

**The 2016-17**  
**Fort Myers Christian School Handbook**  
**Ministering to children since 1979**

**Keep in mind policies or procedures may change throughout  
the course of the school year.**

**Make sure that you read any correspondence from the  
school, updates on *RenWeb*, and visit our website  
for more information at:  
[www.fmcs-fl.com](http://www.fmcs-fl.com)**

**God Bless!**

**Revised 6/2016**

**Fort Myers Christian School**  
**A Ministry of First Assembly of God, Fort Myers**

- Founded:** 1979
- Supported by:** First Assembly of God,  
Senior Pastor, Dan Betzer  
239-936-6277
- Accredited by:** Florida Council of Independent Schools  
(FCIS)  
Florida Kindergarten Council (FKC)
- Member:** Association of Christian Schools  
International (ACSI)
- Mission statement:** Fort Myers Christian School works with the  
home and the church to academically train  
and spiritually nurture its students to become  
productive citizens in society and impact  
others for Jesus Christ.
- Grades:** K3 through eighth grade
- School colors:** Red, White, Blue
- School website:** [www.fmcs-fl.com](http://www.fmcs-fl.com)  
[www.famfm.com](http://www.famfm.com)
- Phone:** (239) 939-4642
- Fax:** (239) 936-5016 (MS) and  
(239) 425-0292 (Elementary)

Fort Myers Christian School  
1550 Colonial Blvd. Fort Myers, FL 33907

## Christian Education

Christian Education, taken simply and literally, describes an education which embraces Christian principles throughout the academic subjects, all taught in an atmosphere of loving concern centered on Jesus as Lord. Sometimes, though, one word of the phrase is sacrificed for the other. Christian Education must be **education!** What makes Christian Education Christian is not the name, but its foundation upon the Word of God and the people who are responsible for training the students - teachers, administrators, board and staff. When the leadership in an organization exhibits the fact that Jesus is Lord in their lives and teaches in such a way that students can both learn and see this truth, then their education can be truly Christian.

### A Ministry of First Assembly

FMCS was established in 1979 as a ministry of First Assembly of God to the evangelical Christian community in Lee and surrounding counties. The Children's Ministry Staff and the Youth Staff are involved in our weekly chapels and available to students and families for assistance. As a school, we are not just committed to our own church, but to all the churches in the Christian community in Lee County. The church's philosophy to "Reach, Teach and Send," integrates with our school's desire to **reach** students and families in this area for Christ, **teach** them Christ-centered/biblically-based academics, and then to **send** them out to "become productive citizens in society and impact others for Jesus Christ."

If you are searching for a church home, we would encourage you to check out all that First Assembly Ministries has to offer. The Central campus is located here on our 26 acre property. The church has ministries for all ages. If you are interested, please feel free to visit the church office, call 936-6277, or visit the website: [www.famfm.com](http://www.famfm.com)

### Leadership

Fort Myers Christian School is a board-operated school, with its board members being selected from the membership of First Assembly and other evangelical churches. The Principal nominates board members to the School Board who are then approved by the Church Council. The School Board is fully charged with establishing policies and overseeing the financial, spiritual, and academic progress of the school under the authority of the Church Council of First Assembly. The Principal answers directly to the School Board and participates with the pastoral staff of First Assembly in the coordination of church, school programs and events.

### The Faculty and Staff

The teaching faculty and staff are one of the most important parts of FMCS. Each is a born again Christian who understands not only the professional aspects of the job, but also the ministry position they fill. Each one loves children and education. Those are important and necessary qualifications of everyone who works at FMCS. By school policy, at least 50% of the faculty and staff are members of

First Assembly of God. All are dedicated to their students and to developing relationships with FMCS families.

### **Church, Home and School**

A Christian school cannot work alone. We believe a **partnership** with the home and church is **vital** in assisting FMCS to help all students be well balanced and successful.

### **Parent University**

It is our goal to provide the opportunity for you to:

† Become involved in your child's education by volunteering! Every responsibility is just as important as the next - no job is too small! We all work together to help this "body" become a strong Christian school. (I Corinthians 12:12)

† Have access to receive resources and information to help you stay in touch with your child's education – grades and homework online 24 hours a day/ 7 days a week.

† Attend special parent nights and events that will help us all become better parents – the parents that God has called us to be! Fellowship: You can also build relationships with other parents – we are all in this together!

Proverbs 22:6 "Train a child in the way he should go, and when he is old he will not turn from it."

### **Moms In Prayer**

Moms In Prayer International is two or more moms who meet for one hour/one day each week on campus to pray for their children, their schools, their teachers, and administrators. It is also open to grandmothers or to anyone who is willing to pray for a specific child or the school. These are parents who believe that prayer makes a difference. Please contact the school if you need information. (Visit <http://momsinprayer.org>) Our purpose is . . . .

To stand in the gap for our children, teachers & staff through prayer.

To pray that our children will receive Jesus as Lord and Savior, then stand boldly in their faith.

To pray that teachers, administrative staff, and students would come to faith in Jesus Christ.

To provide support and encouragement to moms who carry heavy burdens for their children.

To pray that our school is directed by Biblical values and high moral standards.

To be an encouragement and a positive support to our schools.

## **The Purpose and Goals of Fort Myers Christian School**

### **To develop and provide high quality education which:**

- 1) Exceeds normal educational standards,
- 2) Develops critical thinking skills,
- 3) Utilizes current information and curriculum,
- 4) Motivates students to pursue learning and develop their mental and physical skills, and
- 5) Exposes students to various fine art disciplines such as music, band, Spanish, computer, library skills, drama and art.

This will be accomplished through well qualified faculty and staff, well balanced curriculum, relevant activities, and a cohesive overall program.

### **To develop student's character SPIRITUALLY by:**

- 1) Developing Christian values and principles based on the standards in the Bible
- 2) Endeavoring to lead any unsaved student to a saving knowledge of Jesus Christ and then on to Christian maturity
- 3) Exposing students to the needs of the community and world through volunteerism and missions
- 4) Assisting their decision-making processes

### **To develop student's character SOCIALLY by:**

- 1) Encouraging them to cultivate quality relationships with their peers, adults and authorities
- 2) Building self-confidence in their own abilities and talents.

### **To develop student's character PHYSICALLY through:**

- 1) Physical and academic requirements in a quality P.E. program, and extracurricular sports.

These goals will be accomplished through daily classroom activities, Bible classes, chapels and interactions with teachers and students in a Christian atmosphere. Social goals will be accomplished through daily classroom activities, parties, field trips and athletic events. Physical goals will be accomplished through consistent P.E. classes, after school sports program and various athletic events.

## ATHLETIC PROGRAM PHILOSOPHY

In all aspects of life, whether occupation or recreation, Christians must realize that they are to put Jesus Christ first in every situation. The student-athlete and coach are no exceptions to this rule; they should not place athletics before their relationship with God.

During the battle of competition the student-athlete may feel cheated by an official's decision which the athlete assumes is unfair. The coach and parents demonstrate leadership at this time by displayed attitude, actions, and communication to the officials. The coach should be in control of the team during all circumstances relating to competition and the school. Family and friends in the stands must learn to be *different than the world* in their reactions and set a positive example for those who are watching.

Winning is of great importance to the program; however, to sacrifice Christ-like qualities to win a physical victory does not achieve the goal. The student-athlete, parent and coach should realize there are two victories: the spiritual and the physical. The goal should be to attain the spiritual victory at each practice and competition. The physical victory should be the next goal, and its meaning is made valid through the spiritual victory. Coaches may find it necessary to have try-outs in order to cut a roster down to a size that provides the best athlete-coach ratio. This ratio, which varies from sport to sport, will provide the best possible atmosphere for players to improve and succeed.

After our students graduate, we also want them to be able to walk on their high school campuses and be a "light" to that mission field. The student-athlete and coach have an awesome responsibility of maintaining Christ-like qualities. The athlete and coach are looked upon as leaders by the administration and are constantly being observed. These qualities are difficult to maintain unless Christ is the motivation. The student-athlete and coach may often feel pressure to perform for friends, but this is not the motivation that should enhance a Christ-centered athletic program. Colossians 3:23 tells us that we are to do ALL as unto the LORD rather than MEN.

There is also a \$50 sports fee per sport, per family for every sport season. This fee will help us offset costs for coaches, referee fees, equipment and other costs associated with running our athletic program.

### Our Statement of Faith

Our home church is First Assembly of God in Fort Myers and here are the sixteen foundational truths (from [www.ag.org](http://www.ag.org)). We believe:

1. The Scriptures are inspired by God and declare His design and plan for mankind.
2. There is only One True God—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. In the Deity of the Lord Jesus Christ. As God's son, Jesus was both human and divine.

4. Though originally good, man willingly fell to sin—ushering evil and death, both physical and spiritual, into the world.
5. Every person can have restored fellowship with God through 'Salvation' (trusting Christ, through faith and repentance, to be our personal Savior).
6. And practice two ordinances—(1) Water Baptism by immersion after repenting of one's sins and receiving Christ's gift of salvation, and (2) Holy Communion (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.
7. The Baptism in the Holy Spirit is a special experience following salvation that empowers believers for witnessing and effective service, just as it did in New Testament times.
8. The initial physical evidence of the Baptism in the Holy Spirit is 'speaking in tongues,' as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
9. Sanctification initially occurs at salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ-like.
10. The Church has a mission to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son, Jesus Christ.
11. A divinely called and scripturally ordained leadership ministry serves the Church. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers—the Church.
12. Divine healing of the sick is a privilege for Christians today and is provided for in Christ's atonement (His sacrificial death on the cross for our sins).
13. In the Blessed Hope—when Jesus raptures His church prior to His return to earth (the second coming). At this future moment in time, all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever.
14. In The Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. A final judgment will take place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. And look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'

All members of the board, administration and staff of Fort Myers Christian School and First Assembly of God believe that the Bible is the Word of God and

without error in all its teachings. Because of our understanding of the Old and New Testaments, our school teaches these Core Family Values:

1. That it is unacceptable for Christians to teach hatred towards any group or individual.
2. That human life begins at conception and that an unborn child at any stage of development is fully human and should be treated as such.
3. That extramarital sexual intimacy, heterosexual or homosexual, is morally wrong.
4. That marriage is an exclusively heterosexual institution involving one man and one woman

### **Admissions**

Fort Myers Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarships, financial aid, or any other school administered programs.

The enrollment process begins with applying online through Renweb. When all parts of the completed application, along with the **non-refundable** application and registration fees have been submitted, the process of admission begins.

The personal interview with the parents and prospective middle school student allows the administration to discuss the spiritual and educational goals of the family to determine how well they match the opportunities existing at FMCS. Admissions decisions are made based on the family's spiritual commitment to the Lord Jesus Christ, the student's ability to profit from the instruction given here, and the absence of any limiting emotional or social deficiencies. Students entering FMCS for the first time will need to submit a copy of their previous transcript and standardized test scores for acceptance. The transcript and scores will be reviewed, and the administration may desire to have a placement test administered. Students entering **kindergarten** and those without current standardized tests scores will have an entrance test administered to them. **This test will help us determine whether or not we can accept the student for the following school year.**

Since FMCS is not adequately prepared to meet the needs of every student who applies, our admissions procedures are designed to help both the school and the parents make the best possible decision for the education of their child. When the process is complete, a letter of acceptance or denial will be sent.

Admission cut-off dates:

- A child must be 3 years old by September 1<sup>st</sup> to enter K3.
- A child must be 4 years old by September 1<sup>st</sup> to enter K4.
- A child must be 5 years old by September 1<sup>st</sup> to enter K5.



### **Financial Payment Terms:**

The F.A.C.T.S. tuition management program is set up on **ALL** monthly accounts. **The annual fee, determined by F.A.C.T.S., is deducted when F.A.C.T.S. receives the agreement.** F.A.C.T.S. accepts withdrawals from: Credit Cards (Discover, Visa, MasterCard or American Express), Debit Cards, Checking Accounts and Savings Accounts. FMCS also accepts Visa, MasterCard and American Express as forms of payment.

Tuition payments for students entering FMCS after the school year has begun will be prorated based upon the multiple payment rate unless paid in full at time of entry. Students withdrawn or dismissed from FMCS during a given month will be charged for the full month's tuition. Upon withdrawal or dismissal, all records will be held until the account is paid in full. Lost or damaged book charges will be added to the account.

