



*Educating students in their lifelong journey  
for the glory of Jesus Christ*

**2023-2024**

## Parent / Student Handbook



**Forcey Christian School**

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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:** To train-up future generations of servant-leaders, who impact their world spiritually, intellectually, and socially, while leading lives that bring glory to Jesus Christ.

**The FCS Mission:** Forcey Christian School creates an environment, built on Biblical principles, to develop the whole student – mind, body, and spirit– through excellent academic education, multiple extracurricular activities and qualified, Christian faculty, equipping students with essential life skills while instilling the disciplines of Christian life and Christ-like character.

**Motto:** Educating students in their lifelong journey for the glory of Jesus Christ.

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).

### **An Introduction to Forcey Bible Church**

Although many school families already have a church home, parents are sometimes interested in the ministry of FBC. Below is a summary of the FOCUS and MESSAGE of the church. If your family is not regularly attending church elsewhere, we warmly invite you to our worship services. Sunday services are held at 9:15 a.m. and 11:00 a.m.

#### **Focus of Forcey Bible Church**

Forcey Bible Church is an independent, Bible-teaching ministry. The emphasis throughout our program is on the teaching and application of the Word of God to all members of the family. We believe that...

- The Bible is an essential, inerrant text for man's faith and life.
- Jesus died to free us from sin and eternal death; He rose to impart life to us; He is coming again to receive the redeemed into Heaven.
- All people are lost in sin and need to be saved by faith in the Savior.
- A rich and meaningful life is possible on earth through Jesus Christ.

#### **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.



## **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 based on race, color, national or ethnic origin in the administration of its admission policies, educational policies, scholarships, athletics, and other school administration programs.

## **General School Policies and Procedures**

### **Disclaimer**

This handbook is for informational purposes. It is not intended to constitute an enforceable contract or to be part of an enforceable contract by or between the school and parents, guardians, or students.

Forcey Christian School (FCS) reserves the right to change policies at any time. Policy changes, corrections, or clarifications coming through official email, newsletter, or other correspondence from the school shall have the same weight as this handbook and in some cases, such as changes to policy or procedure, will be considered a replacement or update to the information in this handbook.

FCS does not discriminate based on race, color, national or ethnic origin. FCS reserves the right to set and maintain its own standards for student conduct, dress code, and scholarship. Admission to FCS is a privilege and not a right. The school maintains the right to admit only those families who are in harmony with the standards and beliefs of the school.

### **Absence of Specific School Policy**

In a case where action is required but is not covered by any specific Handbook or 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 can perform on or above grade level with appropriate classroom differentiation. However, sometimes our teachers may need to make "reasonable accommodations" to support students who learn differently. Classroom accommodations are determined by the resource teacher with an approval from administration, after reviewing appropriate documentation and consultation with parents and classroom teachers. 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 school administration. 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 Forcey Christian school the next school year.

### **Academic Challenges**

Teachers will keep parents informed of academic challenges. This is routinely done via FACTS 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.

Students will not submit any media format that has Artificial Intelligence (AI) as their own work. Artificial Intelligence work will not be graded as the student's own work. The student will receive a score of zero on whatever assignment, or part of an assignment, where such violations have occurred.

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. Student's previous grades and academic records must indicate that the student is academically prepared for the rigor of Forcey Christian School.

2. 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**

**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 directly to class for arrival at 8:35 am. 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** are allowed in the building at 8:05 a.m. Their school day begins at 8:15 a.m. Afternoon classes dismiss at 3:15 p.m.

**Non-custodial parents:** If your child is forbidden to 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.
  1. Only Park in areas that are lined for parking.
- Never permit elementary children to cross the lot alone.
2. 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 3<sup>rd</sup> lane adjacent to the field to park in the morning. That row is for exiting the lot.

4. FCS staff will be in the front lobby to check in late students beginning at 8:15 for MS students and 8:30 for ES and PreK students. Parents must fill out the online late form at <https://fcs.school/forcey-parent-resources/late-pass/> or students 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.

**Please do not take children to the school playground or front grassy areas during school dismissal between after 3:00 pm.**

### **Late Pick-Ups**

Students who are not picked up 10 minutes after dismissal time will be taken to Forcey 360. Additional fees apply.

### **Athletic Participation**

All students who achieve FCS eligibility standards can 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 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 in a quarter 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 a fourth demerit in that same quarter will automatically be suspended for one game. Players who accumulate a fifth demerit in the same quarter will be required to meet with the assistant principal, athletic director, coach, and parents to discuss further disciplines, including possible dismissal from the team.

