

FORCEY CHRISTIAN SCHOOL

Parent/Student Handbook
2018 - 2019



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History of Forcey Christian School

Forcey Christian School first opened its doors in September 1977 with three classes: three-year-old preschool (17 students), four-year-old preschool (16 students), and kindergarten (8 students). Over the next several years, FCS expanded into a complete elementary school, adding one grade per year. After reaching sixth grade, the enthusiasm for the school was such that the school began adding classes to the existing grades. A much-needed, three-story education wing was built and occupied in January 1987.

Forcey Christian Middle School was founded in 1995. The school began with a seventh grade program, meeting in an adjacent modular building. The following year eighth grade was added and the school moved to Calverton Baptist Church in Silver Spring, Maryland. The sixth grade was transferred to the middle school campus in 2004.

In July 2008 Forcey Christian School and Forcey Christian Middle School merged into one entity. An additional education wing was built so that all grades could be housed on one campus.

Forcey Christian School operates under the auspices of the Forcey Education Association, a non-profit corporation affiliated with Forcey Bible Church. As a church ministry, the school operates independently of state regulation and control but adheres to state and county health and safety standards. The preschool maintains a Letter of Compliance from the Maryland Department of Education Office of Child Care. Kindergarten and grades one through eight are licensed by the Montgomery County Department of Health and Human Services.

Please uphold Forcey Christian School, its staff and students, in your daily prayers.

MISSION AND VISION OF FORCEY CHRISTIAN SCHOOL

The FCS Vision: FCS seeks to educate students to reach their full potential spiritually, academically, cognitively, physically, socially and emotionally; who pursue an enduring intimacy with Jesus Christ, and engage believers and non-believers in their lifelong journey for His glory.

The FCS Mission: The mission of Forcey Christian School is to provide sound, excellent, biblically-based education to the children of our church and community in a Christ-centered school environment where they learn under born-again, professional teachers in rigorous academic programs that will develop them into highly capable students, imbued with the disciplines of Christian life and Christ-like character for the benefit of society. (Rom. 12:1-2, Matt 28: 18-20, Eph. 4: 1-16)

Forcey Christian School operates under the auspices of Forcey Education Association, a non-profit corporation affiliated with Forcey Bible Church. The school functions as a ministry of the Forcey Bible Church to the community.

FCS was founded on the conviction that the Bible is the Word of God and should be taught in the home, school, and church. The foundations of education are laid at home, and the school serves to extend these foundations.

The purpose and goal of the school is to help each child grow and develop in all areas of his life—physical, emotional, social, intellectual, and spiritual—as an individual and as a group member. It provides an environment that invites learning under the leadership of professional teachers.

As a ministry of Forcey Bible Church, the school operates independently of state regulation and control but adheres to state and county health and safety standards. The prekindergarten program maintains a Letter of Compliance from the Maryland Department of Education Office of Child Care. Kindergarten and grades 1 – 8 are licensed by the Montgomery County Department of Health and Human Services, as well as accredited by the Middle States Association of Colleges and Schools (MSA) and the Association of Christian Schools International (ACSI).

NON-DISCRIMINATION POLICY

Forcey Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. FCS does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies, educational policies, scholarships, athletics, and other school administration programs.

CORE VALUES

- We recognize that parents bear the primary responsibility for their child's education, and we are committed to working with them and their church to disciple each student.
- We make a commitment to maintain academic excellence and to maximize every student's potential.
- We are committed to hiring staff members who are passionate, devoted followers of Christ who love students.
- Students will learn how to process information and to think critically in the context of a biblical worldview.
- All students matter to God and have a right to learn in a safe and secure environment.
- We will ensure that discipline will be purposeful, directed toward the goal of self-discipline.
- Students are taught to love God with all their heart, soul, mind, and strength and to love their neighbor as themselves.
- We are committed to creating an environment where the pursuit of full devotion to Christ is expected and includes developing the habits of personal responsibility and servanthood.

SCHOOL POLICIES AND PROCEDURES

ABSENCE OF SPECIFIC BOARD POLICY

In a case where action is required but is not covered by any specific Board Policy, the Principal will consult with the Board Chairman for advice and direction. The Board Chairman may choose to consult with other board members prior to advising the Principal.

ACADEMIC STANDARDS

Our academic program is designed to meet the academic needs of students who are able to perform on or above grade level with appropriate classroom differentiation. However, sometimes our teachers may need to make “reasonable accommodations” to support students with learning problems. The need for classroom accommodations is determined by the resource teacher after reviewing appropriate documentation and consultation with parents, classroom teacher and principal. ALL available documentation including educational testing, diagnosis of a disability with educational impact and all other educationally relevant information MUST be provided to the Resource Department at the time of admission and/or any time new or updated assessments or diagnoses take place. As a private school, our ability to provide support is limited and is dependent on having access to all relevant information and documentation.

Children who exhibit learning problems (low grades and/or need special accommodations) will be evaluated by the resource teacher and the school principal. If it is decided that the student needs further evaluation and testing, the parents may be asked to obtain an educational evaluation in a timely manner through the public school system or from a private assessor. Our school reserves the right to dismiss any student who does not meet our school's academic standards. If parents refuse to have their child evaluated in a timely manner when this is requested by the school, the child may not be permitted to return to our school the next school year.

ACADEMIC CHALLENGES

Teachers will keep parents informed of academic problems. This is routinely done via RenWeb and may also be done by phone calls, notes, e-mails, and/or weekly reports. Parents will be given ample opportunity to help their child succeed academically.

ACADEMIC HONESTY

All students are expected to be honest in all their academic work. Cheating and plagiarism will not be tolerated. Both offenses are subject to a score of zero on whatever assignment, or part of an assignment, such violations occur.

Parents are also encouraged to support students, but allow students to produce their own work on homework assignments and projects.

ADDRESS, E-MAIL AND PHONE NUMBER CHANGES

The school must have current information on each child in case of an emergency. It is essential that parents notify the school office if they move to a new residence or change their email address or home, cell, or work telephone number.

ADMISSIONS POLICY FOR LOWER GRADES

1. For entrance into Kindergarten and Grades 1, new students, by means of baseline testing performed by our Resource Department, must demonstrate that they are developmentally/academically prepared to meet the school's academic goals.
2. Other new students are accepted at the school's discretion.
3. At least one parent must speak English proficiently or designate someone who can speak English proficiently to be available to communicate with the school in case there is an emergency.

ADMISSIONS POLICY FOR GRADES 6-8

Forcey Christian School believes that the home, church, and school have important interactive roles in providing for the Christian education of middle grades students. For new middle grades students entering FCS:

1. The student and parent will have an interview with the Principal and the Assistant Principal before admission.
2. The student will express a desire to attend FCS and agree to abide by the student code of conduct.
3. The family will agree with the school's Articles of Faith, Philosophy, and Purpose as described on the application.
4. The student has acceptable records of conduct and behavior from their previous school.
5. In addition to the application, a parent evaluation of the student, a student self-evaluation, and a previous teacher evaluation is required for acceptance.

ARRIVAL AND DISMISSAL All FCS parents need to have their yellow security key card badges visible in the building at all times.

Elementary students will be admitted to the building at 8:20 a.m. Morning classes begin at 8:35 a.m. All PreK parents should walk their children to class for arrival at 8:35 am. Half day PreK classes dismiss at 11:30 a.m. All full-day PreK and ES classes dismiss at 3:00 p.m. Be prompt in picking up children at dismissal time. If there is an emergency, a parent or carpool driver should contact the school office to confirm when the child will be picked up.

Middle school students may be dropped off as early as 8:00 a.m. and are allowed in the building at 8:05 a.m. Their school day begins at 8:20 a.m. Afternoon classes dismiss at 3:15 p.m.

Non custodial parents: If your child should not leave with a particular parent because of a divorce, legal separation, etc, the school needs to have a copy of the legal documentation in the child's records. Inform the teacher in writing if your child will not be going home with their regular driver. Children may not linger unsupervised in the facility or on school grounds after dismissal.

Guidelines for Parking:

1. Please do not park in spaces reserved for the handicapped unless you have a state issued handicapped tag.
2. Only park in areas that are lined for parking.
3. Never permit elementary children to cross the lot alone.
4. Do not park in the gated lot adjacent to the playground.

Drop-Off Procedures

1. **PreK** – Parents accompany their children to class beginning at 8:35.
2. **Kindergarten – Students** line-up with their classmates in the front hallway beginning at 8:20 am. Their teachers or classroom aides will escort them to class at 8:35 a.m.
3. **Grades 1 - 8** – We recommend you enter the property from Old Columbia Pike. Please drop your child off in front of the building or park in the outer parking lot and walk your child to the area in front of the building. Do not turn down into the 3rd lane adjacent to the field to park in the morning. That row is for exiting the lot.
4. All students arriving after school start times must be accompanied to the school office by a parent or they will be marked unexcused tardy.