Each account must be kept at a monthly zero balance for a student to attend classes, take exams, and receive his /her quarterly report card or have student records released and transcripts mailed. On the first of each month if your account has a balance from the previous month, you will be given ten days to bring the account to a zero balance; on the 11th day, if the account is still still not at a zero balance, the student(s) cannot return to school.

### **Volunteer Hours**

Since 2010, parents have been required to volunteer a minimum of 10 hours per student through school sponsored events. NOTE: The maximum number of hours per family is 20. (If you have 3 or more children enrolled at FMCS, you will only have to serve 20 hours to get credit for all of your children.) There is no partial credit for less than 10 hours served. If this is not completed by March 31 of each year, your account will be billed \$200 per student. More information and details are circulated at Open House and are available in Renweb.

### **The Annual Fund Campaign**

The actual cost of educating your child exceeds the tuition costs listed. *“The per pupil cost for a private or faith-based elementary school is typically \$1000 to \$2000 more than the tuition being charged.” (Facts Tuition Management President, David Byrnes, 2005)* The tuition charge is deliberately lower than the cost to enable us to enroll as broad a cross section of the Christian community as possible. In addition to tuition income, operating funds are received from fund-raising efforts of school organizations and more importantly from the generous donations of parents, friends, and alumni of FMCS. In some cases these donations will be matched by corporations. The school encourages each family to give as they can, not only in time and participation, but financially as well.

### **Hot Lunch Cafeteria Program – The Eagles Nest Cafe**

FMCS's goal is to provide a high quality lunch program for its students. Parents can send a check (payable to FMCS) or cash for their child's lunch account. We ask that parents keep their accounts current during the school year. We never want to see a child go without lunch, so if a child does not have money in their

account or forgot their lunch, a cheese sandwich alternative will be provided. (However, we will only allow that to happen a maximum of three times a year.) Students' report cards may be held if there is an outstanding balance. Parents are strongly encouraged to check their child's balances on Renweb, or call the cafeteria at 939-4642 Ext. 246.

### **FMCS Endowment Fund**

In 1995, the Development Council and the School Board agreed that we needed to establish an Endowment Fund. An Endowment Fund is one in which monies are donated and the capital is invested. We did not want to become so focused on the day-to-day operation that we would overlook the future. We wanted to provide a way in which an individual could give a gift that would go on giving well beyond his own life. The monies are invested through the well-established Southwest Florida Community Foundation. The foundation is comprised of community leaders throughout Southwest Florida. A memorial plaque will be on display in the school in order to recognize the gifts given in memory of a loved one.

### **Discipline Philosophy**

The Bible tells parents in Proverbs 22, "Train up a child in the way he should go, and when he is old, he will not depart from it." This important directive is one that Christian parents must realize and practice with their children. That training involves example, communication, instruction, and discipline. While the school can never replace the influence of parents, FMCS endeavors to work **with** parents to assist in the training process. We try to create an atmosphere where expectations are understood and consequences are clear. Understand as well, that we see loving discipline as one means that God uses to build the character of Jesus Christ into a life.

## ~~~~~Section 1.00: GENERAL INFORMATION~~~~~

### School Hours

#### 1.10 ELEMENTARY SCHOOL DAY (Grades PK-5<sup>th</sup>)

The elementary school day begins at 8:15 a.m. and ends at 2:40 p.m. The half-day preschool program ends at 11:45 a.m. All students arriving earlier than 8:00 a.m. must go to the before-school program. Any student on campus after 3:00 p.m. will be escorted to the after-school program. **On half-days**, all students are released at 11:40 a.m.

#### 1.11 MIDDLE SCHOOL DAY (grades 6 - 8)

The middle school day is as follows:

7:00-7:30 a.m.	Report to Children's Center cafeteria
7:30 - 8:00 a.m.	All students wait in MS cafeteria
8:00 a.m.	Entrance allowed into school building
8:10 a.m.	Warning bell to get to class
8:15 a.m.	Beginning of the first period
3:00 p.m.	6 <sup>th</sup> – 8 <sup>th</sup> grade school day ends
3:15 p.m.	Remaining students go to aftercare

\* **On Half-days**, students are released at 12:00 p.m., we do not have aftercare supervision for grades 7-8 on half-days.

There are set class periods each day and a time for lunch. Sports teams meet for practice after school (hours at the discretion of the coach).

#### Morning pledges:

American flag - 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.

Christian flag - I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

#### 1.12 BEFORE AND AFTER-SCHOOL PROGRAMS

FMCS provides a before-school program for students in grades K3 – 5<sup>th</sup> grade. It runs from 7:00 a.m. until 8:00 a.m. No students are to be on campus before 7:00 a.m. In general, students are not to be in the hallways/classrooms until 8:00 a.m. unless under direct adult supervision. Elementary students who arrive before 8:00 a.m. should enter the building from the chapel entrance of the Children's Center and report to the cafeteria. Middle school students who are dropped off early are to report to the Children's Center from 7:00 to 7:30 a.m.; from 7:30 to 8:00 a.m., they should be dropped off at the middle school cafeteria.

The school runs the after-school program from 3:00 p.m. until 6:00 p.m. (**with the exception of half days and full days of no school when aftercare ends at**

**5:30 pm).** There is a charge for both services. Daily charges for these programs are billed on a monthly basis. Accounts must be kept current in order to maintain continued attendance in the programs. More information can be picked up at the school office. Our yearly school calendar designates days that we do and do not offer childcare. That calendar can be accessed on our website ([www.fmcs-fl.com](http://www.fmcs-fl.com)). **Payments for half-day & full days of NO School are on a pre-pay basis with registration and payment due prior to the date(s) aftercare will be used. Registration forms will be in the student's folder and both offices 10 days before the date(s). Due to the cost and time involved with pre-planning, these dates may be subject to a late fee after the given deadline.**

Any elementary student not picked up by 3:00 p.m. and middle school student by 3:15 p.m., will **automatically** go to the after school program. There is no need to contact the office if your child is going to attend after-care that day. If there are special instructions concerning your child's pick-up, please send in a note or call the office.

### 1.13 SCHOOL STORE

Please make sure you read our summer newsletter and website updates in the upcoming year for details regarding purchase of school supplies. Special FMCS supplies can be purchased in the front offices of both school buildings.

### 1.14 CHAPEL

Chapel is provided for all students once per week. The Children's Pastor of First Assembly provides chapel for grades PK – 5<sup>th</sup>, and the Youth Pastor provides chapel for grades 6<sup>th</sup> – 8<sup>th</sup>. An offering is collected on chapel day. The money supports a variety of ministries in the U.S. and abroad. In the past, we have helped support missionaries, orphan and mission children, and local Christian radio stations.

### 1.15A LIBRARY MEDIA CENTER

#### LMC Use:

- a. The library media center will be open from 8:00 a.m. until 3:15 each day for all students unless otherwise posted. Parents are allowed to accompany students to the library media center, but must sign in through the front office.
- b. If a middle school student needs to use the library media center during class time or study hall, the student must request a signed pass from their classroom teacher.
- c. Middle school students will not be allowed to enter the library media center without a signed pass except during open library times before and after school.
- d. Study hall teachers may issue passes to the library media center for the purpose of **checking out books only**, after which the student must return to study hall.
- e. Middle school students are not be allowed in the library media center during an elementary class time.
- f. Elementary students may use the library media center before or after school as long as a parent or guardian is present. All students will report to their homeroom by 8:15 a.m. to avoid an unexcused tardy.

- g. Elementary students may use the library media center any time during the day as long as they have permission from their classroom teacher and the library media center is not being used by a class.
- h. All elementary students will have an assigned time at the library media center at least once a week.

## 1.15B LIBRARY MEDIA CENTER

### Library Material Circulation and Fines:

- a. Books may be borrowed by students for two weeks. If there is no reserve on the book, it may be renewed.
- b. The number of books a student may have at any one time varies according to grade level.
  - Full-day K4, Kindergarten and First grade: ONE book, which must be returned before another book may be checked out.
  - Second grade: TWO books.
  - Third grade through Eighth grade: THREE books.
  - Any student with a parent present may have a total of up to FIVE books which must be returned within two weeks.
- c. K4, Kindergarten and First grade students that have an overdue book may not check out any other books until the overdue book is returned. Second through eighth grade students with one overdue book have a limited check out of ONE book (in addition to the overdue book) until the overdue book is returned or paid for (\*see 1.15B i)
- d. K3 and half-day K4 students are not allowed to check out books to take home without a parent or guardian present at the time of check out. K3 and K4 parents/guardians may check out up to 5 (five) books under their child's library number.
- e. Ready reference books such as encyclopedias and dictionaries may not be removed from the library media center except by special permission from the Librarian and may never be taken home.
- f. There is no per day fine for overdue items that are returned.
- g. If a student loses library materials, a fee of \$7.00 for paperback, \$10.00 for hardback, or the cost of the materials, whichever is greater, will be charged.(\*see 1.15B i)
- h. All overdue material must be returned or lost fees paid before report cards will be issued quarterly.
- i. **\*Lost material fees that have been paid are NOT REFUNDABLE.** All library fees may be posted to the parent's account after written notice from the school has been issued.

## 1.16 PHYSICAL EDUCATION AND SPORTS

All elementary and middle school students participate in Physical Education classes. All middle school students are required to purchase an FMCS P.E. uniform to be worn for class. Students in grades PK - 5 are not required to wear a P.E. uniform; however uniform shorts and sneakers should be worn on P.E. days.

FMCS offers a variety of team and individual sports for boys and girls in grades 4-8. In the fall, boys may play soccer and girls may participate in volleyball. In the winter, basketball and cheerleading are available for both boys and girls. In the spring, we have offered track, golf, girls' soccer and boys' volleyball - sports determined by the Suncoast Junior High League. Students' participation in sports is determined by their academic eligibility.

There is also a \$50 sports fee per sport, per family for every sport season. This fee will help us offset costs for coaches, referees fees, equipment and other costs associated with running our athletic program.

## 1.17 DRESS CODE PROGRAM

### Philosophy

Parents and students should keep in mind that, although God is more concerned with the heart and mind of man, it is important that our clothing and appearance not be offensive or distracting to others. Modesty, according to our Christian standard, is the general rule which dictates school policies. Buttons, jewelry, personal effects, book covers and folders are not permitted at school if they are contradictory to our Christian standards, for example: clothing or objects of secular bands, liquor, beer, etc.

Fort Myers Christian School has in place a specific, yet varied dress code program. Students may wear any of the clothing items listed in any combination. The dress code applies to all students in grades K - 8. A listing of items particular to each grade is available through the office.

### Dress Code Guidelines

#### a. For all students:

- Polo shirts need to be tucked in at all times for elementary students. Middle school students are asked to tuck in their shirts for field trips or special events at the school's discretion.
- PLAIN short sleeve t-shirts may be worn under a dress code polo shirt but it must be tucked in (long sleeve shirts are not allowed).
- Please follow the regular code of proper jackets, sweaters, and sweatshirts if you are cold in the classroom: Students may wear any sweater, jacket or sweatshirt to and from school; however, **in the classroom** students may **ONLY** wear **dress code** sweaters, jackets, and sweatshirts. (Sweatshirts are solid red, white or navy)
- All polo shirts purchased from ALL UNIFORM WEAR will have "Fort Myers Christian" logo embroidered on them.
- Pants and shorts need to be at waist level, or a belt will be needed.
- Hair must be clean and neat. There are to be no excessive designs or excessive coloring to the hairstyle. Administration reserves the right to determine what would be excessive.
- Boys' hair should not be able to reach the eyebrow level in the front; in the back, must be no longer than the bottom of the collar of a collared shirt. (A request can

be made by the administration to ask the child to get a haircut before they are allowed to return to school). Boys cannot wear earrings.

- Hats and sunglasses are not to be worn inside the buildings. However, in accordance with the Community Cancer Awareness and Prevention Partnership, to help prevent students from the year after year exposure to sun, caps and sunglasses are approved to be included in school attire **during outdoor activities only**.