- 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 next fall. If a student fails to finish the previous fourth quarter with a 2.5 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 is required by a physician or the school nurse to use the elevator during the school day will not be permitted to practice or play with the team until the elevator requirement is lifted.
- 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 assistant principal. But the process must begin with a meeting with the athletic director. The athletic director and assistant principal will decide.
- Fifth-grade students can qualify for middle school athletic teams by invitation only, from the athletic director or coach. Fifth grade students participating in MS sports will be held to the same behavior and academic standards as middle school students.
- 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. The decision by the athletic director is final.

## Attendance Policy

### Definitions

- **Tardy** – failure to arrive in class by the official start time.
- **Early Dismissal** – checking out of school before dismissal (less than an hour before the official end of the school day).
- **Half Day** – missing more than 1 hour of school but present at least 3.5 hours.
- **Absent** – not present at all or present for less than 3.5 hours.
- **Present** – was in the classroom from the start and remained all day until dismissal.
- **Period Absence** – (middle School) not present at all for the class period or missing more than 20 minutes of the class.
- **Truant** – – A student absent for an unexcused reason is truant for that day. A student with unexcused absences amounting to 8 days in any quarter, 15 days in any semester, 20 days or more in any school year is considered “habitually truant”. Md. Code, Education 7-302.2

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 to be excused.

Requests for family vacations must be made in writing, via email to the principal, in advance of the absence 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 principal or assistant principal. Child Protective Services may be contacted in instances where there are excessive absences and school personnel are unable to reach the student’s parents.

**Excused absences** are those with written documentation from the parent/guardian or a health care provider that are due to emergencies such as illnesses, death in the family, or other extreme circumstances, required court attendance, and school sponsored activities.

**Unexcused absences** are a failure to attend school without proper documentation.

### Early Dismissal

Please communicate with your child’s teacher for early dismissal needs and complete the online early dismissal form at <https://fcs.school/forcey-parent-resources/early-dismissal/>. The student will be called down from class to be picked up when the parent arrives. Early dismissal students will meet their parents in the school lobby.

### Tardiness

**Make certain your child gets to school on time.**

If a middle school student arrives after 8:15 am or an elementary student arrives after 8:30 am, parents must fill out an online late form at <https://fcs.school/forcey-parent-resources/late-pass/> FCS staff will be in the school lobby to greet late students and check them in.

### **Excused Absences**

- Maryland requires regular school attendance unless a student is excused with a lawful absence.
- Medical absences exceeding three (3) school days may require a written doctor's note. The following are considered legitimate reasons for absences:
  - Death in the family
  - Illness of the student
  - Medical or dental appointments
  - Court summons
  - Hazardous weather conditions which would endanger the health or safety of the student during transit.
  - State Emergency
  - School Trips
  - Suspension

### **Unexcused Late arrivals/Absences**

- Three (3) unexcused absences- Parents will receive a status notification regarding unexcused absences after the third unexcused absence (calculated cumulative per semester).  
-Five (5) unexcused absences-Parents will receive a status notification after the fifth unexcused absence (calculated cumulatively per semester) and administration may review the student's attendance record.
- Eight (8) unexcused absences-Parents will receive a status notification after the eight unexcused absences (calculated cumulatively per semester) and administration may review the student's attendance record and schedule an administration/parent conference.
- Per Maryland's State Policy on Attendance, students missing 20% or more of a class's total meeting time lose credit for that semester.
- Regular daily attendance is vital to the continuity of classroom instruction and participation in school activities.
- Compulsory education laws require students to attend school. School attendance is reviewed daily.

### **Backpack Policy**

Backpacks are to be stored in the student locker. All students have access to a lock for their locker. Cell phones are stored in the backpack in the locker. Back Packs are not to be carried throughout the building nor are they stored inside the classroom. Parents must purchase a Backpack that fits inside the Locker.

### **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 are 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, apart from recess and lunch time. All unscheduled socials must be approved by the principal or the assistant principal.

### **Bullying Policy**

Bullying is a behavior by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is the willful, conscious desire to hurt, threaten or frighten someone else. It is deliberately hurtful behavior, which may be face to face, indirect or using a range of electronic means, known as cyberbullying. FCS prohibits bullying, harassment, and intimidation in any form, including verbal and non-verbal abuse. Students who have been subjected to such treatment are encouraged to report such behavior to a supervising adult. Students who are found to be guilty of bullying type behavior will be subjected to the discipline policy.