Pick-Up Procedures

1. **PreK** - Park in the outer parking lot and pick up your child from the classroom.
2. **Kindergarten and Grade 1** - Park in a marked space in the lot that runs parallel to E. Randolph Road or the outer parking lot and pick up your child at the exit point near the school office.
3. **Grades 2 - 8** - Park in the outer parking lot and pick up your child at the exit point in front of the building.
4. **Please do not take children to the school playground during school dismissal between 3:00 and 3:30.**

Late Pick-Ups

If a half day PreK child is not picked up by 11:35 a.m., he/she will be brought to the office and will need to be signed out by a parent/car pool driver. If this child is not picked up by 11:45 a.m., the parents will be charged a fee of \$5 for each 10 minute increment of time (or portion thereof) that the child remains at the school after 11:45 a.m. . If a full day PreK 3 child is not picked up by 3:10 p.m., he/she will be brought to the office and will need to be signed out by a parent/car pool driver. If the child is not picked up by 3:15 p.m., the parents will be charged a fee of \$5 for each 10 minute increment of time (or portion thereof) that the child remains at the school after 3:15 p.m. All other full day students who are not picked up by 10 minutes after dismissal time, will be taken to Forcey 360. Additional fees apply.

ATHLETICS

All students who achieve FCS eligibility standards have the opportunity to try out and play for middle school teams. The following are the FCS eligibility standards required for participation.

- A student must maintain a minimum 2.5 grade point average with no failing grades in a marking period to participate in any athletic contests or to participate in or attend any practices during the marking period. This regulation does not apply to sixth-grade students in the fall or to seventh- or eighth-grade students who have transferred from another school during the school year (see exception below).
- When a student transfers from FCS to another school and then transfers back, the grades that student earned at the other school will be used to determine academic eligibility, provided the student has attended the other school for at least one complete marking period.
- A grade of D- (or 60) or above shall be considered passing. Anything below a 60 will be considered failing. An "Incomplete" grade will not be included as either passing or failing.
- A student who has an unexcused absence will not be allowed to practice or play that day. If a student is ill and doesn't attend school, or if he/she goes home early from school because of illness, he/she will not be allowed to practice or

play that day. Any student who is on an elevator restriction will be prohibited from practicing or playing in a school sport until the restriction is lifted or waived.

- Grades will be monitored weekly by the athletic director. If a student's GPA falls below 2.5 during the season, or if at any time the student is receiving a failing grade in any one class, that student will be prohibited from participating in practices or games until full academic eligibility is restored. Until then, the following procedures will be implemented:
A) Students will be allowed to attend practices, but only for purposes of receiving instruction or information from the coaches. They will not be allowed on the court or field to participate in drills or scrimmages. They are strongly encouraged to use any practice time they choose to attend as "study hall" time as much as possible.
B) Students will be allowed to sit on the bench during games and cheer for their teammates and participate in timeout huddles and halftime meetings, etc., but they must be in "street clothes." Their uniforms, practice jerseys, warmup jerseys and any other school-owned athletic apparel will be turned in to the athletic director upon notification of ineligibility. The apparel will be returned upon reinstatement.
C) A student who believes he/she has regained his/her eligibility before the next weekly check by the athletic director can apply for immediate reinstatement and the athletic director will check with the teacher(s) involved to verify that has taken place.

- Players who accumulate three demerits over the course of a season will serve their scheduled detention and miss any practice or game that occurs the day of that detention (if an athletic event is scheduled that day). Players who accumulate three more demerits (six total) will automatically be suspended for a game in addition to their after-school detention. Players who accumulate nine total demerits will be required to meet with the athletic director, coach and parents to discuss further disciplines, including possible dismissal from the team. The demerit count will start the day final rosters are posted and continue through the end of the season.

- For sixth- and seventh-grade students planning to play fall sports the following year, the fourth quarter marking period will serve as their eligibility standard for the next fall. For example, the fourth-quarter report card in 2016 will be used to determine eligibility for fall 2016 sports for returning FCS students. If a student fails to finish the previous fourth quarter with a 2.3 GPA, he/she will have to meet with the athletic director and coach if the coach wishes to put that student on the team to determine if a "probationary period" or similar procedure can or should be implemented.

- Any student who believes there are unique circumstances that are putting his/her eligibility in jeopardy, or who believes he/she has been or is being treated unfairly by a coach, can appeal to the athletic director and the principal or head of school. But the process must at least begin with meeting with the athletic director. The athletic director and principal will determine the course of action after meeting with the parents and/or student involved.

- Participation in school sports is a privilege, not a right. Student athletes who are cited repeatedly for behavior or discipline issues, even if they don't result in demerits or other deterrents, can still be subject to additional sanctions as determined by the coach.

ATTENDANCE

A note of explanation is required for each absence (kindergarten through grade 8). *Whenever possible, call or email the school by noon when your student is absent.* Absences are allowable for illness, bereavement, and reasons approved in advance by the principal or the assistant principal in order to be excused. Requests for family vacations must be made in writing, via email to the principal, in advance of the absence in order to be excused. Please note that we do not recommend extended absences such as vacations during school days. Not only is it difficult to make up assignments and tests, but students miss valuable classroom instruction. Any such absence must be fully discussed in advance with the classroom teacher and approved by the administration.

Early Dismissal

A written request or email for an early dismissal should be given to the teacher at the beginning of the school day. The student will be called to the office to be picked up when the parent arrives.

Tardiness

Make certain your child gets to school on time.

If a middle school student is tardy, arriving after 8:20 am, they need to be signed in by a parent in the school office. Elementary students arriving after 8:35 am must be signed in by a parent in the school office.

BIRTHDAY CELEBRATIONS

Birthdays will be acknowledged in the classrooms, but **parents should not bring cookies, cakes, etc. to school to be disseminated to students for birthday celebrations.**

If a limited number of classmates will be invited to a party outside of school, mail the invitations to the children's homes or hand them directly to their parents. These may not be distributed in the classroom. Students and parents may not conduct birthday parties or other socials for teachers during the school day, with the exception of recess and lunch time. All unscheduled socials must be approved by the principal or the assistant principal.

CARPOOLS

To ease congestion at dismissal time, some students in the elementary grades may join others in their carpools at a common location if a request form (available on the school website at fcs.school) is filled out and submitted. Students in the carpool will be assigned to a teacher at one location. The following guidelines should be observed:

1. Turn in one request form per carpool (not per student), listing all the children in the carpool.
2. PreK children must be picked up in their classrooms. Kindergarten, first grade, and second grade children may not move to a different pick-up location. Students in grades 3-5 may walk by themselves to a different pick-up area.
3. Children must be picked up at the same exit every school day—they may not alternate on different days.
4. If carpool arrangements change, another form must be filled out.

COMMUNICATION: PARENT/SCHOOL

All interactions with FCS staff should be **professional**. We emphasize keeping parents informed and engaged through effective **communication** and we desire to **collaborate** with parents regarding the optimal education of their children.

Elementary teachers will send home monthly newsletters to inform parents of class activities. When necessary, they will notify parents by phone or via email (academic, behavioral, etc.). It is very important that the school office has up to date email addresses to enter into our school management software (Renweb), which is used by our teachers to communicate with parents. There are times when an email notification may also be sent home by the principal or assistant principal. A weekly school newsletter will typically be sent home on Fridays.

CONFERENCES

Parent-teacher conferences will be held in November for preschool, kindergarten and grades 1-8. A sign-up genius link will be emailed to parents for conference sign-ups. Parents will need to sign up for a specific time to meet with the teacher. PreK teachers will have additional conferences in the spring.

DAMAGE TO CHURCH/SCHOOL PROPERTY

Students must respect church and school property. Parents may be asked to pay the cost of repairing or replacing damaged or defaced equipment, computer equipment, textbooks, drywall, lockers, etc. If students damage or deface tables or desks (chiseling holes, carving grooves, etc.), parents will be charged appropriate fees.

DISCIPLINE, BEHAVIOR AND SCHOOL-WIDE CLASSROOM MANAGEMENT PLAN

Our school goal is to provide a Christian environment throughout the school in which children will feel safe and secure, as well as have maximum opportunity to develop spiritually and to learn (Psalm 33:5). In order to maintain this goal, we are to adhere to a School-wide Classroom Management and Discipline Plan (comprised of a plan for the elementary school and a separate plan for the middle school).

FCS POSITIVE BEHAVIOR MATRIX OF EXPECTED BEHAVIORS

The following Positive Behavior Matrix is an overarching and general guide to the behaviors expected at Forcey Christian School. The elementary school Classroom Management and Discipline Plan and the middle school Classroom Management and Discipline Plan, each give policies that are specific to the two school divisions.