- UNACCEPTABLE for boys: earrings and body piercing; for girls: body piercing. Any jewelry determined by a teacher to be a disturbance to the class will not be permitted.

- Tattoos (temporary or fake) are unacceptable for boys and girls.

- Middle school: No cosmetics or hair sprays should be used in the classroom. Elementary: we ask that elementary girls refrain from the use of cosmetics during the school day.

- Shoes: Any style up to ankle height that is comfortable, practical, and neat in appearance for school. (Closed toed shoes only.) *Sensational shoes, flip flops and backless shoes are not acceptable*. Laces must be tied. Sandals are discouraged to prevent injuries.

- **Gym shoes for P.E. and athletics should be non-scuffing!** If you purchase black-soled shoes, please make sure they do not scuff.

- Socks – Socks should be of one color, no knee length socks allowed.

IT IS ALWAYS BEST TO ASK THE ADMINISTRATION FIRST BEFORE YOU DO ANYTHING.

b. **Notes for girls:**

Skorts, dresses, shorts, and skirt lengths must be to the top of the kneecap or longer for girls. Shorts should be worn under skirts or dresses if playground equipment is used. Dress in a modest way. Use of makeup in the middle school should be minimal. Any makeup (hair spray, etc.) that is causing a distraction, may be taken by a teacher.

Elementary: leggings & tights – solid black or navy may be worn with dresses (usually on colder days)

c. **Notes for young men:**

Make sure that your shorts/pants are not sagging or drooping. First offense is a parent notice; second offense will not only be a detention (see below) but it will be mandatory for you to wear a belt to fix that problem for the remainder of the school year.

d. **Special Dress-downs or field trip days**

Throughout the course of the year, the administration approves certain days that students will be able to deviate from the normal dress code routine. On those designated dress down days, the administration reserves the right to decide what clothing is inappropriate and can request that improper clothing be changed immediately. Repeated violations of the dress code will be treated as acts of

disobedience. On picture days, students have the option to “dress-up” in their “Sunday best” clothes. On designated days or student events: only one-piece swimming suits are to be worn by girls on any school event requiring swimwear.

General guidelines for designated dress-down days:

- For all students, **long jean pants, neat in appearance** – not shorts or capris. (No jeans that are torn, have holes, or appear to have holes in them. No pajama jeans, jeggings or skinny jeans that are extremely tight or form fitting. As styles change and new creations come into style, we cannot keep up with a list of all items you cannot wear. Please focus on what the handbook says you CAN wear.)
- The only shorts that can be worn on these days are uniform shorts.
- No sleeveless shirts or tank tops may be worn by boys or girls.
- Shirts may not have any messages or images the **teachers and/or administration** feel may be contrary to our Christian standards.
- Shoes and socks remain consistent with the standard dress code.
- No tight form-fitting clothing may be worn.

**We need our parent’s full cooperation in these matters since they are as responsible as the student for proper adherence to these guidelines.**

e. Dress Code Violation Procedure

Any item worn which is not outlined in the dress code program will be dealt with in the following manner:

On the first offense:

For middle school: a parent notice will be given. For elementary: a warning or a note to the parents from the teacher will be sent home informing them of their “out of code” clothing so that changes can be made for the future. Any inappropriate clothing (i.e. short skirts, short/tight shorts, or offensive messages, etc.) will be dealt with immediately as a second offence. Included in this situation can also be young men whose shorts/pants are sagging or drooping.

On the second or subsequent offenses:

A detention will be given in middle school. In grades K - 5, the student will be sent to the office and the parent will be contacted to bring new clothing from home. (Once they have the proper clothing, the student can be sent back to class). Zero grades will be issued to the student for any work he may miss while being out of class.



## School Policies: Academic

### 1.18 ACADEMIC GRADING SCALE

Grades are reported every nine weeks on the Student's Report Card. The grading scale is as follows:

A+ 99-100	C+ 77-79	E - Excellent
A 93-98	C 73-76	G - Good
A- 90-92	C- 70-72	S - Satisfactory
B+ 87-89	D+ 67-69	I - Improvement Needed
B 83-86	D 63-66	U - Unsatisfactory
B- 80-82	D- 60-62	
	F- Below 60	

### 1.19 HOMEWORK AND MAKE-UP WORK

The responsibility for getting assignments and completing any missed work **begins with the student and parents.** When a student is absent, he will have a number of days equal to the number of days absent to make-up all work that was missed. For major projects or long-term assignments, the teacher will determine the acceptable number of days allowed for make-up work. Make-up work not turned in will receive a zero. Homework assigned before the absence is due on the day the pupil returns to school. (See 1.24)

### 1.20 REPORT CARDS

Report cards are posted on Renweb after the first three quarters; at the end of the school year, a hard copy is mailed home. Parents can monitor the progress of their students through Renweb (the link can be found on our website, [www.fmcs-fl.com](http://www.fmcs-fl.com)). Instructions on setting up a Renweb account will be distributed at Open House or can be picked up in the school office. Report cards may be held if there is an outstanding balance on any FMCS accounts. This includes but is not limited to library fines, morning or after-school care, tuition, team uniforms not turned in, and lunch charges.

Any parent that does not have Internet access may contact the teacher for a progress report. It is best to send a note to the teacher or call the office to obtain the report.

### 1.21 ACADEMIC COMMUNICATION

**PARENT-TEACHER COMMUNICATION** - A teacher may send information by email, Renweb, or through the written notification given to a student to take home. Parents should feel free to call and leave a voice mail message, or email the teacher at school to discuss a student's current progress. Parents may request an individual or group conference with their student's teachers. At least once a year, specific times are set aside for Parent/Teacher Conferences and are noted on the school calendar. PLEASE: we ask that parents pre-schedule any personal visits, rather than "pop-in" visits. This gives teachers an opportunity to provide their undivided attention.

This information may include positive notification for academics or behavior; or negative notification for academics or behavior. It is our desire to work with the home to:

a. Encourage our kids when they do something positive.

b. To find ways to help our kids when they are struggling or exhibiting negative behavior. If you have questions when you receive this type of information from a teacher, please DO NOT write a critical note to a teacher that is brought in by your child. Please contact the teacher directly to find a way to bring about the desired objectives. A parent may lose Renweb access for a given period of time if negative or critical communication becomes a habit. A parent will be notified and warned prior to this action being taken.

## 1.22 STANDARDIZED TESTS

FMCS schedules various in-house standardized tests at different grade levels. The TerraNova Achievement Tests are given in the spring. It is required that K-8 students take the school-wide tests. If students are absent during the testing periods, a section CANNOT not be made-up due to time restraints.

## 1.23 AWARDS/SPORTS/HONORS

Examples of awards and incentives given during the year include:

Perfect Attendance: Given to those students who have not missed any days of school in the entire year (See section 1.25 regarding tardies).

Citizenship Award: Given to students who exhibit exemplary attitude, overall character, and relationships with peers.

Honor Roll Awards: Given to those students who meet Honor Roll requirements for each quarter of the year.

Academic Excellence Awards: Given to those students with the highest academic standing in the classroom. These may be given on the basis of subject or overall achievement.

Outstanding Christian Character Awards: Given to students in each class who have been outstanding examples of Christian character, example and testimony in attitudes, words, and actions.

Improvement and Effort Awards: Given to students who have shown outstanding improvement and effort academically, behaviorally or both.

**SPORTS:** In the fall, winter, and spring, sports award nights are held to honor the achievements of our athletes.

**NATIONAL ELEMENTARY HONOR SOCIETY:** An organization for 4-6<sup>th</sup> grade students who maintain a specific grade point average and meet the national standards and requirements. (see <http://www.nehs.org> and [www.fmcs-fl.com](http://www.fmcs-fl.com))

**NATIONAL JUNIOR HONOR SOCIETY:** An organization for 7-8<sup>th</sup> grade students who maintain a specific grade point average and meet the national standards and requirements. (see <http://www.nhs.us> and [www.fmcs-fl.com](http://www.fmcs-fl.com))

## General Procedures

### 1.24 ATTENDANCE AND ABSENCES

Students are expected to be in school except for reasons of sickness, family emergencies or other pre-arranged reasons with the office. Promotion will be questioned when more than 15 absences (state-wide standard), excused or unexcused, occur in a year. (Absences over the limit may also exclude a student for any privileges and/or awards during the year.) Parents will be notified if their student nears the limit. Parents may call and check on the number of days absent with the office at any time. If a student is absent due to a medical condition for more than three days, a note from the doctor should be submitted to the office. Parents should contact the office if the student's situation will result in an extended absence.

In order for a student to participate in an after-school athletic contest, he/she must arrive at school before noon. Tardies or absences which result from early dismissal for sports or school-sponsored activities will be automatically excused.

### EXCUSED ABSENCES

For the absence to be excused, PARENTS MUST NOTIFY THE SCHOOL OFFICE by phone (the morning of the absence) or a note from the parent(s) and/or guardian is due the day the student returns to school. An excused absence can be granted for illness, medical appointments, death in the family, or a pre-arranged absence. **ONLY excused absences** carry the privilege of making up the work. *Unexcused absences DO NOT carry the privilege of making up the work.*

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN ALL MAKE-UP WORK ASSIGNMENTS. Any previously assigned work is due the day the student returns to school. (see "Pre-Arranged Absence") The classroom teacher supervises all schedules and make-up tests.

### PRE-ARRANGED ABSENCE

If you want to have your student(s) classwork and homework before they leave for a trip or vacation during the year, you must do the following:

- 1) Parents should submit a **written request** with dates and reason to the office at least 3 days in advance of the absence.
- 2) Students will be given a slip which must be signed by each teacher as they get their assignments.
- 3) **Students** need to communicate with their teachers regarding information on homework, tests and/or quizzes that they will miss. **VERY IMPORTANT:** any previously assigned work is due the day the student returns to school.

Also, to help us with planning and for the office to track student attendance, students who plan to attend church related retreats or trips should also follow those guidelines to receive out a pre-arranged slip.

SPECIAL NOTE: As a school, based on the state requirements for attendance, it would be best if all vacations or trips would be planned during our frequent breaks and days off during the school year.

### 1.25 TARDY AND LATE ARRIVALS TO SCHOOL

All students are required to be in their classrooms when the 8:15 bell rings. All those who enter after that are considered tardy. Unexcused tardiness does **not carry the privilege of making up work**. All students who arrive after the beginning of school should report directly to the school office before going to class.

**For elementary: every ten unexcused tardies per semester will equal one day of unexcused absence**, and therefore a student would not be eligible for a *Perfect Attendance Award* at the end of the year, as well as other rewards and incentives. (For middle school: see “detention” section regarding excessive tardies)

### 1.26 VISITORS

All adult visitors, including parents of students, will need to check in and out of the office and receive a visitor’s pass. Visitors should be prepared to present a photo I.D. – driver’s license is preferred.

### 1.27 LEAVING CAMPUS AND TRUANCY

Leaving the FMCS campus without office permission and knowledge is not allowed. We would ask parents to communicate with our office when a student needs to be removed from campus early. A student must sign out at the office each time they leave campus, except for authorized early dismissals. Students who are waiting to be picked up must wait in the office foyer area. Truancy is a student being deliberately absent without a parent’s knowledge and permission. The result may be a suspension or expulsion.

### 1.28 WITHDRAWAL OF A STUDENT

When a student is withdrawn from FMCS, all books and school materials must be returned. The process begins in the front office. Advanced notice (written) is appreciated, if at all possible. (Please check your financial agreement for the penalty fees involved.)

### 1.29 APPEAL/ CONFLICT RESOLUTION

We endeavor to follow the principle found in Matthew 18 (reconciling with one another first). If a student or parent has a complaint regarding a specific situation, the following procedures must be followed in order to appeal or discuss the situation.

- a. The parent and/or student should meet with the teacher to discuss the situation.
- b. The parent and/or student and the teacher will meet with the Principal.
- c. The parent and student may appeal a decision made by the Principal with the School Board. This must be scheduled with the Principal’s secretary prior to the next monthly Board meeting.