### **Cafeteria Policy**

Cafeteria Rules

1. Soda drinks are not allowed to be placed in student lunches nor are they allowed to be brought into the school by parents for lunch.
2. Students will not share food. This is an immediate referral to administration.
3. Students should not bring food that needs to be heated. Microwaves are not available to students.
4. Students will remain in school uniform during lunch. Clothing that is not FCS branded and approved will not be worn as outer wear.
5. Students are required to sit at their assigned tables. Students may only sit at assigned seats only.
6. Students may visit with friends at their assigned tables. Talking should be in a normal speaking voice. Shouting is not permitted in the lunchroom.
7. Students are not permitted to get up and walk around the cafeteria or switch seats. Students may not leave their seats without permission. If students must leave their seats for any reason, they should raise their hand and wait for one of the lunchroom adult aids to give permission.
8. Upon finishing lunch, students should stay seated until they are dismissed to throw away garbage.
9. Students will then wait to be dismissed for recess.

### **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.

### **Class Placement Policy**

The principal makes final decisions about classroom placement. The administration takes into consideration the recommendation of the teachers, mix of students, class size, academics, student needs, and personalities of both teacher and student to achieve appropriate balance for the benefit of all the students. We prayerfully consider where to place each student and trust that the placement will be in the best interest of all students. All parent comments and concerns will be taken into consideration.

FCS administrators work very hard to place each student where we feel they will most likely succeed. However, sometimes there are unforeseen difficulties that arise. When this happens, the administration may or may not determine that it is in everyone's best interest for the student to be moved to another class, providing another class is available. This decision belongs solely to the administration.

### **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 and contact information for our school management software, FACTS, 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. Meetings with the Principal and Assistant Principal are by appointment only.

FCS provides 24-hour online access to student progress and accounting information through Blackbaud. Teachers provide grades and assignments through FACTS. Middle School teachers also use Google Classroom and Mathia to communicate assignments.

### **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 will 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 replacement or repair 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). To maintain this goal, we 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). Our discipline

**FCS Positive Behavior Chart**

<b>Be Respectful and Kind in the...</b>	
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Submit to adult authority.</li> <li>• Obey cheerfully.</li> <li>• Speak kindly.</li> <li>• Do not raise voice to FCS staff members.</li> <li>• Use appropriate language.</li> <li>• Respect school property and the property of others.</li> <li>• Romans 13:1-2, Proverbs 20:3</li> </ul>
<b>Cafeteria/Lunchroom</b>	
<b>Hallways</b>	
<b>Restrooms</b>	
<b>Recess</b>	
<b>Before and After School</b>	
<b>Be Responsible and Safe in the...</b>	
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Be where you are supposed to be. (I Corinthians 14:40)</li> <li>• Be prepared for class.</li> <li>• Do not lean back on two chair legs.</li> <li>• Walk and do not run.</li> </ul>
<b>Hallways/Restroom</b>	<ul style="list-style-type: none"> <li>• No horseplay.</li> <li>• Walk on the stairs and do not run, push, or attempt to pass others.</li> <li>• Throw all trash away.</li> <li>• Do not throw objects.</li> </ul>

	<ul style="list-style-type: none"> <li>• Pick up trash in hallways and deposit in trashcan.</li> </ul>
<b>Cafeteria/Lunchroom</b>	<ul style="list-style-type: none"> <li>• Clean your own area of napkins, food, and belongings.</li> <li>• If you see something on the floor, pick it up and throw it away.</li> <li>• Do not throw objects.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• Play on playground equipment the way it is intended.</li> <li>• Follow the directions of the recess teachers.</li> </ul>
<b>Before/After School</b>	<ul style="list-style-type: none"> <li>• No horseplay.</li> <li>• Look both ways before crossing the street.</li> <li>• Enter and leave the building on time.</li> </ul>
<b>Do not Be a Bully!</b>	
<ul style="list-style-type: none"> <li>• Embrace diversity; we are all fearfully and wonderfully made (Psalm 139:14).</li> <li>• Do not tease or name call under any circumstances (Galatians 5:22).</li> <li>• Keep hands and feet to yourself.</li> <li>• Do not push, shove, or physically intimidate others.</li> </ul>	

policy is to correct and restore a child to a right relationship with God and others. Each teacher uses several methods to encourage, recognize and reward good behavior. When verbal rewards or corrections are not enough to encourage correct behaviors, disciplinary action will be taken. Individual classroom policies are explained during orientation and within the classroom syllabus.