FCS Positive Behavior MatrixPage 9
 Elementary Grades Discipline, Behavior and Classroom Management PlanPage 10
 Middle Grades Discipline, Behavior and Classroom Management Plan.....Page 14
 Student Code of Conduct and Parent Responsibility.....Page 26

FCS Positive Behavior Chart

Be Respectful and Kind in the...	
Classroom	<ul style="list-style-type: none"> • Submit to adult authority. • Obey cheerfully. • Speak kindly. • Do not raise voice to FCS staff members. • Use appropriate language. • Respect school property and the property of others. • Romans 13:1-2, Proverbs 20:3
Cafeteria/Lunch room	
Hallways	
Restrooms	
Recess	
Before and After School	
Be Responsible and Safe in the...	
Classroom	<ul style="list-style-type: none"> • Be where you are supposed to be. (I Corinthians 14:40) • Be prepared for class. • Do not lean back on two chair legs. • Walk and do not run.
Hallways/Restroom	<ul style="list-style-type: none"> • No horseplay. • Walk on the stairs and do not run, push, or attempt to pass others. • Throw all trash away. • Do not throw objects. • Pick up trash in hallways and deposit in trashcan.
Cafeteria/Lunch room	<ul style="list-style-type: none"> • Clean your own area of napkins, food, and belongings. • If you see something on the floor, pick it up and throw it away. • Do not throw objects.
Recess	<ul style="list-style-type: none"> • Play on playground equipment the way it is intended. • Follow the directions of the recess teachers.
Before/After School	<ul style="list-style-type: none"> • No horseplay. • Look both ways before crossing the street. • Enter and leave the building on time.
Don't Be A Bully!	
<ul style="list-style-type: none"> • Embrace diversity; we are all fearfully and wonderfully made (Psalm 139:14). • Do not tease or name call under any circumstances (Galatians 5:22). • Keep hands and feet to yourself. • Do not push, shove, or physically intimidate others. 	

ELEMENTARY SCHOOL CLASSROOM MANAGEMENT AND DISCIPLINE PLAN

Classroom rules that are consistent with the school-wide Positive Behavior Matrix of Expected Behaviors and the Elementary School Classroom Management and Discipline Plan, should be posted in classrooms, taught to students, and reinforced during the school year. Teachers are expected to handle minor discipline incidents in the classroom as well as in common areas of the school such as hallways, cafeteria, playground, and sanctuary. While verbal admonishment is often enough to correct errant behavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as loss of privileges, the assigning of demerit, and/or a referral to the assistant principal.

DEMERITS

The demerit system is designed to document and track minor discipline infractions. It is also used as an objective measure of Behavior and Work Habits as reported on the elementary school report cards. An adult witness must be available under most circumstances for consequences to be administered for errant behavior. We cannot engage in the subjectivity of taking one child's word over another's. Even the best child in the world is capable of telling an untruth or being very biased in their perspective. (Proverbs 22:15) In addition, there are opportunities for merits or redemptive activity that can earn back points lost. This is in line with a Biblical approach to discipline (grace and mercy).

The following list of behaviors and subsequent demerits will be administered with the grace and mercy one would expect in a Christian school and documented on Renweb. If demerits are given, it will indicate a behavior or work habit that is persistently problematic (occurring more than 3 times in any given quarter). Communication and collaboration with parents is an essential component of this classroom management and discipline plan:

1 demerit

Behavior

1. Excessive talking during instructional time
2. Leaving seat during instruction without permission
3. Being disruptive or disrespectful to others during instructional time
4. Horseplay/disorderly conduct in the classroom
5. Leaving the classroom without permission
6. Late to class or absent from class for an extended period of time without a plausible explanation. (This only applies if students are already at school. It does not apply to being tardy for school.)

Work Habits

1. Inattentiveness during instruction
2. Unprepared for class
3. Failing to complete classwork because of poor time management
4. Failing to complete homework
5. Work not completed neatly
6. Not following directions on assignments

2 demerits

Behavior (also refer these behaviors to the assistant principal)

- 1 Use of unkind words or profanity
- 2 Leaving the classroom without permission
- 3 Throwing objects in the classroom
- 4 Coming into the classroom with a poor attitude/defiance or arguing with the teacher
- 5 Destroying or defacing school property (books, classroom furniture, etc.)

Work Habits (also refer these behaviors to the assistant principal)

1. Cheating or copying the work of others
2. Willful decision not to complete classwork or homework
3. Plagiarism or work presented that is not the student's own

If 3 demerits or more are given for the same behavior in any given week, the student must be referred to the assistant principal. In addition to **repetitive** minor discipline incidents, more serious behavioral incidents should be referred to the assistant principal (See below).

MERITS

At the discretion of teachers (time and schedule availability), students may take advantage of opportunities to redeem themselves and earn merits via school or community service. 10 merits can be earned per quarter.

1 merit (must be approved by the teacher)

1. School service as designated by teacher or administration (possibilities include after school service with custodial staff or after school service with teaching staff)
2. Teacher identifies a commendable act of kindness toward a classmate
3. Assisting with cafeteria clean-up (approved by the teacher and lunch monitors)
4. Community service (approved by the principal and accompanied by evidence of service to the community)
5. Teacher identifies noted and consistent improvement in an area of demerit

Range of Consequences for Unruly Behavior

The consequences for unruly behavior will reflect the severity of the action. All consequences should be prayerfully considered and implemented, and the dignity of the student should always be considered. It is important to keep in mind that all discipline should consider the long-term impact on the student and should lead to a student understanding what they did wrong, the biblical principle they violated, the appropriate conduct that is expected and how they can accomplish it. The goal in applying discipline is to reach the heart of each student since behavior is motivated from within the child's heart.

Discipline may be administered via the following actions, but not necessarily in the following order:

- 1 Instruction to the student and redirection. For example the teacher might consider walking to the student's desk and standing beside them for a moment.
- 2 Verbal admonishment or warning from teacher (staff). The teacher may consider the following:
 - a. Use a soft authoritative voice.
 - b. Have the student sit away from the class, but not with their face up against a wall.
 - c. Firm talk outside in the hallway.
 - d. Pray with the student.
- 3 Removal of special privileges.
- 4 Written correction notice (to be signed by parent and returned).
- 5 Documented warnings in Renweb
- 6 Documented demerits
- 7 After School Detention
- 8 Parent Conference
- 9 Develop Individual Behavior Plan (to be approved by Assistant Principal, resource teacher, and communicated with parents)

Suspension and Expulsion

1. Suspension may take place when a student is disruptive in class, has had to receive continuous correction during the course of a day, and corrective measures have failed. Generally, each case will be evaluated individually before decisions are made.
2. A student will be **suspended** for any of the following reasons:

- * Defiance or rebellion toward school faculty
 - * Fighting, hitting, kicking
 - * Using vulgar language
 - * Displaying or possessing pornography
 - * Using matches
 - * Stealing
 - * Lewd and sexually suggestive behavior or language
3. A student may be **expelled** from school for any of the following reasons:
- * Smoking
 - * Drinking
 - * Destroying or defacing property
 - * Possessing or using drugs
 - * Possession of weapons
 - * Repetition of suspendable behaviors
4. Parents may be requested to withdraw a child from school for any of these reasons (subject to review):
- * Student and/or parent cannot accept the philosophy, vision, or mission of the school
 - * Student and/or parent consistently act contrary to school philosophy, vision, or mission
 - * School program does not meet the needs of the student
 - * Student or parent are involved in a physical altercation with school staff

All expulsion decisions are made by a Review Committee convened to examine the specific circumstances leading to the consideration of expulsion. The Review Committee will consist of: the administrators, the student's classroom or grade-level teacher, any involved specialized staff (e.g., resource teacher, nurse) and one teacher from another grade level. An administrator will meet in person with the parents to discuss the final decision. A suspension or expulsion is at the sound discretion of the Principal and/or the Assistant Principal.

If parents disagree with the expulsion decision, an appeal can be made to the Forcey Christian School Board. Parents should submit an appeal request in writing or via email to the chairman of the School Board, copied to the school administrators. The chairman will convene a School Board meeting within ten school days in which parents and the Review Committee will address the pertinent issues. The decision made by the School Board is final.

Behavior Grading Scale

96-100 = VG+ Excellent

90-95 = VG Very Good

80-89 = S+ Good

70-79 = S Satisfactory

69 or below = NI needs improvement

MIDDLE SCHOOL DISCIPLINE

Classroom rules that are consistent with the school-wide Positive Behavior Matrix of Expected Behaviors and the Elementary School Classroom Management and Discipline Plan, should be posted in classrooms, taught to students, and reinforced during the school year. Teachers are expected to handle minor discipline incidents in the classroom as well as in common areas of the school such as hallways, cafeteria, playground, and sanctuary. While verbal admonishment is often enough to correct errant behavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as loss of privileges, the assigning of demerits, and/or a referral to the assistant principal.