### 1.30 MEDICATION

FMCS has been given specific standards **from DCF** regarding medication:

- A student may have an illness that does not prevent him/her attending school but which requires medication for relief or cure. If possible, **such medication should be given by the parent at home**. The medication may be taken at school only if failure to take it could jeopardize the student's health.
- ALL medications for a student must be signed in with the office by the parent and a consent form filled out; otherwise, **no prescription medication** will be given. All prescription medications will be left with the office personnel and administered by them to the students. If any prescription medication has to be administered, a form must be filled out by the doctor in charge.
- All non-prescription drugs (cough drops, aspirin, etc.) should be administered by parents or guardian before or after school. Any extenuating circumstances need to be addressed to the office. **A doctor's note is required for the office to give any non-prescription medication**. If students need to miss recess or P.E., **they must have a note or phone call** from the parents; otherwise, they will participate as usual.

### 1.31 LICE SITUATIONS

All students may be checked randomly for head lice. If lice or nits are found, the student will be isolated and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and be nit free before they are allowed to return to the classroom. Parents are encouraged to always give notice to the school in the event that they find head lice or nits on their child(ren) at home. This will help prevent the spread of head lice at school.

### 1.32 INJURIES, EMERGENCIES AND ILLNESS

Any student becoming injured during the school day or at any school sponsored event must report that injury immediately to the FMCS supervisor present. All students are covered by school insurance which **ONLY PAYS** if no other plan covers the injury. Insurance will not apply if the accident is not immediately reported and a report form filed at the school office. Parents should notify the office of a student's injury or if there are insurance problems related to the injury. In the case of an emergency, all efforts will be made to first call the student's parents; if they cannot be reached, all emergency phone numbers will be called. If no one can be reached, the student's doctor will be called for instructions.

No student will receive medicine of any kind from a teacher or staff member unless proper written parental and doctor permission slips are filed at the office.

**ILLNESS** - Your child should not attend school if ill. This includes fever, vomiting, diarrhea, etc. A student with a temperature above 100 degrees cannot remain in school. There are symptoms that children may exhibit that can indicate more serious health conditions. Discolored mucus in coughs and nasal discharge

can indicate infection that the body is fighting. FMCS does not have a school nurse. **Therefore, we will call for students to be picked up immediately should they display symptoms of illness.** We are aware that this may create some scheduling difficulties. It is helpful for each family to have a friend, family member, or child-care provider on-call to assist you with a sick child if your own work schedule does not allow.

**Please keep all contact information current** on how to contact you should there be an emergency or when your child becomes sick at school. This includes cell phones and work numbers, etc.

We thank you for your understanding and for working with us. Our goal is to provide a safe, healthy learning environment and the optimum teaching for each child.

### 1.33 LOST AND FOUND

Any items found around the building will be placed in the lost and found. If textbooks are lost, students should check lost and found first. Any unclaimed items will be sold or donated to a charitable organization at the end of each quarter. **IMPORTANT: PLEASE PUT YOUR STUDENT’S NAME ON CLOTHING AND SUPPLIES!**

### 1.34 ELECTRONIC DEVICES AND CELL PHONES

We ask that students do not bring electronic devices (examples include, but not exclusive to smartwatches, iPods, MP3 players, games, radios, TVs, etc.) to school or any school activity without the prior authorization of the Principal. Those brought will be confiscated and can be kept until the end of the school year.

Calculators, smartwatches, or any electronic device that is designed to help a student with organization or school work is allowed as long as it is used for that purpose.

A student can be given permission from a teacher or administration to use a laptop, tablet or e-reader but must sign and follow the guidelines of the “Student Personal Technology Usage Agreement”

Field trips or sports trips: no electronic devices are allowed in any school or church vehicle at any time, unless **written** permission has been granted by a teacher or administrator.

**Cell phones – Elementary school:** If it is necessary for a student to bring a cell phone to school, it must be kept in the student’s backpack and may not be used until after school **ONLY WITH** permission from a supervising adult. Otherwise, the phone can be confiscated by the teacher and sent to the office for the parent to pick-up in person at the front office. If the cell phone becomes a distraction or a repeated problem, it will not be allowed to be brought back to school.

**Cell phones - Middle school:** Cell phones are brought to the school at the students' own risk. During morning care from 7:30-8:00, a cell phone can be used – but if it becomes a distraction or it is used improperly, it can be confiscated. Cell phones should not be used during the school day. Students may use their phones after school, but if they check into the aftercare program the cell phone needs to be put away. (Cell phones can be used with staff permission for a student to call a parent regarding pick-up at the end of the day or in aftercare).

First offense: If a cell phone should become a distraction, it will be confiscated, sent to the office and a notice sent home. The student can pick it up at the end of the day.

Second offense: Phone is confiscated, notice sent home, and the parent must pick up the phone in the office.

If the cell phone becomes a repeated problem, it may not be allowed to be brought back to school. (The school office phone may be used before school, after school, or during lunch time with permission)

### 1.35 FIRE DRILLS

Fire drills are held periodically. When this happens, all class activities must cease and everyone is to walk outside the building by a predetermined route as quickly and quietly as possible. It is important to become familiar with the exit route posted in each classroom. The signal to return is one long ring of the bell.

To accomplish this in an orderly manner:

- a. Walk quickly in single file with no talking. Teachers will follow their classes.
- b. Do not run or push.
- c. The teacher or a designated student should make sure all windows are closed, the lights are out and the door is closed.
- d. There is to be no talking inside or outside the building so that the teacher's instructions may be heard.
- e. Teachers are to take class attendance books with them for accountability of students.
- f. Classes return to the building on a signal by the administration/leadership.

### 1.36 DISASTER DRILLS

Disaster drills are held periodically in case of severe weather situations. At the signal, students should move with their class and teacher to the designated areas within the school building and assume the correct disaster position. Classes will return to their classroom when the signal is given to end the drill.

Lightning detector: the First Assembly campus is equipped with two Thorguard lightning detection systems. Whenever the lights are flashing, we are at red alert and all students should be indoors in a safe place. Once conditions improve either from a warning or a red alert an *All Clear* notification will be sent out and the emergency horn will give three five second blasts.

### 1.37 SEVERE WEATHER

In the event that school is closed due to severe weather, parents should listen to WAYJ FM (100.5), WINK radio (1240 AM), or watch the local TV stations for further information. School closings for severe weather are determined by the administration of the school and church.

Hurricanes: School personnel will do their best to keep phone messages and website information updated. In the case of greater hurricane damage and an extended number of days off, the best way to obtain information would be from the local TV and radio stations. We try to build hurricane make-up days into the calendar each year in case they are needed.

### 1.38 TRANSPORTATION

a. Student pick-up: Students in grades K3 - 5 will only be released to parents or designated people displaying the appropriate school pick up sign in the windshield of their car.

Grades K3 - 5: We ask that parents remain outside during pick-up as a security measure to control the flow of persons entering the building. A written note from the parents must accompany the student if other arrangements are to be made (i.e. going home with another student). Students will not be permitted to call home except in emergency situations. Students in 6<sup>th</sup>-8<sup>th</sup> grade are given more personal responsibility during parent pick-up to meet with their ride.

b. Church and school busses: FMCS maintains its own vehicles for field trips, away games, athletic events, and school-sponsored groups needing conveyance. A student on a bus comes under the authority of the bus driver. School guidelines regarding behavior remain in effect while students are traveling to and from school. Students must always ride in school sponsored transportation, unless they are riding with the parent(s) or legal guardian. On most school sponsored trips, it would be best for a student to ride with the class/team to the event, and then they can ride home with their parents or legal guardian. A student can ride with their parent or legal guardian, but not with another parent unless a waiver is signed.

c. Car Pooling: The office maintains a list of parents per zip code area. We invite you to call for names and phone numbers of FMCS students living in your immediate area.

d. It is the responsibility of the parents to provide (or arrange for) transportation for their student(s) to and from school. Parents should inform the school office if any changes are made concerning transportation arrangements

## 1.40 SCHOOL POLICIES: DISCIPLINE

### 1.41 BEHAVIOR – ON AND OFF CAMPUS

FMCS recognizes, adheres to and propagates Biblical values; therefore, our standards have been adopted in order to provide an atmosphere which encourages personal, moral, and spiritual growth accordingly. Students are required to refrain



from activities and attitudes, both on and off campus, which are not considered conducive to an effective Christian life and witness. These prohibited activities include indecent language, use of tobacco, drinking of alcoholic beverages, use of drugs, sexual promiscuity, gambling, thievery or involvement in any and all forms of witchcraft and psychic activity. Jesus said in Matthew 5, that we are to be “salt and light”- this requires maintaining Christian standards wherever we go. We are to be an example for Christ in our actions and our speech whether we are on or off school grounds. FMCS reserves the right to dismiss a student who does not adhere to these standards or cooperate in the educational process. The selection of the prohibitions mentioned may appear arbitrary to some, but while not condemning others who see differently, FMCS believes that these are types of conduct which are detrimental to the spiritual and scriptural objectives of FMCS.

Each student may not necessarily agree with every idea or principle stated in this conduct standard, but by choosing to attend FMCS, every student will adhere to this code of conduct with a cooperative attitude, ON AND OFF CAMPUS, while attending FMCS.

***“Don’t let anyone look down on you because you are young, but SET AN EXAMPLE for the believers in speech, in life, in love, in faith and in purity.”***  
*(1 Timothy 4:12)*

#### 1.42 SERIOUS OFFENSES

The following offenses may result in a restriction, detention, suspension (in or out of school), expulsion, or other action deemed appropriate by the administration. Any student or his parent has the opportunity to request a hearing before the Board according to the appeal procedures policy.

##### \*Alcoholic beverages

Blatant disrespect or insolence

Bullying (see further explanation)

Cheating (further explained in the next section)

Continued violation of school standards (including repeated dress code violations)

Defacing school property (student will be charged for repairs or replacement)

\*Drug possession, use, or abuse

Fighting

Gambling

Immoral conduct Inappropriate language/behavior

Insubordination

Harassment

Lying/Forging/Plagiarism (further explained in the next section)

Profanity or vulgar language

Public display of affection (examples include hand-holding, kissing)

Sexing (see *bullying* section also)

Stealing/shoplifting

Threats endangering the health and welfare of a student, student body, or campus

\*Tobacco products

Truancy

\* Because these are illegal under Florida Law, student will be immediately suspended (out of school) until final decisions are made by the administration and Board. These offenses include use or possession, on or off campus during ANY and ALL school sponsored events.

Special Notes on Bullying:

Bullying (as defined by our own Lee County public schools): “unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to: teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; destruction of property; and cyber bullying.” Bullying has no place in a Christian school. The school will educate students on improving relationships through classroom character education, bible classes, chapels and special assembly.

In keeping with the school’s responsibility to provide a safe learning environment, the following stance has been taken on “sexting.” *Sexting* is the act of sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or an administrator.

Bullying:

First offense (minor): Documented warning

Second offense (serious): possible consequences include detention, time out, work detail, Saturday detention, out of school suspension

Repeated offense – possible consequences include out of school suspension, administrative review, alternative assignment or expulsion

If you know that bullying is taking place, please contact your child’s teacher and/or the administration so that they can investigate the matter.

### 1.43 CHEATING

Taking information from some source other than the student's own mind and presenting it as if it came from his/her own thinking. It involves the components of stealing and lying. The definitions below help to further clarify these serious offenses. Both the student providing the information and the student receiving the information are subject to disciplinary action. Cheating on homework is the same penalty as cheating on a test.

- + **Assignments** - The use of someone else's work instead of completing the assignment individually. This would include anything from daily homework to major research papers. Unless specified by the teacher, it is to be assumed that all work is to be completed individually.
- + **Tests** - The practice of soliciting help during a classroom testing situation. This would include the use of information brought to class, sharing of information during class or the sharing of information about the test with students who have not yet taken the test.
- + **Plagiarism** - The use of information from a source (text, Internet, research information) without documentation (citation). Plagiarism of reports is considered cheating and will be treated as such. Students in grades 6 - 8 are given a unit presentation on this subject each year. Decision on the grade will be determined by the teacher and administration.
- + **Exams** - The communication or use of information during a final exam, or sharing information about the exam with students who have not yet taken the exam, can be deemed as cheating.

### 1.44 WEAPONS POLICY

The possession, use, sale, storage or distribution of firearms or weapons of any nature is prohibited on school property, at any school function, or on any school sponsored transportation. Possession of firearms at any school function may result in expulsion. Firearms mean any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive device. Possession of other weapons such as knives or any other item which can be used as a weapon is grounds for disciplinary action, including expulsion. Any weapon will be confiscated and will require a parent conference with administration for retrieval.