**FCS Positive Behavior Chart of Expected Behaviors**

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

FCS Positive Behavior Chart .....Page 18

Elementary Classroom Management and Discipline Plan .....Page 19

Middle School Classroom Management Plan and Discipline Plan..... Page 23

Student Code of Conduct and Parent Responsibility..... Page 45

**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.

At FCS, the heart of our discipline policy is to correct and restore a child to a right relationship with God and others. It is our goal, as much as possible, to praise publicly and discipline privately. Each teacher uses several methods to encourage, recognize and reward good behavior in the classroom. Individual classroom policies are explained at orientation. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough to encourage correct behavior, disciplinary action must be taken. In the rare occurrence that a student bites others, he/she may be asked to withdraw from FCS for the health and safety of others.

### **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 can tell 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 in FACTS. 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 are an essential component of this classroom management and discipline plan:

#### **1 demerit**

- Excessive talking or inattentiveness during instructional time.
- Leaving the classroom or seat without permission
- Being disruptive or disrespectful to others during instructional time
- Horseplay/disorderly conduct in the classroom
- Late to class or absent from class for an extended period without a plausible explanation (This only applies if students are already at school. It does not apply to being tardy for school).
- Cell phone violation.
- Improper use of technology and offensive and illicit online communication

#### **2 demerits**

- Use of unkind words or profanity
- Leaving the classroom without permission
- Throwing objects in the classroom
- Defiance or arguing with the teacher.

- Destroying or defacing school property (books, classroom furniture, etc.)
- Cheating
- Plagiarism
- Improper use of technology and offensive and illicit online communication

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 will 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)

- School service as designated by teacher or administration (possibilities include after school service with custodial staff or after school service with teaching staff)
- The teacher identifies a commendable act of kindness toward a classmate.
- Assisting with cafeteria clean-up (approved by the teacher and lunch monitors)
- Community service (approved by the principal and accompanied by evidence of service to the community)
- A 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 principal 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 FACTS
- 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 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
  - \* Sexual misconduct using social media, cell phone, electronic devices, and/or in school computer usage.
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
  - \* Repetitive behaviors for which a student can be suspended.
  - \* Sexual misconduct including social media usage, cell phone usage, and/or in school computer usage.

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.
  - \* The school program has been determined to 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. The student must remain on expulsion during the appeals process. 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, courtesy 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 - Rethink behavior and work habits numerical grades to reflect same as academic grade scale.**

**Behavior Grading Scale**

Letter Grade	Alpha-numeric
VG+	93-100
VG	90-92
S+	73-89
S	70-72
NI	69 and below

**Work Habits Grading Scale**

Letter Grade	Alpha Numeric
VG+	93-100
VG	90-92
S+	73-89
S	70-72
NI	69 and below

**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.

At FCS, the heart of our discipline policy is to correct and restore a child to a right relationship with God and others. It is our goal, as much as possible, to praise publicly and discipline privately. Each teacher uses several methods to encourage, recognize and reward good behavior in the classroom. Individual classroom policies are explained at orientation. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough to encourage correct behavior, disciplinary action must be taken.

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 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 can tell an untruth or express bias 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).

### **List of Behaviors and Demerits**

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 FACTS formally. If demerits are given, it will possibly indicate a behavior or work habit that is persistently problematic (occurring more than 3 times in any given quarter). Communication and collaboration with parents remain an essential component of the classroom management and discipline plan:

#### **1. Demerit Behaviors**

- Excessive talking or inattentiveness during instructional time.
- Leaving the classroom or seat without permission
- Disrespect toward teacher or other student in attitude, words, property, or actions
- Horseplay/disorderly conduct in the classroom
- 2 or more tardies to class or absent from class for an extended period without a plausible explanation (This only applies if students are already at school. It does not apply to being tardy for school).
- Improper use of technology and offensive and illicit online communication

#### **2. Demerits Behavior**

- Use of unkind words or profanity
- Leaving the classroom without permission
- Throwing objects in the classroom
- Defiance or arguing with the teacher.
- Severe or repeated disrespect towards teacher or other students, using attitude, words, gestures, or actions.



- Destroying or defacing school property (books, classroom furniture, etc.)
- Cheating
- Plagiarism
- Inappropriate physical conduct: shoving, hitting, kicking, public display of affection, lewd, sexual harassment.
- Improper use of technology and offensive and illicit online communication

**See MERITS on page 13 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 can reflect on Godly alternatives to the behavior for which they received their detention. If an assigned detention is not attended, student will receive a demerit for everyday not attended and each day another detention will be added. When two additional demerit/detentions are added, student will be referred to the administration.