The demerit system is designed to document and track minor discipline infractions. It is also used as an objective measure of behavior and work habits as reported on the elementary school report cards. In the interest of fairness, an adult witness must be available under most circumstances for consequences to be administered for errant behavior. We cannot engage in the subjectivity of taking one child's word over another's. Even the best child in the world is capable of telling an untruth or being very biased in their perspective. (Proverbs 22:15) In addition, there are opportunities for merits or

redemptive activity that can earn back points lost. This is in line with a Biblical approach to discipline (grace and mercy).

The following list of behaviors and subsequent demerits will be administered with the grace and mercy one would expect in a Christian school and recorded on Renweb. If demerits are given, it will indicate a behavior or work habit that is persistently problematic (occurring more than 3 times in any given quarter). Communication and collaboration with parents is an essential component of this classroom management and discipline plan:

DEMERITS

1 demerit

1. Being disruptive during instructional time, excessive talking, out of seat
2. Horseplay/disorderly conduct in the classroom or halls
3. Three tardies to class in a week or absent from class for an extended period of time without plausible explanation
4. Leaving the classroom without permission
5. Disrespect toward teacher or other student in attitude, words, property, or actions
6. Excessively off task
7. Repeated dress code violation

2 demerits

1. Use of profanity
2. Severe or repeated disrespect towards teacher or others student in attitude, words, property, or actions
3. Defiance or arguing with authority
4. Destroying or defacing school property (books, classroom, furniture, etc.)
5. Academic dishonesty: cheating or plagiarism (copying the work of others)
6. Inappropriate physical conduct: shoving, hitting, kicking, public display of affection, lewd, sexual harassment

See MERITS on page 12 of this manual.

DETENTION

Students who are marked tardy for class three times will be assigned a demerit by the classroom teacher. Three demerits for tardies or any negative or disruptive behaviors (accompanied by an emailed behavior notification) will result in an after school detention from 3:20 - 4:00. Detentions will usually be on Monday or Thursday of the week, but communication will go home in advance of any detention indicating the day and location of the detention to be served. During detention, students will be supervised and have the opportunity to reflect on godly alternatives to the behavior for which they received their detention.

DISCIPLINARY REFERRAL TO THE ASSISTANT PRINCIPAL

Steps 1: Verbal Warning

- Teacher will give no more than two verbal warnings when students are not meeting behavior and classroom expectations. This can be linked with current classroom management system.

Step 2: Reflection Area

- Teacher will create a space within the classroom (or just outside) where student(s) participate in a structured writing assignment that gives them opportunity to reflect on the reason why they were removed from the larger group.
- Teacher should document the infraction in RenWeb and assign a warning. Behavior and/or work habits points should be deducted.

Step 3: Office Referral

- If the student continues to be noncompliant with the school’s expectations, the teacher will complete the office referral form and send it directly to the assistant principal via email or mailbox.
- Once the communication is delivered, the assistant principal will bring the referral form and retrieve the student.
- The Assistant Principal will follow up with specific consequences which may include detention, demerits, or suspension.

See Suspension and Expulsion policy on page 11 of this manual.

DRESS GUIDELINES – STUDENT

Children should dress in simple, neat play clothes. They may not wear shirts with pictures of monsters or any inappropriate images or slogans. They should wear appropriate shoes for recess activities and dress warmly for winter outdoor play. Shorts and skirts should sit mid-thigh to knee. Clothing should be appropriately-sized so that undergarments are not visible, including lines through the material or outer garments. Midriffs may not be exposed. *Students may not wear muscle shirts, spaghetti straps, leggings or yoga pants, hoods/caps inside the building, or earbuds or headphones of any kinds. Hoodies will be treated as coats and may not be worn inside the building.* If a student violates FCS dress guidelines they will be sent to the office to change into sweatpants and/or FCS t-shirt with the following consequences:

- First offense, warning #1 write up in Renweb with notification to parents
- Second offense, warning #2 write up in Renweb with notification to parents and demerit assigned
- Third offense, write up in Renweb with demerit assigned, recess/detention and notification to parents

ELECTRONICS POLICY AND BYOD

For elementary students, laptops, electronic games, and other electronic devices may not be brought to school without special permission. Middle School students may have their cell phones in school, but they may not be used in the classroom, unless specified by the teacher. There is a Bring Your Own Device (BYOD) policy in effect for the middle school. Students may bring their own internet enabled devices, with word processing capabilities to school, but they may be used for educational purposes only. Classroom teachers will often provide direction as to when it will be appropriate for students to use their devices in class. Students who use their devices inappropriately or for non-educational purposes, could face disciplinary measures and lose the right to have their devices in school. See the Student Code of Conduct for more detailed information.

EMERGENCY CARDS

Emergency information is collected via our health portal, Carebox. The school nurse may be contacted for further information.

EMERGENCY CODES

Code Blue (Stay in building)

This code is used for a weather related emergency, medical emergency, hazardous material incident, or an emergency/crisis at FCS or in the community surrounding our FCS facility. Students stay inside the building.

Code Red (Lockdown)

This code is used when an imminent danger exists inside or outside the building. Students stay in their classrooms or get to the nearest classroom quickly. Students outside the building should be taken to St. Mark’s Episcopal church across Old Columbia Pike as quickly as possible. Staff members lock the classroom doors. No one, including parents, may enter the building during a Code Red. During this time the telephone will not be answered.

Code Green (Evacuation)

This code is used when there is a need to evacuate the building for reasons other than fire (the fire alarm will be activated

if there is a fire). This includes a hazardous material spill, bomb threat, gas leak, explosion, etc. If evacuation is necessary and we need to leave the premises, students will be transported to one of the following locations depending on how wide spread the threat. Parents will be notified via Renweb text alerts as soon as possible.

1. Southern Asian Seventh Day Adventist Church, 2001 E. Randolph Road, Silver Spring, MD 20904
2. St. Mark's Episcopal Church, 12621 Old Columbia Pike, Silver Spring, MD 20904

If relocation to one of the above sites is necessary, we will contact parents as soon as possible to arrange the pick-up of children.

Code Yellow (Cafeteria/Fellowship Hall)

This code is used when there is a tornado threat, biological or chemical attack, or radiation threat. Students will move to the cafeteria/fellowship hall as quickly as possible. Students outside the building must be taken by their teachers to the cafeteria/fellowship hall.

For fire emergency, see Fire Drills section.

FIELD TRIPS

Field trips are part of the instructional program. Parents will be told when and where these trips will take place. Fees will be charged to cover expenses. Parents may be asked to drive and chaperone.

FINANCIAL CONTRIBUTIONS

Financial gifts help support and enhance the school's program. If you would like a receipt for your contribution to the school, please contact the school office.

FINANCIAL INFORMATION

Each payment to the school should be made through Smart Tuition Management from a bank savings or checking account or via credit card (with an extra fee). The registration fee is due at the time of enrollment and is non-refundable. Tuition fees are determined annually by the School Board.

Tuition Payment - FCS has partnered with Smart Tuition Management to collect tuition. Parents who pay tuition monthly must authorize their bank to automatically transfer funds to Smart Tuition each month. Those who pay half-yearly or yearly have the option of writing a check to Smart Tuition. Tuitions must be paid using one of the following options:

1. Pay 100% of your tuition by August 5. If full payment is not made by said date, late fees will be incurred. If this payment plan becomes problematic, FCS has the right to switch you to a monthly payment plan with the higher monthly rate.
2. Pay full first semester tuition by August 5 and pay full second semester tuition by Jan. 5. If full payment is not made by said date, late fees will be incurred. If this payment plan becomes problematic, FCS has the right to switch you to a monthly payment plan with the higher monthly rate.
3. Make 10 equal monthly payments (starting in July/Aug and ending in April/May) via Smart Tuition. There is a one-time \$50 fee to Smart Tuition for setting up and administering this option. Please refer to the current year's Financial Agreement for more specific details.

A Student's early withdrawal from school is subject to 30 school day's penalty payment.

If tuition is 30 days past due, parents must contact the business office to make specific payment arrangements for unusual or temporary financial circumstances. If parents fail to make special arrangements for late tuition, their child or children will not be allowed to attend class. If no payment arrangements are made, a student will be dismissed after 60 days and the account will be sent to collections. Report cards will be held and RenWeb accounts suspended until a tuition account is brought up to date. Grades or records will not be sent to another school until the account is paid in full. Parents are responsible for paying all late fees to Smart Tuition. FCS will not waive late Smart Tuition fees.

Families paying semi-annual tuition will be converted to paying monthly if any portion of a payment is 30 days late. Any such incident will be handled according to the late tuition policy.

FIRE DRILLS

Teachers practice fire drill procedures with their class starting the first week of school. The final destination for all students exiting the building is the grassy area between the front parking lot and the outer parking lot. Students are to walk quietly, quickly, and in single file.

GRADING SYSTEM

Four report cards will be sent home for kindergarten children during the year, using the following grades to indicate the student's progress: VG+ (Excellent), VG (Very Good) S+ (Good), S (Satisfactory) and NI (Needs Improvement).

