency (on or off campus)

**Consequences:**

The process of discipline for major infractions will normally follow, but is not limited to, the specific steps as described below:

- **Step 1** – Principal/student conference; detention, suspension, or expulsion may be recommended.
- **Step 2** – Teacher/Parent conference; student receives discipline. Principal contacts parent to inform parents of violation and discipline taken.
- **Step 3** –Principal has a parent conference in which partnership with parent is requested in helping student to be successful at FBCS.

<b>Absences .....</b>	<b>11</b>	<b>Non-Uniform Days .....</b>	<b>14</b>
<b>Academic Program .....</b>	<b>24</b>	<b>Off-Campus Conduct .....</b>	<b>27</b>
<b>Accreditation.....</b>	<b>5</b>	<b>Open House.....</b>	<b>15</b>
<b>Administration.....</b>	<b>5</b>	<b>Orientation Meetings .....</b>	<b>15</b>
<b>Admissions.....</b>	<b>7</b>	<b>Parent-Provided</b>	
<b>Bicycles .....</b>	<b>18</b>	<b>Transportation.....</b>	<b>16</b>
<b>Cell Phones.....</b>	<b>18</b>	<b>Parent-Teacher Conferences .</b>	<b>15</b>
<b>Chain of Command.....</b>	<b>15</b>	<b>Past Due Accounts.....</b>	<b>9</b>
<b>Chapels and Assemblies .....</b>	<b>19</b>	<b>Personal Appearance</b>	
<b>Chaperones .....</b>	<b>19</b>	<b>Guidelines.....</b>	<b>13</b>
<b>Child Abuse Reporting.....</b>	<b>19</b>	<b>Personhood and Sexuality ....</b>	<b>28</b>
<b>Code .....</b>	<b>30</b>	<b>Philosophy of Christian</b>	
<b>Code of Conduct .....</b>	<b>30</b>	<b>Discipline .....</b>	<b>27</b>
<b>Communicable Disease Policy</b>	<b>17</b>	<b>Photograph Release Policy ....</b>	<b>21</b>
<b>Contacting a Teacher .....</b>	<b>16</b>	<b>Pledges.....</b>	<b>21</b>
<b>Core Values .....</b>	<b>7</b>	<b>Rainy Day Dismissal.....</b>	<b>16</b>
<b>Detention Policy .....</b>	<b>29</b>	<b>Re-enrollment Procedures ....</b>	<b>8</b>
<b>Dress Code .....</b>	<b>13</b>	<b>Referral Credit .....</b>	<b>10</b>
<b>Early Dismissal .....</b>	<b>12</b>	<b>Refunds.....</b>	<b>9</b>
<b>Emergencies.....</b>	<b>19</b>	<b>Returned Checks .....</b>	<b>9</b>
<b>Emergency Contacts .....</b>	<b>22</b>	<b>Room Parents .....</b>	<b>22</b>
<b>Enrollment Procedures .....</b>	<b>8</b>	<b>Safety Patrol.....</b>	<b>22</b>
<b>Event Information.....</b>	<b>16</b>	<b>School Closures.....</b>	<b>12</b>
<b>Expulsion Procedure .....</b>	<b>29</b>	<b>Second Session.....</b>	<b>23</b>
<b>Field Trips.....</b>	<b>20</b>	<b>Statement of Faith.....</b>	<b>6</b>
<b>Financial Aid .....</b>	<b>10</b>	<b>Statement of</b>	
<b>Fundraising.....</b>	<b>10</b>	<b>Nondiscrimination.....</b>	<b>7</b>
<b>General Discipline Information</b>		<b>Student Accident Insurance ..</b>	<b>18</b>
.....	<b>26</b>	<b>Student Records.....</b>	<b>23</b>
<b>Grading Scale .....</b>	<b>24</b>	<b>Student Searches.....</b>	<b>23</b>
<b>Head Lice .....</b>	<b>17</b>	<b>Tardiness .....</b>	<b>12</b>
<b>History.....</b>	<b>5</b>	<b>Textbooks.....</b>	<b>10</b>
<b>Home Schooling .....</b>	<b>20</b>	<b>Transcripts.....</b>	<b>9</b>
<b>Honor Code .....</b>	<b>26</b>	<b>Transfer Credits .....</b>	<b>8</b>
<b>Internet Use Policy.....</b>	<b>20</b>	<b>Truancy.....</b>	<b>12</b>
<b>iPods .....</b>	<b>18</b>	<b>Tuition .....</b>	<b>9</b>
<b>Late Charges.....</b>	<b>9</b>	<b>Uniform Violations .....</b>	<b>14</b>
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<b>Library/Media Center.....</b>	<b>20</b>	<b>Visiting Campus .....</b>	<b>23</b>
<b>Location .....</b>	<b>5</b>	<b>Volunteers .....</b>	<b>22</b>
<b>Lunch and Food Service .....</b>	<b>21</b>	<b>Warrior Code .....</b>	<b>7</b>
<b>Medical Policies .....</b>	<b>16</b>	<b>Withdrawals.....</b>	<b>8</b>
<b>Mission Statement.....</b>	<b>6</b>		

**REVISED January 2009.** Florida Bible Christian School is always seeking to refine our practices, policies, and procedures toward the goal of school improvement. Therefore, Florida Bible Christian School reserves the right to update, revise, or amend the policies and statements that appear in this Parent/Student Handbook.

# STATEMENT OF AGREEMENT

Please sign and return to the school office.

- **We have read the Florida Bible Christian School Elementary Parent/Student Handbook.**
- **We agree to be held accountable to the standards set forth in the handbook.**
- **We understand the Code of Conduct as it applies to my child, and we agree to support and abide by the disciplinary measures determined by the policies and administration of the school.**

\_\_\_\_\_  
Student's Name – Please Print

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Name – Please Print

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

**Relationship to Child:**

Father

Mother

other \_\_\_\_\_



# Go Warriors!

Florida Bible Christian School

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