### **Disciplinary Referral to The Assistant Principal**

#### **Step 1: Verbal Warning**

- The teacher will give no more than three verbal warnings when students are not meeting behavior and classroom expectations. This can be linked with the 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.
- The teacher should document the infraction in FACTS 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 review the referral form and retrieve or call 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 Uniform Policy

Children should dress in FCS approved uniform only.

### Boys

- Long or short sleeved light blue, navy blue, royal blue, or maroon polo with FCS logo purchased from Flynn O’Hara.
- Khaki or navy cotton pants. These can be purchased from Flynn O’Hara, Old Navy, Walmart, Target, JC Penney, or Children's Place.
- Khaki or navy shorts purchased only from Flynn O'Hara.
- Navy Fleece with FCS logo purchased from Flynn O’Hara.
- Navy sweater with FCS logo purchased from Flynn O’Hara.
- Black, brown, grey, blue, or white close-toed shoes. No crocs or flip flops.

### Girls

- Long or short sleeved light blue, navy blue, royal blue, or maroon polo with FCS logo purchased from Flynn O’Hara.
- Long or short sleeved white peter pan blouse with FCS logo purchased from Flynn O’Hara.
- Khaki or navy cotton pants. These can be purchased from Flynn O’Hara, Old Navy, Walmart, Target, JC Penny, or Children's Place. No jeggings or leggings.
- Khaki or navy blue skort purchased from Flynn O’Hara, Old Navy, Walmart, Target, JC Penny, or Children's Place. These may be worn with white or black tights or socks.
- Khaki or navy shorts purchased only from Flynn O'Hara.
- Navy Fleece with FCS logo purchased from Flynn O’Hara.
- Navy sweater with FCS logo purchased from Flynn O’Hara.
- Black, brown, grey, blue, or white close-toed shoes. No crocs or flip flops.

Spirit Wear is an optional attire for the days identified by the administration.

- Middle School and elementary school students can wear spirit wear tops with dress code bottoms on Friday only.
- The wearing of Spirit Wear is a privilege and can be suspended at any time.
- Spirit Wear is only the items listed as Spirit Wear on the Spirit Wear ordering website and authorized Forcey logo items. All other items are unauthorized and in violation of School Uniform policies.

Students will not be permitted in class without FCS approved uniform.

- First offense, uniform infraction #1 write up in FACTS with notification to parents. Student sent to office.
- Second offense, uniform infraction #2 write up in FACTS with notification to parents and recess detention. Student sent to office.
- Third offense, uniform infraction #3 write up in FACTS with demerit assigned. Students are sent to the office and parents will be called to take student home.

### **Elevator Use**

The primary use of the elevator is intended for individuals who have mobility challenges, medical conditions, or other valid approved reasons that necessitate its use. To use the elevator a student must have in their possession an elevator pass issued by the school nurse. Only one student will enter the elevator at a time. If a student needs assistance with bags. All bags can be loaded in the elevator and the student helper will meet the student at their destination. Quiet and respectful behavior is required while using the elevator. Students will avoid horseplay.

### **Electronics Policy and BYOD**

For elementary students, laptops, electronic games, and other electronic devices may not be brought to school without special permission. MS Students must keep their cell phones in the backpack and the backpack shall remain in the student's locker. ES must keep their cell phones in the backpack and the backpack shall be placed in a cubby away from the student, throughout the school day. If any student violates the policy, the adult who witnessed the infraction shall ask for the cell phone and send it to the Assistant Principal. A parent must retrieve the cell phone from the Assistant Principal.

Air pods and cellphones are prohibited for classroom use. Both items are not to be used in school. Both items are subject to confiscation and given to the Assistant Principal.

There is a Bring Your Own Device (BYOD) policy in effect for 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 provide directions 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.

### **E-Book Device Policy**

E-book devices such as Kindles and Nooks will be allowed for the sole purpose of reading books under the following conditions:

- The student's parent is committed to monitoring the device to ensure that only appropriate items are downloaded. The student and his/her parent(s) must sign a Responsible Use form.
- The student does not download new books or materials or use the internet access for the device while on school property.
- The student waives any assumption of privacy in regards to the device and will, at the request of teachers or administration, allow them to see what is being read or what is on the device.
- The student does not allow other students to read from his/her device.