Four reports cards will be sent home for students in grades 1-8, using the following grading scale to indicate the pupil's progress:

GRADES 1-8:

A+ = 98 - 100
A = 93 - 97
A - = 90 - 92
B+ = 87 - 89
B = 83 - 86
B - = 80 - 82

C+ = 77 - 79
C = 73 - 76
C - = 70 - 72

D+ = 67 - 69
D = 63 - 66
D - = 60 - 62

E FAILED 0.0 GPA 0-59%

I INCOMPLETE (2-WEEK LIMIT FOR MAKING UP INCOMPLETE WORK)

If a middle grades student receives a final grade (yearly average) of "E" for two or more core courses (Language Arts, Math, Science, or Social Studies/History), the student must repeat the grade unless he/she earns passing grades for those courses in an approved summer program.

Re-Test Policy

Re-tests will only be given under extenuating circumstances. For example, when a teacher has an indication that a majority of the class did not gain an understanding of concepts covered on a particular test. In this case, the teacher might deem it necessary to re-teach the material and offer a re-test to the entire class (students who do not wish to re-test will not be compelled to do so).

Teachers will not offer re-tests to individual students to raise grades. There should be enough assessments during each grading period to make up for anomalies.

GRADUATION

All eighth graders who meet the requirements for completing eighth grade are expected to participate in the graduation ceremony. The program is only a ceremony, and participation in the program does not guarantee successful completion of the eighth grade. Student attire for the ceremony includes a button-down shirt, tie, dress pants or suit, and dress shoes for the boys, and a modest skirt or dress (with sleeves, not spaghetti straps) and appropriate footwear. Free tickets will be provided in advance for admission to the reception that follows the ceremony. Some seventh graders may also receive special invitations to participate in the ceremony.

HARASSMENT POLICY

FCS is committed to maintaining a safe academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. FCS

is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

“Sexual harassment” means unwelcome sexual advancements, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Sexual advances or proposition
2. Offering benefits in exchange for sexual favors
3. Making threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations
7. Physical conduct such as touching, assaulting, impeding, or blocking movements

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the administration or a teacher.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to a school official.

All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaints. However, the school reserves the right to fully investigate every complaint, and to notify a student’s parent/guardian and appropriate government officials as the circumstances warrant.

HEALTH INFORMATION

Health forms:

1. Preschool through 5th Grade:
The Maryland Office of Child Care “Health Inventory” is required for new enrollees. The Lead Screening portion of this form should be completed even if blood testing is not required.
2. Grades 6-8:
Two health forms are required for new students enrolled in grades 6 through 8: the Medical History form included in the application packet and current immunization records.

Required immunizations:

1. Children enrolled in preschool and kindergarten must have the following immunizations: 4 DPT, 3 Polio, 1 MMR, 3 Hepatitis B, 1 PCV7³ (PevnarTM), Hib (at least one dose after 12 months of age), and 1 Varicella (chicken pox), or documented medical diagnosis by a physician or health care provider, including month and date of occurrence.
2. All students ages 5 and older require a second MMR.
3. Grades 1- 8: Students must have 4 DPT/DtaP, 3 Polio, 2 MMR, 3 Hepatitis B, 1 Varicella (chicken pox), or documented medical diagnosis by a physician or health care provider, including month and date of occurrence.

Please bring records of additional immunizations during the school year to the office. **All forms must be signed and dated in the appropriate spaces.**

Medication:

In order to comply with Senate Bill 445, Medication Technician Training (passed in the Maryland General Assembly in 1998) and also policies of the Montgomery County Department of Health, our school will adhere to the following guidelines and regulation.

1. Medications may not be sent to school with a child for self-administration unless he/she has a signed Physician’s Order stating that the student may carry on their person and self-administer their medication. This order may **only** be used for inhalant medication and/or Epipens.

2. All prescriptions and over the counter drugs must be administered by school personnel who have been certified by the Maryland Board of Nursing as a Medication Technician or by a licensed nurse. Epipens, Benadryl, and inhalers may be administered by teachers in life threatening situations.
3. Prescription medications must be in a container labeled by the pharmacy or physician with the child's name, dosage, and expiration date. At least one dose of prescription medication must be given at home prior to the child's arrival at school. Non-prescription medications must be in the original manufacturer's container labeled with instructions for dosage and expiration date. Except for acetaminophen (Tylenol) and topical medications, a provider may administer only one dose of non-prescription medication to a child per illness unless a licensed health practitioner provides written approval for the administration of the non-prescription medication and dosage. All medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioner's written instructions, whichever are more recently dated. An adult should bring the medication to the school.

Illness:

Symptoms that may suggest that a student needs to remain at home:

Pale or flushed face, rash or infection of the skin, headache, elevated temperature, nausea, stomachache, earache, bad cold, yellow or green mucus, crusty, red or runny eyes.

Do not send your child to school if he/she has had the following symptoms within the past 24 hours: sore throat, vomiting, diarrhea, flu like symptoms or a temperature of 99.6 degrees or more. A student must be fever free without taking fever reduction medications such as Tylenol, Motrin, Advil, aspirin etc. for 24 hours. A student taking antibiotics is considered contagious until he/she has been on antibiotics for 24 hours. When a student has a fever of 100 degrees or more, vomiting, diarrhea or a communicable disease, or serious injury, a parent will be contacted and asked to take their child home. **Students should be picked up within one-half hour.** Arrangements should be made in advance for someone other than a parent to be available to pick up a student if the parent is not able to pick up their child promptly. **We do not have facilities to let students rest until the end of a school day.**

Recess:

All students will go outside for recess, unless the teacher needs them to complete an assignment or requires them to stay in the classroom for disciplinary purposes. We do not have the facilities to keep students in the office due to recent illness, cold or hot weather, high pollen count or allergies. If you feel your child needs to stay inside for any of these reasons, you must provide a physician's order stating this requirement and include the approximate period of time this is needed.

Communicable Diseases:

Let the school know of any contagious illnesses so that other parents can be alerted to watch for symptoms.

<u>Disease</u>	<u>Student Excluded from School</u>
Chickenpox	For 6 days from onset of rash (all pox should have dry scabs)
Conjunctivitis (pinkeye)	Until cleared with documentation from healthcare provider after taking antibiotics for 24 hours or until symptoms have resolved
Croup	Until typical cough subsides
Flu	Until fever free for at least 24 hours
German Measles	For 7 days after onset and until rash and fever are gone
Impetigo	Until treated with antibiotics for at least 24 hours if lesion cannot be covered
Measles	Until 5 days after rash appears
MRSA	24 hours after beginning treatment. The infected site must be covered with a dressing while at school.
Mumps	Until swelling of gland(s) subsides, not exceeding 5 days from onset
Whooping Cough (Pertussis)	If untreated, until 3 weeks from onset of typical cough or after 5 days of recommended antibiotics.
Ringworm	24 hours after beginning treatment. It is advisable to cover the area with a dressing while at school.
Swine Flu (H ₁ N ₁)	7 days after onset of illness or at least 24 hours after symptoms have resolved

Guidelines for Head Lice

If you discover that your child has head lice, contact the school so that precautions may be taken to prevent the spread of infestation. If your child is found to have head lice at school, he/she will be sent home. In either instance, please treat her/him with prescription shampoo and **keep her/him home until such treatment has been completed and the child has absolutely no signs of active infestation!** The child should be sent to the school office for inspection prior to returning to the classroom. If head lice becomes a problem in our school, we may need to do classroom inspections.

HOLIDAY CELEBRATIONS

Elementary Fall Party – Parents may not select costumes, decorations, napkins, etc., that pertain to the spirit world (ghosts, witches, demons) or monsters.

Christmas - In order to emphasize the birth of Jesus Christ, the true message of Christmas, our school avoids the use of pictures and decorations that depict Santa Claus.

HOMEWORK

Homework helps your child to develop work and study habits. It is a means of reviewing and reinforcing the lessons taught in school. You can assist your child in developing a routine that will be helpful in completing homework assignments.

1. Homework is generally assigned every day. Ask your child if he/she has homework. By asking your child about homework, you are helping him/her to remember that there is an assignment to be completed. You may also check homework assignments via Renweb.
2. Remember that homework should be your child's work, not yours. Do not do the homework for him/her (see "Academic Honesty" section). You should observe whether or not your child has trouble with an assignment and is able to complete it. If there is a problem, write the teacher a note.
3. Help your child to schedule a particular time to do homework each day and to remain with that commitment. Free him/her of other activities at that time.
4. Provide your child with a quiet place to work where he/she will not be disturbed.

Request for Homework Assignments

If a child is absent two or more days, you may contact the school office (before 11:00 a.m.) and request that homework assignments be sent to the school office to be picked up between 2:45 and 3:30 p.m. During any extended absence, it is fully the parent's responsibility to make certain all assignments are completed and that the student returns to school prepared to engage in the regular schedule of classroom academics.