### 1.45 COMPUTER USE: CYBER-CITIZENSHIP

As with our discipline policy, you are at all times a representative of FMCS and the Lord Jesus Christ. The use of the Internet requires you to abide by accepted rules of network etiquette. These include the following:

1. **Respect for others.** Do not use the network in a way that would disrupt its use by others. Examples of disruption include unplugging equipment, switching keyboard keys, sending network messages and changing desktop settings. Disrespect can also include inappropriate language or conversation, and/or cyber bullying.

2. **Games.** The use of game programs is only by the direct permission of your teacher.
3. **External storage devices and flash drives.** You are not to use an external storage device or flash drive on any of the computers without direct permission of the teacher for each time of use.
4. **Multimedia.** All multimedia such as sound clips, live radio, and video displayed or played on your computer is to be consistent with the educational use of the computer and the Christian message of our school. In the same sense, multimedia must not be used in ways that offend or disturb others or disrupt their work.
5. **Saving.** You are to save files in the areas designated by your teacher.
6. **Electronic Mail.** All electronic mail including web mail (i.e., Hotmail) is prohibited except under the direction of an instructor for academic reasons.
7. **Network Communication.** Text messaging is strictly prohibited since cell phones are not allowed to be used.

#### 1.46 SUSPENSIONS

Suspensions can be internal or external. Even though a suspension removes the student from the classroom, that student *is still responsible for all work missed and any additional work a teacher may assign*. This work is due upon his return. Students will not receive an automatic zero for work missed, but **MUST** make up all work and any additional work assigned by the teachers. **DURING THE TIME OF SUSPENSION, a student cannot participate or attend school sponsored activities.**

### **~Section 2.00: ELEMENTARY ACADEMICS~ Grades K-5**

#### **General Information**

##### 2.10 CURRICULUM

As part of our commitment to the strongest academic program possible, we endeavor to utilize the best curriculum available. When possible, Christian publishers are used, but in some cases other types of curriculum are better in development and quality. The following list gives the publishers of the texts for our classes:

Bible – Association of Christian Schools International

Math – Abeka, Glencoe

Science – Bob Jones Univ. Press

Language Arts - Scott Foresman

Reading - Scott Foresman

Social Studies – Bob Jones, Harcourt Brace

Spelling - Scott Foresman

Handwriting – Handwriting Without Tears

Additional elementary specials have included the following:

Music, art, physical education, library, recess, computer instruction, Spanish.  
(subject to change)

## 2.11 HONOR ROLLS

### First or “A” Honor Roll

A student is placed on the “A” honor roll when he/she receives all “A”s or “E”s for academic reasons and “E”s or “S”s on his/her report card for behavior.

### Second or “A/B” Honor Roll

A student is placed on the “A/B” honor roll when he/she receives all “A”s or “B”s, “E”s or “S”s for academic scores. For behavior, only one “I” is allowed on the report card to be eligible for the “B” honor roll. Students will receive Honor Roll Certificates at the end of each quarter and a yearly certificate if they maintain honor roll status for the whole year.

## 2.12 SPORTS ELIGIBILITY

A student will lose their school sports participation status if their GPA goes below a “C” average on their report cards.

## 2.13 PROMOTION

Students will be promoted to the next grade based on the criteria of the teacher’s recommendation, student’s report card, and standardized test scores. In any case of a student not being promoted, a conference will be set up to discuss the situation. We encourage parents to maintain close attention to student’s report cards and grades throughout the year.

## 2.14 PLAYGROUND RULES

For safety purposes specific rules have been established for the FMCS playground. Students are expected to abide by the policies. If the student chooses to disobey, proper disciplinary action will be taken. Common sense and good sportsmanship are important on the playground. Any type of poor sportsmanship or bad attitude will result in time-out from play. Fighting and/or bad language will result in an immediate trip to the Principal’s office. Students are not permitted to bring toys on the playground. No rubber chips, mulch, stones, shells, sand, etc. should be thrown.

### FMCS PLAYGROUND RULES:

- Walk to and from the playground.
- Slide down the slides feet first in a sitting position only, one person at a time.
- No jumping off playground equipment or hanging upside down.
- Chewing gum and candy are not allowed on the playground.

- Trash cans are provided on the playground – please use them.
- Shoes and socks must be worn at all times.
- Wall ball or games with “pretend” guns are not allowed
- Be respectful of the rules and others during foursquare and all games
- Swing one direction on swings, towards the bank. When on the swings, swing back and forth only - no jumping off swings.
- Kindergarten does not use the sets of monkey bars. 1st graders can use monkey bars if they can reach middle of the first bar. All students – do not skip bars.
- No running in black mulch areas or on equipment.
- Only go up climb bars attached to equipment, one at a time.
- If you dig holes in the sand, please fill the hole back up.
- No running into fence and “body-slaming” it.
- When the whistle is blown, recess is over - line up.

Remember: Treat others the way you want them to treat you. *Matthew 7:12*

### **~Section 3.00: MISCELLANEOUS SCHOOL GUIDELINES~**

#### **3.11 CAFETERIA PROCEDURES**

Students are not to get out of their seats in the lunch room without permission. Elementary students are not permitted to buy soda during lunch or before 3:00 p.m. in the afternoon. **NO CARBONATED BEVERAGES** (in cans, bottles, or thermoses) should be sent in student lunches. **NO GLASS CONTAINERS** of any kind are allowed. Very important – packed lunch items are not able to be heated or microwaved at lunch time. The school will have aides on duty to assist with student control and assist with simple packages or food items.

**FOOD ALLERGIES:** parents should make sure they have informed the school of any food allergies in the registration paperwork/emergency medical form. Any changes during the school year should be reported to the office and the student’s teacher. Students with food allergies (gluten free, no sugar, no nuts, etc.) should be responsible for his or her own snacks in aftercare and during special times when snacks are served.

#### **3.12 PICK-UP AND DROP OFF PROCEDURES**

**Drop off:** Parents dropping off students in the morning should have students stay in the car until they pull up to the sidewalk. If you want to walk your child to his/her classroom, please park your car in the designated school parking lot area first and obtain a visitor pass from the office.

**Pick-up:** Students will be waiting by class at the designated parental pick-up area. (see more information below) Elementary, please wait until 2:40 when names are called by the office and pick-up begins.

Any student not picked up by 3:00 p.m. will AUTOMATICALLY go to the after-school program.

Prior to 2:30: if a student is to be picked up before the end of school, the parent should come to the office to sign the student out and then they will be called to the office for pick-up. If someone other than the parent is to pick up a child, the parent should send a note to the teacher.

It is **IMPORTANT** that everyone follow these procedures:

#### Drop Off

1. Cars dropping off students should stay in one lane.
2. Pull up, drop off your student, and then continue on. PLEASE BE PATIENT!
3. Do not park in the drop off lane and do NOT stop for extended time. DO NOT hold up the drop off line.
4. Please pull into the parking lot and park if you must get out of your car with your child.

#### Pick-up

1. Students will be waiting inside the building. They will be called down to be picked up at 2:40 p.m. Please be patient in the pick-up line and have your *car pick up sign* (provided at the beginning of the year) visible from your rear view mirror or the front windshield. Anyone that does not have the proper sign displayed will be asked to park, come into the school office and present a photo ID. NO student will be released to anyone who does not appear on the authorized pick up list without prior parental approval. We also ask that parents remain outside which will help us with security of the children in the building.
2. Students may NOT leave the class to walk to their parked cars. If the parent parks, he/she must accompany the student from his/her class area to their parked car.
3. Parents **should utilize both lanes, allow merging**, pull up, pick up their student and keep the line moving.
4. Parents needing to talk to a teacher should PARK their car and wait until the end of parent pick-up time.
5. DO NOT HOLD UP the pickup line.

### ~~Section 4.00: ELEMENTARY (K-5) DISCIPLINE~~

#### 4.10 BEHAVIOR EXPECTATIONS

The behavior of our students is important not only at school, but is also reflected in areas outside of the classroom. By encouraging responsible behavior, we hope to train our students according to Biblical principles to be more productive

citizens for Jesus Christ. It is our desire to produce young people who will be set apart from those that are worldly.

#### 4.11 CLASSROOM DISCIPLINE PLAN

Each teacher maintains the guidelines and discipline in his/her own classroom. A written Classroom Discipline Plan, outlining behavioral expectations, will be sent home by each teacher at the beginning of the school year. Grades K - 5 will use the “How I Act” blessings and reminders system of behavior management. (Parents will get an information sheet on the program at the beginning of the year.) Children usually have better behavior and work more productively when they have a clear understanding of behavioral guidelines.

#### “HOW I ACT” Program - ELEMENTARY

##### Discipline Philosophy

The Bible tells parents in Proverbs 22 to “*train up a child in the way he should go and when he is old, he will not depart from it.*” This important directive is one that Christian parents must realize and practice with their children. That training involves example, communication, instruction and discipline. While the school can never replace the influence of parents, FMCS endeavors to work **with** parents to assist in the training process. We try to create an atmosphere where expectations are understood and consequences are clear. We view loving discipline as one of the means that God uses to build the character of Jesus Christ into the lives of children.

##### **BLESSINGS**

Blessings are given as rewards for appropriate and positive behavior choices. These rewards can include verbal praise, treats, trips to the treasure box, stickers and a fun trip to the principal’s office.

##### **REMINDERS**

Reminder strips will be given to students to help improve and curb inappropriate behavior choices. Consequences will be given to students who receive a specific number of reminder strips. This may vary depending upon the grade level of the child. Consequences may include loss of the daily sticker, loss of minutes of recess, laps of walking or running at recess, or a trip to the Principal’s office. Parents are asked to **sign a behavior log each day** which will allow you to be informed and involved in this process.

##### **HOW I ACT**

**H - HAVOC** (Creating a disturbance; bothering others)

**O - OUT OF ORDER** (Messy desk area, out of dress code)

**W - WORK NOT TURNED IN** (Incomplete homework, assignments or not signed by parents)

**I - INTENTIONAL DISOBEDIENCE** (Fighting, cheating, lying, defiance) - a call home is made



**A -ATTITUDE** (Disrespect toward adults or other children; ex. bullying))

**C - CONDUCT** (Breaking classroom and playground rules)

**T - TALKING** (Talking out of turn)

The following general rules apply daily throughout the school:

Always treat faculty, staff, and classmates with respect.

Always keep hands, feet and objects to yourself.

Always follow directions.

No running in the halls or classrooms.

No yelling, screaming or making distracting noises.

Never leave a classroom or building without permission.

#### 4.12 CLASSROOM DISCIPLINE PROCEDURE

We have listed some of the more common infractions of school rules in categories according to severity. Various consequences may accompany these offenses; however, teachers and administrators reserve the right to adjust the consequences or deal with any of these situations in a professional manner as they see fit. Some of the consequences may be adjusted for preschool through second grade students.

##### ELEMENTARY PARENT NOTIFICATION SLIPS

These will be utilized by a teacher to inform parents of behavior concerns that result after a student's name has already been placed on the board.

##### CATEGORY #1: LOSS OF RECESS/PRIVILEGE

- \* Talking or making noise during teacher instruction
- \* Getting out of seat without permission
- \* Incomplete classroom assignments or homework
- \* Deliberate disobedience of school rules

##### CATEGORY #2: AFTER SCHOOL DETENTION (grades 4-5) and/or CALL TO PARENTS (may also include category #1 consequences)

- \* Leaving classroom without permission
- \* Failure to return signed parent notification slips
- \* Repeated failure to complete classroom assignments or homework
- \* Inappropriate treatment of a teacher or classmate.
- \* Inappropriate language or profanity.
- \* Repeated offenses in Category #1.