- The student forfeits the privilege, if the device is used for anything other than reading an approved book.

### **Emergency Information**

Emergency information is collected via FACTS and the health portal, Frontline. The school office will be contacted for further information.

### **Emergency Codes**

The principal, or in his/her absence, the assistant principal, communicates with legal authorities (i.e., the fire department, police department, and other applicable agencies), parents, media, and community members when a crisis or a major incident occurs. Always refer to the FCS Crisis Management Plan.

#### **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 widespread the threat is. Parents will be notified via FACTS text alerts as soon as possible.

3. Southern Asian Seventh Day Adventist Church, 2001 E. Randolph Road, Silver Spring, MD 20904
4. 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 emergencies, see the 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. Chaperones for overnight FCS trips will be subject to a background check before attending the overnight trip.

Field Trip Uniforms are worn for field trips throughout the year. The field trip uniform consists of any FCS top with a school logo and a school uniform bottom. All exemptions must be approved by the principal or the assistant principal.

Students who do not attend the field trip should not be sent to school. The school does not provide alternate activities or supervision for students who do not attend field trips on field trip days.

### **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 Blackbaud 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 and are nonrefundable.

**Tuition Payment** - FCS has partnered with Blackbaud Tuition Management to collect tuition. Parents who pay tuition monthly must authorize their bank to automatically transfer funds to Blackbaud Tuition each month. Those who pay half-yearly or yearly have the option of writing a check to Blackbaud 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 the financial agreement 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 (August 5 or 15 and ending on May 5 or 15) via Blackbaud Tuition. There is a one-time \$50 fee to Blackbaud 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.

Tuition payments must be made on time. If a payment is late, parents will be contacted by the business office. After 15 days, if no payment is made, the student will not be permitted to return to class. A student will be dismissed if tuition is 60 days late and the account will be sent to collections. Report cards will be held, and student fcsclass accounts and FACTS 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 for in

full. Parents are responsible for paying all late fees to Blackbaud Tuition. FCS will not waive Blackbaud Tuition late fees.

Families paying semi-annual tuition must convert to paying monthly if any portion of a payment is 15 days late. Any such incident will be handled according to the late tuition policy.

### **Safety Drills**

FCS practices fire and safety drill procedures with classes starting the first week of school. The 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. For additional information refer to the Crisis Management Plan.

### **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). Mid quarter progress reports will be sent home through FACTS for grades 4-8.

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

<b>Letter Grade</b>	<b>Numerical Equivalent</b>
<b>A+</b>	<b>98-100</b>
<b>A</b>	<b>93-97</b>
<b>A-</b>	<b>90-92</b>
<b>B+</b>	<b>87-89</b>
<b>B</b>	<b>83-86</b>
<b>B-</b>	<b>80-82</b>
<b>C+</b>	<b>77-79</b>
<b>C</b>	<b>73-76</b>
<b>C-</b>	<b>70-72</b>
<b>D+</b>	<b>67-69</b>
<b>D</b>	<b>63-66</b>
<b>D-</b>	<b>60-62</b>
<b>E (Failed)</b>	<b>0.0 -59</b>
<b>I (Incomplete)</b>	<b>10 school days to make up work</b>

If a middle school 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 most 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.

### **Grievance Procedure**

It is the responsibility of all staff to hear promptly and courteously all grievances registered in good faith by anyone involved with our school. Our goal is always to try to clarify misunderstandings and to make reasonable adjustments for any complaints that arise in day-to-day situations. We are motivated by the love of Christ to approach all concerns as loving and caring brothers and sisters in the Lord.

Should a conflict or dispute arise, as a Christian school we follow the biblical model of Matthew 18 for resolution. That is, first speak with the other party involved, being prayerful, friendly, and willing to listen. Be certain everyone understands the nature and circumstances of the problem and try to reach a resolution.

Only after this initial step should the dispute be taken to the next level of authority: the assistant principal and then the principal. If a resolution is still not reached, then the problem can be taken to the School Board, which will be the final authority in the dispute.