HONOR ROLL

Elementary School Principal's List:

Student must obtain an A as a final grade (yearly average) in each major subject (Bible, Behavior, and Study Habits are major subjects).

Middle School Principal's List:

Student must obtain an A as a final grade (yearly average) in each subject.

ES and MS Honor Roll

Student must obtain an A or B as a final grade (yearly average) in all subjects.

Honor Society (NJHS – National Junior Honor Society)

Forcey Christian School invites middle school students who meet the scholarship criteria to apply for the National Junior Honor Society. Students who have completed sixth grade or 1 semester at FCS, and have earned a cumulative GPA of 3.75, will receive an invitation to apply from the NJHS Faculty Advisor and the Principal. The application process includes letters of recommendation, a short answer essay, and the completed application. The NJHS faculty committee will score the application based on a scoring rubric. Students who receive a qualifying score will be asked to join the FCS NJHS.

SELECTION CRITERIA

1. **Scholarship:** Cumulative GPA minimum of 3.75
2. **Leadership:**
 - a. Three Letters of recommendation
One from Pastor, youth group leader, community leader, coach, community service supervisor
 - b. Two from core teachers
 - c. Student Essay-short answer
 - What qualities and actions make a good leader?
 - Provide two examples of time when you demonstrated qualities of a good leader.
3. **Service:**
 - a. List examples of volunteer service opportunities of which you have been a part. (in your church, community, school)
 - b. Short essay: Write a paragraph describing a life lesson you learned from one of these volunteer service experiences
4. **Citizenship-letters of recommendation**
 - Demonstrates mature participation in school activities or community organizations
 - Civic engagement
 - High regard for freedom and justice, and democracy
- **Character-letters of recommendation**
 - Six Pillars of Character
 1. Trustworthiness
 2. Respect to all faculty, staff, and peers
 3. Responsibility
 4. Fairness
 5. Caring
 6. Citizenship

INCLEMENT WEATHER

FCS follows the Montgomery County Public Schools closing and delay schedule on snow days. If MCPS is already closed for another reason, FCS will follow the Prince Georges County Public Schools closing/delay decision. Follow WTOP.com for Forcey Christian School announcements. School delays and closings will also be posted on our website, www.fcs.school, and parents will receive notification via email and Renweb text alerts. Announcements regarding delayed openings will typically be made by 6:30 a.m. Announcements regarding early dismissals will normally be made by noon.

INSURANCE

Parents are required to provide medical/dental insurance coverage on their children for accidents and injuries that may occur at school and during school related activities. Be sure that your insurance provides this kind of coverage. The school does not carry special insurance on individual students.

LATE WORK POLICY

Unless arrangements have been made in advance due to extenuating circumstances (i.e. protracted excused absence, illness, etc.), all work must be turned in within 4 days of the due date at a penalty of 10% off per day late. Work turned in beyond 4 days after the due date will not receive any credit and will be counted as a zero. This is a school policy and not an individual classroom policy.

LIBRARY

Students and parents are encouraged to use the library. Students in kindergarten – grade 8 have individual library accounts. Parents of students, including those in the preschool program, may open library accounts as well. To do so, parents should visit the library, located across from the school office, in room 158.

The library does not charge fines, but parents should encourage their child to act responsibly by returning library materials on time. Maintaining a library account in good standing is excellent practice in developing life-long good habits in civic responsibility. Materials circulate for one week to students in kindergarten – grade 5. Middle school students and parents may keep most materials two weeks. Most books may be renewed one time, if there are no holds on the books. Due dates are stamped on the back of books and magazines. Books needed for assignments may be kept until the assignment's completion. Students in kindergarten and grade 1 may have only one book checked out from the library at a time. Any account with library material four weeks or more overdue will be suspended. If library materials are kept for three months or more, a \$5.00 fee will be charged. Suspension of a student or parent account may result in other family members not being able to check out books as well.

Payment is required for lost materials. **A replacement book or magazine is not accepted in lieu of payment.** A \$3.00 processing fee will be added to the cost of the lost book. The fee helps to defray library costs for items including the book's barcode, catalog record and spine label. The charge for lost magazines is \$3.50. There is no processing fee for magazines. Materials that are found subsequent to payment may be returned for a full refund provided a replacement has not been purchased by the library.

Damaged books will be assessed a fee. If the book is significantly damaged, the total cost, as well as processing fee, of the book may be charged. **Please do not attempt book repair yourself;** notify library staff of damage.

The library subscribes to databases for student research. Students and their families are encouraged to use these databases at home, as well as at school, but should not share passwords with others.

Questions about the library should be directed to the library media specialist, extension 827.

NONCUSTODIAL PARENT POLICY

The following guidelines have been adopted to assist the school in situations where a noncustodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school.

1. FCS will not resist or interfere with a noncustodial parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. A noncustodial parent may not take custody of a child or remove the child from the school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
3. If the actions of parent(s), custodial or noncustodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and take other reasonably necessary action.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the noncustodial parent by a court order or comparable legal document. These guidelines will be applied so as to further the mission of the school and the best interests of its students.

NONDISCLOSURE POLICY

Forcey Christian School is committed to protecting the confidentiality of student records, employee personnel records, and other non-public information regarding students and employees. Employees of the school may have access to

confidential information regarding the members of our student body pertaining to matters such as health concerns, safety issues and IEP's. Employees must ensure that information about our students, staff and operations is held in confidence to protect the welfare and interests of students and employees of Forcey Christian School.

Any and all inquiries by members of the media concerning Forcey Christian School, its students or employees should be referred to the Principal. Furthermore, except with permission from or upon instruction by the Principal, employees may not initiate contact with the media concerning the school's operations (including its services, policies, and procedures), its students, or its employees. Furthermore, distribution of the school's directory to persons not affiliated with the school is expressly prohibited.

PARENT ORIENTATION NIGHTS

FCS offers a Parent Orientation Night. These evenings are designed for parents, not students. If students attend, they are to remain with their parents at all times.

PREK ADMISSIONS

The child entering 3-year-old or 4-year-old PreK must meet the following requirements: be 3-years-old or 4-years-old before September. Three-year-olds must be toilet trained before the first day of school. A change of clothing should be brought to school for a child in 3-year-old PreK. PreK parents should not linger when dropping off their child after the first day of school. This could hinder their child's adjustment.

RE-ENROLLMENT AND REGISTRATION

Re-enrollment for the next school year is not automatic. Re-enrollment information will be sent out in December. Please do not request a specific teacher. All of our teachers are hired after careful deliberation and we cannot honor specific requests. All family accounts must be current to re-enroll. Re-enrollment dates will be published to parents in advance of the commencement of re-enrollment.

RESOURCE DEPARTMENT

Believing God has created each student with unique and individual talents, the resource department serves to assist classroom teachers in meeting the needs of a variety of learners. Services available by teacher recommendation and review of test scores include reading and writing enrichment designed to challenge highly able students in grades 3-5 and reading support for students in kindergarten through grade 5. The resource department head offers additional support to students whose learning style or academic needs cause them to benefit from small group instruction or modification in classroom materials or instruction. She interfaces with local public school systems to obtain testing and other services for students and can provide information as to services legally provided for private school students in speech/language and other academic areas.

SAFETY PATROL

Those who serve on the Safety Patrol for the elementary grades are fifth graders. AM Patrol members should be on their posts from 8:00 a.m. - 8:20 a.m., and PM Patrol members should be on their posts from 3:00 p.m. - 3:10 p.m. In May, fourth graders may request to serve on the safety patrol when they are in fifth grade. However, if during their fourth-grade year they received more than one grade lower than VG in Behavior or more than one grade lower than VG in Work Habits or more than six unexcused late slips in one grading period, they will not be eligible to serve on the patrol during their first nine weeks in fifth grade.

SECURITY

The safety and welfare of students, parents, and staff is very important. We also want to prevent theft and vandalism from occurring in our facility and in the parking lot. Please adhere to these guidelines:

1. Always lock your car.
2. Never leave small children alone in the car.
3. Never leave valuables (including purses and laptops) in the car.
4. Let the school office know promptly if you see a suspicious individual in or near the school.
5. Do not visit the classrooms or walk in the hallways without clearance from the security person on duty in the lobby.

- Comply with school policies and procedures; accept direction from the administration, staff, members of the safety patrol, and security personnel in a gracious manner.

SEQUENCE OF COURSES FOR MIDDLE GRADES

Sixth Grade

Bible 6	Science 6
Physical Education	Electives (2)
Math (various levels)	History 6
Language Arts 6	Chapel
Social Studies 6	

Seventh Grade

Bible 7	Chapel
Math (various levels)	Physical Education
Language Arts 7	Spanish 1A
World History	Electives (2)
Science 7	Physical Education

Eighth Grade

Bible 8	Chapel
Language Arts 8	Spanish 1B
U.S. History	Electives (2)
Science 8	Physical Education
Math (Pre-Algebra, Algebra 1, or Geometry)	

STANDARDIZED TESTS

Standardized achievement tests will be given to students in grades 1 - 8 in April. Parents will receive a copy of their child's scores. If you have questions about these scores, contact the principal or assistant principal.