##### CATEGORY #3: SENT TO THE PRINCIPAL'S OFFICE and/or IN-SCHOOL SUSPENSION or WORK DETAIL

- \* Aggressive behavior - pushing, shoving, tripping, biting
- \* Cheating
- \* Disrespect to teacher, administrator or staff member.
- \* Repeated refusal to comply with directions.
- \* Repeated offenses in Category #1 and/or #2

##### CATEGORY #4: SUSPENSION/EXPULSION

- \* Actions that endanger the well-being of others - fighting.
- \* Possession or threat of use of dangerous weapons
  
- \* Possession or use of tobacco, alcohol, marijuana, unauthorized prescription drugs or other harmful substances.
- \* Defacing of school property (student's family will be charged for repairs or replacement)
- \* Repeated offenses in category #1, #2, and/or #3

**~~Section 5.00: MIDDLE SCHOOL (Gr. 6-8) ACADEMICS~~**

**General Information**

5.10 MIDDLE SCHOOL CURRICULUM (Grades 6-8) (subject to change).

<u>GRADE 6:</u>	<u>GRADE 7:</u>	<u>GRADE 8:</u>
Bible	Bible	Bible
Language Arts	*Language Arts	*Language Arts
Math	Pre-Algebra/Math	Pre-Algebra/Algebra
History	*Geography	*American History
Science	*Life Science	*Earth Science
Physical Education	Physical Education	Physical Education
Spanish	Spanish	Spanish
Electives	Electives	Electives

► Each middle school student is required to have a New International Version (NIV) Bible. (1984 version)

\* Starting in 2011-12, honors classes offered to qualifying students.

Curriculum textbooks:

- Math – Glencoe
- Social Studies - Bob Jones Univ. Press
- English - EMC Paradigm
- Science –Bob Jones Univ. Press, Glencoe
- Spanish – EMC Paradigm
- Bible –Positive Action for Christ

HONORS CLASSES: (7<sup>th</sup> and 8<sup>th</sup> grade only) courses include specific learning strategies designed to prepare middle school students for advanced courses in high school. Middle School FMCS Honors courses intellectually engage students in ways that are both challenging and interesting. While these courses share the same curriculum as the standard courses in middle school, the focus is on critical thinking, reasoning, research, analyzing information, problem solving and covering more material than the standard courses. Tests may focus more on critical thinking and analyzing data than just memorizing basic facts.

Characteristics of a FMCS Honors Student (How are these students chosen?):

- 7<sup>th</sup> or 8<sup>th</sup> grade student enrolled at FMCS
- Math, Reading, Science and Social Studies scores on or above grade level on standardized achievement tests (7-9 stanine in subject areas)
- “A” or “B+” student with endorsement from middle school teachers
- A desire to be academically successful
- An independent work ethic
- Parental support and guidance
- Well-developed study habits and organization
- Possession of high level thinking skills
- More complex and mature composition skills
- Quickly processes information for accelerated pace
- Persistence and initiative
- A strong sense of personal responsibility

TEXTBOOK FINES – It is very important for students and parents to check the condition of any hardbound textbook they are issued at the beginning of the year. Teachers will also check the condition and make notes before the book is issued. At the end of the year, textbooks will be checked for any additional wear and tear – there may be a fine issued if there is damage to the textbook. If the textbook is extensively damaged (or lost) and cannot be issued the next year, the family will be charged for the cost to replace the book.

### 5.11 COMMUNITY SERVICE REQUIREMENT

As part of the Bible curriculum, each student in middle school will have a community service requirement: 5 hours for 6<sup>th</sup> grade per semester and 10 hours for 7<sup>th</sup> and 8<sup>th</sup> grade per semester. Only work completed during that SEMESTER is accepted. Hours cannot be carried over from the summer or from one semester to another. (There is no extra credit awarded for community service.) A student cannot receive credit for more than 10 hours per quarter.

These service hours are:

- a) To be hours of free services.
- b) Rendered outside of the household and/or **unrelated** to anyone in your household. Note: You CANNOT work at a business for anyone to whom you are related.
- c) A MAXIMUM of half of the hours can be completed for credit at a student’s church.
- d) It is our desire to see students move out into the community and “let their light shine” - **so hours need to be accomplished off of the school campus.**

Activities may include babysitting, lawn care, nursing home visitation, Sunday church nursery and/or children’s programs, community outreach with church or school group, class clean-up projects, work within a non-profit organization and any creative project submitted in writing and approved by the Bible teacher and/or an administrator.

A verification slip will be filled out by the student, signed by the supervisor, and turned in to the Bible teacher on or before the assigned due date. The student is also required to turn in a 150 word summarized report of his/her duties and experiences during the Community Service Project.

The Community Service Requirement (CSR) will be graded so that each hour will represent one-tenth of the CSR grade. Example: 6 hours = 60% CSR grade, 10 hours=100% CSR grade. The CSR grade will count for 25% of the overall semester Bible grade. Penalty for late submission: (drops one letter grade) one day late = B+ (89%), two days late = C+ (79%), after two days late - 0%.

EXCEPTION: Eighth grade students going on the school-sponsored missions trip can get CS credit and get paid - as long as the money is turned in to the office to help pay for their trip.

### 5.12 ELECTIVES

Each semester students are able to choose an elective with parental approval. Electives (half-credit classes) are graded with A, B, C, D, and F and are meant to expose students to a variety of interests and skills. An elective may be dropped within one week after a class begins. Permission to drop a class must be approved in writing by the administration with a signed note from the parent and signature from the teacher before the class is officially changed.

PAST ELECTIVES HAVE INCLUDED: Drama, Yearbook, Speech, Photoshop, Computer, Chorus, Band (minimum requirement of students) Teacher's Aide, Study Hall, Art. (Subject to change throughout the year.)

## STUDENT ORGANIZATION

### 5.13 IPADS

NEW for 2016-17: Students are responsible for all guidelines in the new Acceptable Use Agreement. Students will use the Renweb app to stay current with homework assignments. Students should never place their iPad in their backpacks – one of the main causes of cracked screens in many schools.

### 5.14 LOCKERS

Lockers are furnished by the school and are FMCS property – ALL locks must be school issued. They are not to be defaced or damaged in any way. They will be inspected from time to time. No student should ever open or tamper with anything inside any student's locker. Students MAY NOT switch lockers with other students. If there is any damage done to lockers, a fee will be billed. No stickers or permanent fixtures may be attached. The cost to replace a lost or stolen lock is \$5.00.

## ACADEMIC PROCEDURES

### 5.15 DEAN'S LIST AND HONOR ROLL

At the end of each grading period, students with a grade point average of 3.5 or higher will be placed on the Dean's List, while those students with a 3.0 - 3.49 GPA will be placed on the Honor Roll.

Students in honors classes:

- Students enrolled in two honors classes: Dean's list, 4.15 – 3.85; Honor Roll, 3.84 - 3.50.
- Students enrolled in four honors classes: Dean's list, 4.25 – 3.75; Honor Roll, 3.74 – 3.25.

### 5.16 PROBATION

Gives the student an opportunity to be more closely evaluated, and if he does not improve to a satisfactory level, he will be dismissed or asked to be withdrawn. The following probations are possible:

1. Academic Probation - Level I (GPA falls below 1.75)
  - a. the parent is contacted and a parent-teacher conference is suggested
  - b. the elective is lost and Study Hall assigned
2. Academic Probation - Level II (GPA does not rise after Level I Probation - for 2 weeks)
  - a. Parent/teacher conference takes place to determine an Academic Improvement Plan.
  - b. At the conclusion of the next grading period, if student DOES NOT remove themselves from probation after Level II, the student and parents will meet with the administration and teachers to decide if the student will be suspended until School Board action. The School Board may expel the student based on the administration and teachers' recommendation.

**SPECIAL NOTE:** A student can only be on Probation Level I **once**. If a student goes off probation then at a later time goes back on probation, he will automatically be on Probation Level II.

### 5.17 SEMESTER AND FINAL EXAMS

- a. Semester and final exams will be worth 10% of that semester's grade.
- b. Exams can be taken early, but only in case of family emergency. There may be a fee of \$10.00 per exam for those taken early. Most exams are made-up when a student returns. (No charge)
- c. Exams are to be taken in all academic classes.
- d. In case of illness, all make-up exams will be coordinated through the teacher.

### 5.18 PROMOTION

At the end of the year, a grade will be computed from the semester grades. In order to be promoted, any failure ("F" grade) in two or more classes for the year,

will result in the student being retained. If summer classes are an option for that course: any course work taken in summer school must be verified by having the transcripts of the course and the grade sent to the FMCS office. **FMCS DOES NOT OFFER A SUMMER SCHOOL PROGRAM.** A student will be promoted by FMCS when the student's passing summer school grades have been received.

**5.19 SPORTS ELIGIBILITY** Anyone falling below a 2.00 at the end of a quarter will remain ineligible until notified by the teacher and administration. Progress will be monitored by the administration and athletic department through teacher progress reports. When the student has made a significant effort to raise his grade and has shown consistent progress, the student's eligibility will be regained. Once eligibility is regained, the coach reserves the right to monitor the weekly progress of the student's grades. If progress declines, the coach and/or administration can either suspend game play or team status altogether. Eligibility status can only change at mid-term or quarter's end. Ineligibility will be carried out as follows:

- A GPA of 1.75 to 2.00 = a student may participate in practice, but will not play in games.
- A GPA below 1.75 means no practice and no game play.
- Any student ejected from a game due to disciplinary reasons will not participate in the team's next scheduled game.

## **EXTRACURRICULAR ACTIVITIES OR OFFERINGS**

### **5.20 SCHOLARSHIPS**

#### **GRANDMA BETTY SCHOLARSHIP FUND:**

Elizabeth Defebio was the grandmother of two former FMCS students, Audrey and Kelly Reese. Both of these students were very active in sports and music at FMCS. Their Grandma Betty passed away in October of 1998. She was also very active at FMCS with her consistent attendance at the girls' sporting and music events. She touched people from all walks of life, and her memory will live on as one middle school student receives this scholarship award of \$1,200 every year. The student will be selected by the FMCS teachers and administration. Their decision is based on Christian walk, academic achievement and service to the community.

#### **JOHN O'BRIEN SCHOLAR-ATHLETE AWARD:**

Mr. John William O'Brien, Jr. passed away on December 23, 2015. Mr. O'Brien proudly served in the U.S. Army. While on tour in Vietnam, he received the Bronze Star. He joined the City of Fort Myers Police Department in 1972. Captain O'Brien retired in 2002 after 30 years of service. Upon retirement, John pursued his love of sports as the Physical Education teaching assistant, Athletic Director and Basketball coach at Fort Myers Christian School. This \$1000 scholarship award will be selected by the administration and is based on Christian walk, athletic and academic achievement.

## 5.21 NATIONAL JUNIOR HONOR SOCIETY

An organization for those students who maintain a 3.5 grade point average and meet the national standards and requirements. There are two induction ceremonies during the school year for 7<sup>th</sup> and 8<sup>th</sup> grade students.

## 5.22 EIGHTH GRADE MISSIONS TRIP

The eighth grade mission trips have been an annual event for our 8<sup>th</sup> graders since 1991. Several members of our early trips are either currently involved in full-time ministry or preparing for it! Many families have stated that it has been one of the reasons why they have brought their children to Fort Myers Christian School. In the past, we have taken students/faculty/staff/parents to Juarez, Mexico, Corpus Christi, Texas and now El Salvador. Eighth grade students will receive information at Open House regarding the trip. We would encourage you to check out our blog from last year's trip - <http://fmcsmiissions.blogspot.com/>

# ~~~~~Section 6.00: MIDDLE SCHOOL DISCIPLINE~~~~~

## **Disciplinary Actions**

### 6.10 BEHAVIOR EXPECTATIONS

Increasing numbers of students are coming to school from homes where expectations are undefined and rules are either unstated or not enforced. Young people need the structure and direction that proper classroom expectations and rules provide. By encouraging responsible behavior, we hope to train our students according to Biblical principles to be more productive citizens for Jesus Christ. It is our desire to produce young people who will be different than the stereotypical teenager that the world portrays. (See 1.40)

### 6.11 CLASSROOM DISCIPLINE PLAN

Each teacher maintains the guidelines and discipline in his/her own classroom. A written *Classroom Discipline Plan* outlining behavioral expectations will be sent home by each teacher at the beginning of the school year. Students usually have better behavior and work more productively when they have a clear understanding of behavioral guidelines.

The following general rules apply daily throughout the school:

Always treat faculty, staff and classmates with respect.