### **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
7. Words to describe an individual, suggestive, or obscene letters, notes, or invitations.
8. Physical conduct such as touching, assaulting, impeding, or blocking movements.
9. Offensive and illicit electronic, social media, or online sexual communications

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the principal, assistant principal, 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 5<sup>th</sup> 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 must have the following immunizations: 4 doses DPT, 3 doses Polio, 3 doses Hepatitis B, 3 doses Hib (at least one dose after 12 months of age), 4 doses PCV, 1 dose MMR, 1 Varicella (chicken pox) and 2 doses Hep A 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, a fifth dose of DTP (none needed if 4<sup>th</sup> was given on 4<sup>th</sup> birthday) second MMR and a second Varicella.
3. Grades Kindergarten - 6: Students must have 4 DPT/DtaP, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella (chicken pox), 2 doses Hep A.
4. Grade 7: Students must have 1 dose of MCV4 (meningococcal meningitis) and 1 dose TdaP.

Please bring records of additional immunizations during the school year to the office. **All forms must be signed and dated in the appropriate spaces.** FCS requires that all students be vaccinated and only allows medical exemptions signed by a doctor.



### **Medication:**

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

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 Epi-pens.
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 instruction, whichever are more recently dated. An adult should bring medication to 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 are required to go outside for recess unless the teacher needs the student to complete an assignment. Only in extreme cases will a student miss an entire recess 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 this is needed.

**Communicable Diseases**

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

**Disease**

**Student Excluded from School**

Chickenpox	For 6 days from onset of rash (all pox should have <b>dry</b> 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 <sub>1</sub> N <sub>1</sub> )	7 days after onset of illness or at least 24 hours after symptoms have resolved.
COVID19	For 5 days since symptoms first appeared, Days 6-10 mask worn in school around others (student should be symptom free)

**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 become 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** - 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. If you are asked to send in items or to help with art, crafts, decorations, or refreshments, please keep this in mind. Parties are with administrator approval but are limited in scale and parent participation. If you have any questions about what is appropriate, please consult your child's teacher.

### **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 to develop a routine that will help him or her to complete homework assignments. Teachers will post homework assignments on Facts and/or Google Classroom by 4 p.m. Posting in advance is unrealistic due to the potential of classroom work being modified. Homework assignments are also posted within the classroom during class. Students are required to write down 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 FACTS.
2. Homework assignments should be completely your child's work. Do not do the homework for him/her (see "Academic Honesty" section). You should observe whether your child has challenges with an assignment and is able to complete it. If there is a problem, contact the teacher.
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 teacher (before 11:00 a.m.) and request school assignments be sent. 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 Requirements**

#### **High Honor Roll:**

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

#### **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 WTOP.com, and parents will receive notification via email and FACTS 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 late 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 without an approved extension 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 for two weeks. Most books may be renewed one time, if there are no holds on the books. 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 after payment may be returned for a full refund provided a replacement has not been purchased by the library.

Damaged books will be assessed for 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 to repair the book 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.

**LUNCH ORDERING** – Parent or students can order lunch only through the school’s lunch provider “**All About Lunch**” at <https://lunchboxprogram.com/>. Parents or students will NOT be permitted to order lunch for delivery from any other food provider during the school day including but not limited to Door Dash or Uber Eats.

Outside lunches are not allowed to be dropped off by anyone other than a parent or guardian. This helps keep the campus secure, lessens foot traffic in buildings, limits interruptions to the classrooms, and helps keep our campus safe by eliminating traffic on campus. There are no carbonated drinks allowed in your student’s lunch.

### **LOCKERS**

Lockers are provided to middle school students on a first come, first serve basis during orientation opportunities.

- Students are responsible for any damage done to the locker.
- No student should enter another student’s locker without permission.
- Students have an option to lock lockers. Locker numbers and combinations are to be registered with the homeroom teacher. FCS is not responsible for items taken from lockers.
- Lockers should remain closed/locked when not in use.
- Food and drink items are not to be left in lockers overnight.
- The principal, assistant principal, or a person that has been given permission by the principal may inspect lockers periodically. Anything contrary to FCS standards will be removed by the inspecting person.

### **LOGO BRANDED ITEMS (FCS)**

Anything ordered with the school’s logo should go through the principal or assistant principal approval process. The proper logo and size will be released upon approval. Once released the logo is only released for requested reason. This includes sporting and spirit wear attire.

### **LOST AND FOUND**

Lost and Found is in the main hallway. Items will be displayed at least once per month. The security desk can help direct you to the Lost and Found area to check for missing items. Please check regularly for missing items. At the end of each month, the school reserves the right to donate any unclaimed uniform items to the PTO used clothing sale and other items to charity. Having your child’s name in all their belongings will help have items returned. Small or expensive items such as keys, cameras, cell phones, jewelry, etc. are returned to the security desk or office when found rather than being placed in Lost and Found. Please check with the security desk or office for these items.