STATEMENT OF CHANGES TO HANDBOOK

The Forcey Christian School Board and school administration reserve the right to change any policy or procedure at any time at their sole discretion after reasonable notice to constituents.

TELEPHONE USAGE

Students must receive permission from the classroom teacher before using the school telephone. Please make certain that your child does not forget his/her lunch, homework, etc. Plans for after-school activities should be made prior to the school day.

TEXTBOOKS

Hardback textbooks must be covered at all times, beginning the first week of school. At the end of the school year, a child may need to pay a fine if the condition of a textbook has diminished. Fines will be levied for lost or damaged textbooks. Check with the school office for costs.

TOYS FROM HOME

Toys may be brought to school only on "show and tell" days. They should be put in a bag with the child's name on it. Expensive toys and games should not be brought to school.

TUITION ASSISTANCE

Forcey Christian School has a limited amount of financial aid that is available for qualified families. Families may qualify for aid totaling up to 25% of their total tuition cost. Applications are made through Smart Aid for Schools, a

division of Smart Tuition. Details will be available in February. Applications will be accepted during the month of March.

Appendix 1: Statement of Cooperation

In submitting an application for our child, it is our desire to have him/her complete the school year for which he/she is currently enrolled. The policy of the school is to make no refunds on registration fees.

We give permission for our child to take part in all school activities, including sports and school-sponsored trips away from the school premises.

We authorize school officials to administer first aid and take our child to a physician or hospital for emergency treatment in the event it appears necessary and if neither parent (guardian) can be contacted.

We accept the responsibility to provide medical/dental insurance to cover our child for any injury that may take place at the school and during any school related activity. We will not hold Forcey Christian School or Forcey Bible Church responsible for medical/dental fees should our child incur an injury at school or during a school-related activity. (The meaning of the above is to hold Forcey Bible Church and Forcey Christian School harmless for any expenses not covered by parents or guardian insurance policies.)

We have read the Statement of Philosophy and Purpose and subscribe to it and/or are willing to have our child trained in accordance with it. We recognize the school's right to dismiss any student who does not respect its spiritual standards, does not cooperate in the educational process, or does not work at the level for the grade to which he/she is assigned.

Appendix 2: Philosophy and Purpose from the Application

Forcey Christian School (FCS) operates under the auspices of the Forcey Educational Association, a non-profit corporation affiliated with Forcey Bible Church (FBC). The school functions as a ministry of FBC to the community.

The school is founded on the belief that God has purposefully provided the foundation for Christian education by creating all things and providing us with His written word through His Son and the Holy Spirit. In our view, Christian education is a response to God's desire to teach and train students to know, love and obey the Triune God and to relate all knowledge, skill, and life practice to Him.

Forcey Christian School holds the conviction that God's plan appoints parents to be responsible for the education and development of their children (Ephesians 6:1-4 and Deuteronomy 6:4-9). The general purpose of FCS is to assist parents with this responsibility, and to lead and support students in discovering and developing their unique God-given abilities. FCS teaches truth from a Biblical worldview in an atmosphere of Christian love and discipline, striving to develop in the student's life a proficiency in academic skills, godly character traits, and a life of service towards the Savior. Leading students to become more fully devoted followers of Christ is the school's highest priority.

Through our daily program, the students are made aware of God the Creator and of His special love for each one of them. Bible studies that reveal God's care, protection, and leadership will be presented to ensure a firm foundation of trust in our caring, loving, and holy God. The Bible is presented in all classes as the source book for life, and Jesus Christ is introduced as the Son of God, the Savior.

Forcey Christian School welcomes students without regard to race, sex, or nationality. As part of Forcey Bible Church, the school operates independently of state regulation and control, but will adhere to state and county health

and safety standards. FCS is committed to providing an educational environment that encourages learning under the tutelage of professional, committed Christian teachers.

The FCS Vision: FCS seeks to educate students to reach their full potential spiritually, academically, cognitively, physically, socially and emotionally; who pursue an enduring intimacy with Jesus Christ, and engage believers and non-believers in their lifelong journey for His glory.

The FCS Mission: The mission of Forcey Christian School is to provide sound, excellent, biblically-based education to the children of our church and community in a Christ-centered school environment where they learn under born-again, professional teachers in rigorous academic programs that will develop them into highly capable students, imbued with the disciplines of Christian life and Christ-like character for the benefit of society. (Rom. 12:1-2, Matt 28: 18-20, Eph. 4: 1-16)

Ephesians 6:1 NIV: *Children obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with a promise, that it may go well with you and that you may enjoy long life on earth.*

Deuteronomy 6:4-9 NIV: *Hear, O Israel: the Lord our God is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.*

Appendix 3: Student Code of Conduct and Parent Responsibilities

Forcey Christian School STUDENT CODE OF CONDUCT & PARENT RESPONSIBILITIES 2018-2019

2130 EAST RANDOLPH ROAD
SILVER SPRING, MARYLAND 20904
SCHOOL OFFICE: 301-622-2281
WWW.FCS.SCHOOL

Forcey Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. FCS does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies, educational policies, scholarships, athletics, and other school administration programs.

REVISED 7/18

SCHOOL POLICIES AND BEHAVIOR PLAN

The FCS disciplinary policy has been revised and students are advised that our expectations are high. This “Student Code of Conduct and Parent Responsibilities” is not replacing the current school-wide discipline policies at the elementary and middle school levels, but expanding and clarifying them. It is very important for each student and parent to be totally familiar with the Student Code of Conduct and be fully devoted to following the student expectations contained herein. Ignorance of the policies will not excuse the violation of them by a student or parent.

The progressive discipline approach is designed to reduce repetitive behaviors and thus the severity and continued violation of rules will result in more severe consequences. It is important for students to know and

exceed our expectations for student conduct as they are transformed (Romans 12:2) through administration and ministry of this plan.

BASIC STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RESPONSIBILITIES

FCS students have some basic responsibilities that contribute to success:

- ◆ The responsibility to be aware and obedient to the rules of the classrooms as well as school-wide rules contained in this Student Code of Conduct and Parent Responsibilities
- ◆ The responsibility to be fully devoted to being a productive member of the FCS family
- ◆ The responsibility to know how to access Renweb (middle school students) and be aware of assignments and assessments
- ◆ The responsibility to own their education, completing classwork and homework assignments and being fully devoted to giving their best effort in all areas of the school program
- ◆ The responsibility to be on time for classes and not interfere with the education of others by being excessively tardy.
- ◆ The responsibility to come to each class prepared
- ◆ The responsibility to honor their parents
- ◆ The responsibility to honor their classmates
- ◆ The responsibility to honor their teachers
- ◆ The responsibility to attend school to receive an education without interfering with the education of others
- ◆ The responsibility to courteously submit to the authority of all school personnel, including recess, lunch, specialty classes, janitorial staff, and church staff
- ◆ The responsibility to respect the person and property of others
- ◆ The responsibility to respect school property and return all materials and equipment

Student Rights

Every student at Forcey Christian School has seven basic rights:

- ◆ The right to freely express their relationship with Jesus Christ
- ◆ The right to be safe
- ◆ The right to feel safe
- ◆ The right to feel valued
- ◆ The right to learn
- ◆ The right to be treated equitably and respectfully by school staff
- ◆ The right to due process in matters of discipline

To ensure that all students enjoy these rights, each student must expect the BEST of themselves; respect all staff, peers, and the environment; accept responsibility for his/her actions; and challenge his/her mind.

PARENT RESPONSIBILITIES

Educating young people is extremely important. It is a job parents and the school must collaborate on to be successful. General parent responsibilities in making FCS the best it can be include:

- ◆ The responsibility to be engaged with your child's learning, providing support at home
- ◆ The responsibility to trust and respect those with whom you have entrusted your child(ren)
- ◆ The responsibility to communicate with school personnel respectfully
- ◆ The responsibility to stay informed concerning FCS happenings by reading the *Forcey Friday* newsletter and other relevant communication from the school or teachers

- ◆ The responsibility to maintain a valid phone number and email address on record with the school office and to check email regularly for notices and updates from teachers, office staff, and administration
- ◆ The responsibility to meet financial obligations in a timely fashion

PARENT RIGHTS

- ◆ The right to courteous and timely communication regarding your child’s learning and other school related activities
- ◆ The right to equitable and fair treatment by the FCS staff
- ◆ The right to be engaged in the school experience of your child

CONCERNING ABSENCE AND TARDINESS

Students who are absent or late to Forcey Christian School have the right to be admitted to class and receive work that they have missed. In order for absences to be excused, a written communication must be addressed to the school principal from the student’s parents. Students who are excessively absent may be placed on attendance probation. Child Protective Services may be contacted in instances where there are excessive absences and school personnel are unable reach the student’s parents.