Always keep hands, feet and objects to yourself.

Always follow directions.

Never leave a classroom or building without permission.

No profanity or harassment (verbal or physical)

No yelling, screaming or making distracting noises.

### 6.12 CLASSROOM DISCIPLINE PROCEDURE

We have listed some of the more common infractions of school rules in categories according to severity. Various consequences may accompany these

offenses; however, teachers and administrators reserve the right to adjust the consequences or deal with any of these situations in a professional manner as they see fit.

6.13 PARENT NOTIFICATION SLIPS: Parent Communication Slips are sent home to let parents know of an incident in the classroom. The **purpose of this slip is to inform** a parent(s) or guardian about positive or negative behavior. Parents should read the note, discuss it with the student, sign and return the signed slip. Please notice that the form can be used for three reasons: Behavioral Problems, Academic Communications or Information Purposes Only. If a teacher requests behavioral or academic slips be returned signed and it is not returned, a student can receive a detention. On the 10<sup>th</sup> Parent Notification Slip (for behavioral reasons) in a quarter, a detention will be assigned.

#### 6.14 DISCIPLINE PLAN

CATEGORY #1: AFTER-SCHOOL DETENTION. Detentions are **one hour** in length and are served after school (Thursdays). When a detention is assigned, the form will be filled out and given to the student to take home for a parent's signature. It **must** be returned the next day. Failure to return a signed detention may result in increased detention time.

After a combination of four behavioral detentions/Saturday Schools **in a quarter**, a student can be suspended. At that time, the administration and/or School Board will meet and a recommendation will be made regarding the student's future at FMCS. Also, after a combination of 10 behavioral detentions/Saturday schools during the year, the same procedure will follow.

Examples of offenses include:

- Repeated behavior infractions (see 6.11)
- Failure to return signed parent notification slip
- Inappropriate public displays of affection
- Chewing gum/eating during the school day without permission outside of the cafeteria
- Handling another student's belongings without permission, and/or tampering with another student's locker
- Dishonesty/lying
- Excessive or repeated incidents of horseplay, including pushing, shoving, tripping, pulling chairs out from under a student
- Deliberate disobedience of school rules
- Failure to obey dress code rules (including not dressing out for P.E. without a written note from a doctor or parent).
- Inappropriate language or profanity
- 10 parent notices (for behavior) in a quarter
- Inappropriate behavior, not following directions, being a distraction while serving a detention
- On the fifth and each successive unexcused tardy per quarter



## CATEGORY #2: WORK DETAIL OR SATURDAY SCHOOL

- Students attending a scheduled work detail or Saturday School will be required to pay a \$10 supervision fee (Cash or checks payable to FMCS). Any athlete (which includes cheerleaders) who attends a work detail or Saturday school will be ineligible for the next scheduled game.

Examples of offenses include:

- Multiple Category #1 infractions.
- Disrespect to a teacher, administration or staff member; bullying or harassing another student
- Not reporting to detention hall to serve when assigned
- Physical fight between two or more students - physical aggression towards another student.
- Plagiarism, cheating or helping others cheat in academic matters, such as copying homework or notebook of another student.
- Inappropriate behavior, not following directions, being a distraction while serving in a detention hall

## CATEGORY #3: SUSPENSION OR EXPULSION is possible for:

- Multiple Category #2 infractions
- **A combination** of 4 behavioral detentions/Saturday schools in one quarter
- Not reporting for assigned Saturday detention or not following instructions/disrespect during Saturday detention
- Actions that endanger the well-being of others.
- Possession or threat of use of dangerous weapons
- Defacing school property (student's family will be charged for repairs or replacement)
- Possession or use of tobacco, alcohol, marijuana, unauthorized prescription drugs or other harmful substances.

## **NEW for 2016-17: IPAD PROGRAM STUDENT CONSEQUENCES: (some areas subject to change)**

1<sup>st</sup> offense: iPad will be confiscated by the teacher for the remainder of class, notification sent to parents. (Based on previous information on pages 3-7, certain offenses include the device also being wiped by IT, which may mean that iPad will not be returned at the end of class; fee also included)

2<sup>nd</sup> offense: iPad will be confiscated by the teacher and it will be placed **on internet restriction for one week** along with notification sent to parents. (Based on previous information on pages 3-7, certain offenses include the device being wiped by IT with a fee included)

3<sup>rd</sup> offense: iPad will be confiscated by the teacher and it will be held in the office, student can be assigned an Out of School Suspension (OSS) **or In School Suspension (ISS)** along with notification of parents. iPad returned at

discretion of the administration – **possible restriction of internet access for a designated time period of 30, 60 or 90 days.** (Based on previous information, certain offenses include the device being wiped by IT with a fee included)

## ~~~~~Section 7.00: MIDDLE SCHOOL CONDUCT~~~~~

### **General Guidelines**

All rules which pertain to conduct are in effect **WHENEVER** a student is on campus or at any school sponsored event.

### **7.10 CLASSROOM TARDIES AND PASSES**

Tardiness is defined as when a student is not in the classroom when the bell starts to ring. (Classroom teachers have the right to further define tardy within the limits of their own classroom.)

- If a student is tardy (excused or unexcused) **AT THE BEGINNING OF THE SCHOOL DAY**, he or she must get a pass from the office.
- If a student is late for any other class periods during the remainder of the day, he or she should immediately go to class.

Unexcused tardies will be tabulated on a quarterly basis. On the **fourth unexcused tardy**, a parent notice will be sent home. On the **fifth and each successive unexcused tardy**, the student will serve a full detention. From that point on, a student could face a possible suspension.

If a student has been delayed by a teacher, he/she must get an excused pass from that teacher to be allowed in his next class. During a class or study hall, a student must have a pass to be outside of the classroom (to go to the office, library media center, restroom, etc.) Unless it is an emergency, students should not leave a classroom to go to the restroom, and then only if a pass is obtained from the teacher. At the end of a class period, students should wait for the teacher to dismiss them when the bell rings (They should not automatically leave the classroom).

### **7.11 OFFICE PHONE USAGE**

Students may use the phone in the office **before school, during their lunch, or after school ONLY.** (A detention can be administered for a failure to follow this rule). Any emergency messages will be taken at the office and forwarded to the student.

### **7.12 LUNCH/CAFETERIA/SNACKS**

Students must remain in the lunch room during the entire lunch period. If a student wishes to leave the cafeteria to go to his locker, the phone, or the restroom, they must get permission from the supervisor. Students are to sit with

their class in the designated middle school area. No food may be ordered-in except with special permission from the office.

Eating is allowed ONLY in the lunchroom and ONLY at lunch time, unless teachers have scheduled a special event in their classroom or on campus.

### 7.13 – GENERAL DAILY CLASSROOM REMINDERS

#### General Classroom Rules:

1. Make sure you know where a teacher wants you to be when the bell rings to start class.
2. Please raise your hand and wait to be called on by the teacher.
3. Be prepared for class (assignment book, textbooks, paper, pen and two sharpened pencils).
4. Treat others (students, teachers, staff, and visitors) with respect.
5. Follow the other classroom rules outlined in the student handbook or directed by the teacher.

#### Student responsibilities:

1. Be prepared for class:
  - a. Make sure your name is on the upper right hand corner of all daily homework papers, test and quizzes.
  - b. Bring paper (college ruled), pens and pencils and other materials outlined by the teacher to class. Paper that is removed/torn from a notebook will not be accepted.
  - c. Turn your homework in ON TIME to have a chance of getting full credit. Late homework policy = one day late, C grade max; **after that, a zero**
2. Take home graded work to show to your parent(s).
3. Detentions must be signed and returned the next school day.
4. Please do your work neatly - unacceptable papers may be returned to be redone.
5. Homework assignments should always be put in your assignment book (keep it with you in every class). Missing assignment book: first time = PR, second time = detention.
6. Have a pass from a teacher when you are in the hallway during classes.
7. Take parent communication slips home to give to your parent(s).

#### Parent procedures:

1. Phone calls (TO THE SCHOOL) and emails to teachers are acceptable. You will need to leave a voice mail for teachers during the day so that you do not interrupt class.
2. If you do not understand why a procedure is followed, please try to contact the teacher FIRST. Please do not write out your frustrations on a parent communication for a student to read.
3. Make sure you have heard both sides of a situation before you respond!
4. Pray for a good working relationship between your student, his/her teachers

and you!!

#### 7.14 AFTER SCHOOL - MIDDLE SCHOOL SUPERVISION (MSS)

Students who must remain after school must be under teacher supervision, either in an activity or in a help class. Any student who is found on the campus after 3:20 p.m. will be sent to MSS and charged accordingly (see 1.11 for times). Billing will occur once a month. For billing information, contact the school Business office. A detention may be issued for not reporting directly to MSS or if arrival is after 3:25 p.m. (If for some reason a student is with a teacher, the teacher must sign a pass and the student can use that pass to enter late into MSS.)

No one is permitted in the gym after school except for sports practice with the proper supervision. When members of a team do not have a game or practice, they are expected to be in MSS, unless they are picked up after school. Students not having a practice may only be in the gym if written permission from the administration has been secured.

*ON THE DAYS OF HOME SPORTING EVENTS*, students can attend home sports events and be released from MSS by bringing a signed note or their parents sending an email, that releases them to go to the game. They will be released at game time.

### ~~Section 8: Pre School Handbook~~~

#### ENROLLMENT AND AGE REQUIREMENTS

The Preschool Department of Fort Myers Christian School follows the same calendar year as the elementary classes:

- A K3 student must be 3 years of age by September 1<sup>st</sup> of this school year.
- A K4 student must be 4 years of age by September 1<sup>st</sup> of this school year.

All preschool students **are required to be toilet-trained before entering our program.**

#### FACTS ABOUT OUR PRESCHOOL:

-Fort Myers Christian School's K3 and K4 programs are a ministry of First Assembly of God.

-Both half-day and full-day schedule options and extended care programs are available through Fort Myers Christian School.

-Developmental needs of young children are met in the following areas:  
Spiritual development  
Cognitive Skills

Social and Emotional Skills  
Physical (fine and gross motor) Skills  
Language Skills  
The Arts and Creativity  
Literacy  
Mathematics  
Science and Technology  
Social Studies  
English Language Acquisition

-Accreditation is provided by the Florida Kindergarten Council (FKC) through the Florida Council of Independent Schools (FCIS). We are also a member of the Association of Christian Schools International (ACSI).

### 8.10 OUR PHILOSOPHY

We will spend a wonderful year together *Discovering and Learning about God's World*. With God's ultimate direction, we seek to nurture each preschooler in his/her social, emotional, physical, intellectual, and spiritual development. We include many kinds of hands-on learning activities each day which stimulate critical-thinking skills. Activities also allow the children's creative sides to bloom.

Each child is a unique gift from God and will be nurtured and appreciated as just such a gift.

### 8.11 CURRICULUM PHILOSOPHY

Our preschool program is based on Biblical principles. Our teaching is faith-based, and Biblical truths are incorporated throughout all subject areas. We follow a thematic curriculum that addresses academic subject areas in an age-appropriate manner which include Handwriting Without Tears and Hands-On Standards. Children have been designed by God to explore, experience, and encounter His world. The philosophy of our program is one of creative development. We believe that academics can be taught in an environment that nurtures the whole child's developmental stages.

### 8.12 DISCIPLINE

Our philosophy of discipline is for it to be interactive, a learning experience for each child, and done with love. Each preschool classroom maintains an illustrated, interactive discipline procedure that is age-appropriate. Good choice-making skills and self-control are consistently encouraged.

Each teacher has a posted discipline plan in the classroom that follows this philosophy and a copy is made available to the parent(s).

### 8.13 PRESCHOOL SCHEDULE AND CALENDAR

The school year calendar for FMCS is included in your orientation packet from the office. Please keep it handy for reference. Activities for preschoolers follow

this same general calendar. We will notify you of any changes as soon as possible.

A copy of the specific daily schedule for PK classes will be posted in your child's classroom, and a copy will be made available to you.

Each child will receive a school folder at the beginning of the year; PLEASE CHECK THE FOLDER DAILY. Also, please check the school website and your RenWeb account.

The Parents' Corner is located inside individual classrooms. Schedules, activities, special notices and information will be posted there. All information pertaining to our PK classes will be posted on The Parents' Corner.

Pre-Kindergarten Program School Hours (always subject to change based on differences between the K3 and the VPK program):

- Prior to 8:00 a.m., students must check in at the elementary cafeteria for morning supervision; the *before school care program* is a separate fee. Parents must escort their child to the cafeteria.
- 8:00 a.m. - Students report to their classrooms
- 11:45 a.m. - Half-day student pick-up (after 12:00 late charges accumulate). Half-day pick-up follows the same traffic route as the afternoon pick-up. Please see your information packet for the traffic flow map. PLEASE USE YOUR SECURITY WINDSHIELD CARD
- 12:00 - Lunch for full-day PK students
- 2:45 p.m. - Full-day student pick-up. Please see your information packet for the traffic flow map.
- 3:00 p.m. - Students remaining at this time will be checked into the *after school program* for extended care; this is a separate fee.

As teachers will be preparing for the busy day ahead, we ask that you follow the morning schedule for drop-off before 8:00 a.m. If you need to speak with the teacher, we will schedule a time convenient for you. It is best for parents not to linger in the classroom since this can often cause distractions.

FULL DAY VS. HALF-DAY PROGRAM: Specials offered in full day, and not the half day program, are computer, art and PE; extra teaching time for language and literacy development are also part of the full day program.

#### 8.14 ARRIVAL, DISMISSAL, AND ATTENDANCE

FMCS Philosophy: Being on time for school (by 8:00 am) is CRITICAL to the overall education of your child. This separates our school from a daycare – if you want your child to get the most out of your investment and want them to have the best chance to develop so they are ready for the next grade, THEY NEED TO BE HERE AND THEY NEED TO BE ON TIME!

VPK ATTENDANCE REQUIREMENT: Every parent should be aware that the statewide VPK program has attendance requirements. Students must be in attendance no less than 80% of the school year. **Children who do not meet attendance requirements will lose VPK funding.** Parents must complete and sign an attendance verification form EACH month.

Please note and follow the parent drop-off and pick-up route included in the information packet and outlined by the administrator.

PK classes follow the same calendar and general schedule as the rest of the school. Any student arriving late or being picked up early must be signed in or signed out in the elementary office.

**Attendance and lunch count are taken in each class. All students should be in their classroom by 8:15 a.m.**

**All FMCS families will receive pick up signs to be placed in the windshield or on the rear view mirror of your cars for parent pick-up. If you do not display the sign, you must park in a designated parking space, come inside and present a photo ID before we will release your child.** Preschool students will only be released to parents or designated people listed in Renweb. Please make sure that you have filled out this authorized persons section during enrollment. Written notification from parents must accompany a student if other arrangements are to be made.

#### 8.15 LUNCH AND SNACKS

The full-day preschoolers eat with their teacher in the classroom.

The school lunch program is available to full-day preschoolers. Lunches are not served to half-day students. You may add money to your child's lunch account if they will be purchasing a hot lunch.

If packing your child's lunch, please remember to make lunches from home healthy and child-friendly. Please select a child-sized lunch box, as *little hands* may have difficulty carrying larger types of containers. Please provide **easy open/non-breakable** containers and needed utensils. Please provide child-sized portions to prevent waste. **ALSO, PLEASE NOTE THAT PACKED LUNCH ITEMS ARE NOT ABLE TO BE HEATED OR MICROWAVED.** Hot lunches are provided through our school lunch program. ***\*\*To emphasize healthy eating habits and good choice-making, we ask that foods which are high in sugars and fats be omitted from packed lunches.***

SNACKS: All students have a morning snack (about 10:00 am) and full-day students have an afternoon snack immediately following rest time.

\*A NOTE ON FOOD CHOICES AND FOOD ALLERGIES: Each teacher will

have a snack/lunch letter and approved item list that will be sent home at the beginning of the school year. This will ensure we comply with any FOOD ALLERGY needs.

We also follow healthy food choice guidelines. Our daily morning snack time is included as a group activity each day. It is an enjoyable time for the students to learn about foods, food choices, “cooking”, and to fellowship at the table with their classmates and teachers. We are in partnership to build healthy bodies and brains! Our rule of thumb for snack time is “We try everything when it is offered, but if we do not like it, then we do not have to eat it.☺”

#### 8.16 ILLNESS

**Your child should not attend school if ill. This includes fever, vomiting, diarrhea, etc.** Any child with a fever of 100 degrees or higher will not be permitted to remain in school. There are symptoms that young children may exhibit that can indicate more serious health conditions. Discolored mucus in coughs and nasal discharge can indicate infection that the body is fighting. FMCS does not have a school nurse. Therefore, we will call for students to be picked up should they display symptoms of illness.

We are aware that this may create some scheduling difficulties. It is helpful for each family to have a friend, family member, or child-care provider on-call to assist you with a sick child if your own work schedule does not allow for that.

We thank you for your understanding and for working with us. Our goal is to provide a safe, healthy learning environment and the optimum teaching for each child.

Please fill in all current information on how to contact you should there be an emergency or your child becomes sick at school. This includes cell phones and work numbers, etc. **Please be sure to update the school of any number changes.**

#### 8.17 MEDICATIONS

\*\*FMCS has been given specific standards from the Department of Children and Families regarding medications. ALL medications for preschool students must be signed in with the office by the parent and a consent form filled out. Otherwise, NO PRESCRIPTION MEDICATION WILL BE GIVEN. All medications must be in their original bottle/container, left with the office personnel and administered by them to the students. If any prescription medication has to be administered for more than a two-week time period, a form must be filled out by the doctor in charge.

No non-prescription medications should accompany a preschool child to school. **A DOCTOR’S NOTE IS REQUIRED FOR THE OFFICE TO GIVE ANY NON-PRESCRIPTION MEDICATION.**



**Please label any medications with your child's name and dosing instructions.**

**NO PRESCHOOL STUDENT SHOULD HAVE ANY MEDICATION IN THEIR POSSESSION. A parent or guardian must deliver and sign all such items in to the school office. This is for the safety of all students.**

#### 8.18 SUN SAFETY

Preschool students have daily times for outdoor play and activities. For sun safety, hats and sunglasses are encouraged for any and all outside time. They must be labeled and kept in the child's backpack until needed. In accordance with the Community Cancer Awareness and Prevention Partnership, to help prevent students from the year after year exposure to sun, caps and sunglasses are approved to be included in school attire **during outdoor activities only**. Sunscreen should be applied before children come to school.

#### 8.19 HYGIENE AND TOILETING-SKILLS

**All preschool students are required to be fully toilet-trained before entering our preschool program. Children must be independent, and able to use the bathroom without assistance. Disposable, pull-up type underwear are not permitted.**

We emphasize good hygiene skills with our preschoolers. Each classroom is equipped with its own bathroom, which is available for students. Regular and proper hand washing is also emphasized. All of these skills are a part of health in our daily curriculum.

#### 8.20 CLOTHING AND DRESS CODE

**As preschool students are required to be fully toilet-trained, a reminder that the disposable, pull-up type underwear are not permitted to be worn at school.**

Clothing should be durable, comfortable, and easy to manage for preschoolers. The ability to "do-it-myself" promotes positive self-esteem.

Students must have short/long sleeves on shirts/dresses. **NO TANK TOPS/BACKLESS SHIRTS OR DRESSES ARE PERMITTED.**

**GIRLS: MUST WEAR SHORTS UNDER ANY DRESS.** This is for the protection and hygiene of our young ladies.

**BOYS:** should not be able to reach the eyebrow level in the front; in the back, must be no longer than the bottom of the collar of a collared shirt. Boys cannot wear earrings. No mohawks or distracting haircuts are allowed. (A request can be made by the administration to ask the child to get a haircut before they are allowed to return to school).

**SHOES: MUST BE CLOSED-TOED AND NON-SKID SOLES FOR SAFETY.** Please refrain from sending your child in sandals, flip-flops, cowboy boots, crocs, or slick-bottomed dress shoes. Children not wearing appropriate shoes will participate in limited activities and recess times.

Full-day students in both K3 and K4, are asked to bring a towel for covering up during rest time. Please label towels with your child's name. These items are to remain in the child's backpack until rest time. All items should fit into the student's backpack.

Please select a standard, school-sized backpack for your preschool student. Each preschool student will have a school folder and needs to have a backpack large enough for their folder, as well as other school items. Wheeled backpacks are not suitable for preschool classrooms. Please select a hang-up style of backpack for your preschooler.

All students in K3 will need to have 2 full changes of clothes and one pair of shoes, appropriate for all seasons. Please put them in Ziploc bags labeled with your child's name, to be kept at school for accidents, spills, etc.

All students in K4 need to have one full change of clothes and one pair of shoes, appropriate for all seasons. They should be placed in a ziplock bag labeled with your child's name, to be kept at school for accidents, spills, etc.

Include a jacket or sweater for weather changes.

Please do not bring toy items from home unless requested for Sharing Time. They may get broken or lost. **Violent or destructive toys such as action figures, guns or weapons of any kind, are not allowed. Also, masks and costume type clothing are not permitted.**

## 8.21 HOLIDAYS, SPECIAL DAYS, AND BIRTHDAYS

These times are always a source of great excitement for young children. We would like to provide a few simple guidelines to encourage a good time for all within a preschool group setting.

- If you are interested in being a room parent to help the teacher with above events, we welcome you. Please fill out the information provided by your child's teacher which includes a form authorizing a background check for added security and safety of our students.
- The list for holiday and other special day celebrations or activities will be provided to you by the teacher, prior to the event. Themes, snack needs, etc. will be covered at this time.

- Birthdays - Please check with your child's teacher regarding the classroom birthday policy as these may vary.

**Please remember not to send in gum or hard candy, as these are two of the primary causes of choking with small children.**

Also, please be aware that Fort Myers Christian School does NOT celebrate Halloween as a holiday. Please do not permit your preschooler to dress in costume or bring in Halloween bags. We do enjoy the fun of dressing up and other activities throughout the school year will allow for this activity. Thank you for your understanding and your cooperation.

## 8.22 COMMUNICATION

Teachers will communicate with families through their class newsletter, emails and class calendars. Newsletters will include: themes, skills, and activities.

In addition, communication between the school and home is available through our school website. On our website ([www.fmcs-fl.com](http://www.fmcs-fl.com)), you will also have access to Renweb, which provides school-wide information and announcements.

You can communicate with teachers via e-mail and voice-mail. Please do not call and ask to speak directly to the teacher during class time.

Each child receives one school folder at the beginning of the year. This is our vehicle for transporting information to and from home. Please check your child's folder daily and return it to school the next scheduled school day. Replacement folders are available for purchase in the FMCS office.

## 8.23 CONFERENCES AND VISITATION

Preschool parents have a mandatory fall parent conference and (if requested by your child's teacher) a spring conference. The fall conference will be a time for parents and teachers to share, set goals, and plan for children. We strongly encourage all parents to attend this initial conference.

The spring conference will be set up on an *as-needed* basis and will reflect progress and continual planning for future progress. This is a time to sit down with the teacher and focus on the best learning prescription for your child.

Conference times will be announced well in advance and you will be able to sign up for an appointment. We will do our best to be as flexible as possible in scheduling appointments to fit your schedule. Of course, parents can request additional conferences at any time as the need arises.

It is very difficult to be effective with the class and discuss concerns regarding a child during class time. Considering this, please schedule appointments for intensive discussions after school hours.

To ensure safety and security, it is our policy that you check in at the front office and make arrangements before visiting your child's classroom. WE WELCOME SCHEDULED VISITS!

#### 8.24 YEARBOOKS FOR PRESCHOOL

One yearbook per family is covered in the student registration fee. VPK half-day students who do not pay the registration fee will not be provided with a yearbook but will have the option to purchase one.

#### 8.25 VOLUNTEER HOURS REQUIRMENT

Parents of our full day students are required to volunteer a minimum of 10 hours per student through school sponsored events. NOTE: The maximum number of hours per family is 20. (If you have 3 or more children enrolled at FMCS, you will only have to serve 20 hours to get credit for all of your children.) There is no partial credit for less than 10 hours served. If your hours are not completed by March 31, 2016 your account will be billed \$200 per student.

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