In order for a student who is tardy to be excused, a parent must either sign them in or provide written communication requesting that the tardy student be excused. An elementary school student is considered **tardy if they arrive to their classroom after 8:35am.**

Middle School

Middle school students **not arriving to their homeroom classes by 8:20am are considered tardy.** Middle school students not arriving to their classes by the sounding of the bell are considered tardy to that class.

Students who are tardy to school must be signed in by a parent in the front office and receive a tardy slip.

CONCERNING AFTER SCHOOL STUDENT PRESENCE ON CAMPUS

Any elementary school student who is not picked up by 3:10pm or who is not involved in an after-school activity, must report to Forcey 360. “Hanging out” in the hallways or outside in the grassy area without supervision is strictly prohibited.

After 3:30pm, any middle school student who is not under the direct supervision of a parent or a teacher/involved in an after-school club or activity, must report to Forcey 360. Parents, please do not instruct your children to roam around until you arrive or to avoid going to Forcey 360. Parents who are not on a student’s emergency card, or who have not been designated by the student’s parent or guardian for pick up on that day, may not keep a student outside with them beyond 3:10pm. As long as students remain on campus, FCS has a responsibility for their safety. Students may not wait on the playground or in other areas inside or outside of the building after 3:30pm. Students may be signed out of Forcey 360 by a parent or caregiver upon their arrival. Fees may apply (check Forcey 360 drop in policies). **Students who are constantly found in violation will be required to meet with the principal along with a parent. There may be disciplinary consequences related to defiance and disobedience as well.**

RIGHTS AND RESPONSIBILITIES CONCERNING COMMUNICATION

At FCS we are fully devoted to godly and effective communication. All aspects of our school program are conducted with this assumption in mind.

STUDENT RIGHTS

- ◆ The right to receive feedback from classroom teachers regarding academic progress
- ◆ The right to receive guidance from teachers or school personnel when being disciplined
- ◆ The right to be spoken to in a respectful manner, even when being disciplined

- ◆ The right to be spoken to as an innocent party, in the absence of evidence of wrongdoing, in any disciplinary incident or code of conduct violation

STUDENT RESPONSIBILITIES

FCS students are expected to set themselves apart by being excellent in the content and disposition of their speech.

- ◆ The responsibility, when addressing any adult, to speak clearly and audibly, maintaining eye contact, as well as having good posture
- ◆ The responsibility to be sure to never address adults on the FCS campus disrespectfully; call them anything other than Mr. or Mrs. (last name); speak using slang or text language; yell or angrily raise their voices, or otherwise engage adults disrespectfully
- ◆ The responsibility to always speak to one another respectfully and seek to resolve conflict via communicating effectively with one another (never physically)

BRING YOUR OWN DEVICE (BYOD) POLICY

Students in the middle school grades are expected to bring a laptop or tablet that is appropriate for completing schoolwork. The school has a limited number of laptops for students to sign out and use during the school day to supplement the Bring Your Own Device Policy.

Goals:

- 1) Increase student engagement
- 2) Increase access to information
- 3) Increase student achievement
- 4) Extend and deepen student learning – encourage students to share, in class, content relevant information they find.
- 5) Foster a culture of information literacy and inquiry.
- 6) Execute more collaborative teaching strategies
- 7) Aid students note taking, information searching, and data organizing

Expectations:

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.

Reinforcement:

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

BULLYING: ZERO TOLERANCE

Bullying can be broadly defined as a person being subjected to negative interactions by one or more others, repeatedly and over time. "Bullying can take many forms: verbal, physical, through social exclusion or isolation, spreading lies or false rumors, having money or other items stolen or damaged by the bully, being

threatened or forced to do things by the bully, racial bullying, sexual bullying, cyber bullying (via cell phone or Internet)" (Olweus, 2011).

FCS is committed to investigating and ending bullying wherever it occurs. Part of our ability to provide a safe environment free of bullying involves students and parents cooperating with FCS by reporting specific cases when they occur. Confirmed cases of bullying will be investigated. When bullying is confirmed, the person or persons responsible for bullying will receive an **automatic suspension** and be required to participate in an appointment with the school guidance counselor upon their return.

ELEMENTARY SCHOOL

Students guilty of bullying will be assigned **6 demerits** in addition to their suspension. (see Elementary Grades Discipline, Behavior, and Classroom Management Plan below for explanation of demerits.)

MIDDLE SCHOOL

Students guilty of bullying behavior will be assigned **8 demerits** in addition to their suspension. (See Middle Grades Discipline, Behavior, and Classroom Management Plan).

STUDENT/PARENT ACKNOWLEDGEMENT OF RESPONSIBILITY

This *FCS Student Code of Conduct and Parent Responsibilities* has been developed to help each student gain the greatest possible benefit from his or her school experience. Our school needs the help and cooperation of each student and his or her parents and teachers. It is important that every student understands the *Student Code of Conduct and Parent Responsibilities* and be encouraged by his or her parents or guardians and teachers to follow the rules and regulations set forth in this booklet. Parents should read and discuss the information with their child.

APPENDIX 4: FCS FOOD ALLERGY POLICY

Students with severe, sometimes life threatening, food allergies attend Forcey Christian School (FCS). Foods that most commonly cause anaphylaxis, a **life-threatening** allergic reaction, are peanuts, tree nuts, shellfish, milk, wheat, soy, and eggs. These severe allergic reactions can occur within minutes of ingestion or a reaction can be delayed for up to two hours. Some reactions are "biphasic" in nature with an initial period of symptoms, a symptom free period of 2-3 hours followed by severe shock-like symptoms. At present there is no cure for food allergies and strict avoidance is the key to preventing reactions. Once accidental exposure occurs, prompt administration of emergency epinephrine (EpiPen) is critical in the management of the reaction. Accidental exposure may occur by eating the food, inhalation of food vapors, or contact with the skin, mouth or eyes.

The goal of FCS is to provide a safe and nurturing school environment for students. It is important that staff and parents work in collaboration to address the nurturing and safety needs of students with a severe food allergy. Food products containing allergens are prevalent in the school setting, in the classroom as well as in the cafeteria. Some individuals are highly sensitive to contact with even trace amounts of the offending food. Peanuts, in particular, are a common allergen and are often a hidden ingredient in foods.

POSSIBLE SIGNS AND SYMPTOMS OF ANAPHYLAXIS

- Hives
- Swelling of lips, face, throat
- Abdominal pain
- Sense of impending doom
- Wheezing

- Coughing
- Vomiting
- Shortness of breath
- Collapse

GOALS

- To assure staff awareness of students with severe food allergy in the school
- To assure staff awareness of the seriousness of food allergy
- To minimize the potential for exposure of food allergic students to the food allergen
- To assure staff awareness of the signs and symptoms of a severe allergic reaction
- To provide prompt and effective intervention in the event of an allergic reaction
- To minimize the adverse educational effects of food allergy on the affected students and their classmates

FCS RESPONSIBILITIES

- FCS will support the efforts of teachers, administration, and parents to provide a safe and nurturing educational environment for the student with a severe food allergy.
- Eating in the classroom should be avoided. However, FCS must recognize the rights of students with diabetes and certain other health conditions. These students may need to eat during class and should not be required to leave the classroom. In addition, students may bring a healthy mid-morning snack to school to eat in the classroom during breaks. Parents of students are encouraged by school staff to provide foods that do not pose a potential risk for food allergic students in the same classroom. Additionally, FCS recognizes scheduling concerns including numerous lunch shifts and the possible need to provide snack in the classroom for students on late lunch shifts, returning from field trips, and other school sponsored trips.
- FCS will allow the storage of an EpiPen in a safe location in the classroom or other student areas, as appropriate, to facilitate prompt access if needed. At least one EpiPen must be stored in the health room.
- FCS will provide training for teachers, assistants, or others in the school building in the recognition of a severe allergic reaction, the use of the EpiPen, and proper follow-up emergency procedures when a student with a recognized life-threatening allergy is enrolled in the school.
- School staff should avoid the use of foods in curricular activities if possible. Where it is necessary to use food items in the curricular program, parents will be made aware in advance and student participation will be optional.
- FCS teachers and staff will consider student allergies when planning incentive and promotional activities.
- FCS will develop alternatives to the use of food for celebrations or as rewards.
- Maryland Law, Education Article § 7-426, requires schools to designate a table in the cafeteria as peanut and tree-nut free. For a student with a physician-documented anaphylactic allergy (e.g., physician's order for EpiPen) to peanuts or tree nuts, or a physician-documented anaphylactic allergy to another food, provisions for an allergen-free table will be made on a case-by-case basis, based on student need, physician-input, and parent request.
- For the student with a physician-documented anaphylactic allergy and the parent has not provided auto-injector epinephrine at school, at the first report of ingestion/or first experience of symptom(s), 911 will be called.