### **NON-CUSTODIAL 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 to further the mission of the school and the best interests of its students.

### **NON-DISCLOSURE 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.

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 always remain with their parents.

### **PARENT TEACHER ORGANIZATION (PTO)**

FCS has a parent organization. The PTO focuses on building community and relationships within the Forcey Christian School community. The PTO assists the school by providing parent volunteer opportunities, support room parents, assisting faculty in different ways, and when funding is available provide tangible items, teachers may want. You are encouraged to become an active member. You can find out more about this organization by contacting the current PTO officers at [pto@fcs.school](mailto:pto@fcs.school) or on our website <https://fcs.school>.

### **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 by September 1. Three-year-old students 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.

### **Presidential Awards of Excellence and Achievement**

***Presidential Award for Educational Excellence Qualifications and Recognition:*** This award recognizes academic success in the classroom. To be eligible, students must meet requirements, including grade point average, and teacher recommendations. Students at each award level (fifth grade and eighth) must meet the requirements in Category A and item 1 of Category C. Since FCS has both letter grades and other methods of assessments, a student must meet the requirements in Category B and item 1 of Category C.

- A. **Grade Point Average:** Students are to earn a grade point average of 90 on a 100-point scale, in every subject (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the Spring semester of the exiting grade. FCS computes grades 4<sup>th</sup> and 5<sup>th</sup> for the 5<sup>th</sup> grade award. FCS computes grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> for the 8<sup>th</sup> grade award.
- B. **School Criteria/Standards:** FCS Standards reflect a 90 percent level or higher on the traditional grading scale. This enables FCS personnel to use new assessment and evaluation tools in developing award criteria. This enables FCS to apply the criteria fairly to all students. FCS's primary indicators of excellence are based on academic achievement. The principal or assistant principal along with Teachers will also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities, self-discipline, and/or exceptional judgment. A student must have no more than 9 documented behavioral demerits at the time of consideration for this award. The demerits in grade levels 6,7, and 8 are considered for the middle school award. The demerits in grades 4<sup>th</sup> and 5<sup>th</sup> are considered for the 5<sup>th</sup> grade award. Previous school demerits will be considered when deciding on this award.
- C. **In addition to A or B,** FCS will include one or more of the following criteria to determine students' qualifications:
  1. Recommendations from a Teacher Plus One Other Staff Member: One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, art, bible, and foreign language. and any other courses that reflect our core curriculum. This criterion must be supported by tangible evidence that is comprised of either result on teacher-made tests, portfolio assessment, or special projects.

***Presidential Award for Educational Achievement Qualifications and Recognition:*** This award recognizes students that show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects but do not meet the criteria for the Educational Excellence Award. Its purpose is to encourage and reward students who give their best effort, often in the face of special obstacles. Criteria for this award is developed at each school.



- A. This award is given at the principal's discretion using the recommendations of no less than three grade-level teachers based on the criteria developed at the school. The criteria should reflect the purpose of the award and must be applied fairly to all students. A student must have no more than 9 documented behavioral demerits at the time of consideration for this award. The demerits in grade levels 4<sup>th</sup> and 5<sup>th</sup> are considered for the fifth-grade award. The demerits in grade levels 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> are considered for the eighth-grade award. Previous school demerits will be considered when deciding on this award.
- B. Below are examples of criteria for which the President's Award for Educational Achievement may be presented. For FCS 5<sup>th</sup> grade students. This award is limited to one student per classroom. For FCS 8<sup>th</sup> graders this award is limited to two students total.
- Student has shown tremendous growth but did not meet all the criteria for the President's Gold Award for Educational Excellence.
  - Student has demonstrated unusual commitment to academics and scholarly applications despite various obstacles.

### **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 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. The Learning Resource department 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**

For 5<sup>th</sup> graders, not only is the Safety Patrol Program a job of commitment and service throughout the school year, but it is also an honor and a privilege. While they are on-duty, Patrols must observe the school rules and set a great example for their fellow Forcey Christian School students. AM Patrol members should be on their posts from 8:10 a.m. - 8:30 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.
6. 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 (4)
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 (4)
Science 7	Physical Education

#### Eighth Grade

Bible 8	Chapel
Language Arts 8	Spanish 1B
American History	Electives (4)
Science 8	Physical Education

Math (Pre-Algebra, Algebra 1, or Geometry)

#### **Smart Watch Policy**

Elementary School students are not allowed to wear a Smart Watch device. FCS MS school students are permitted to wear smartwatches during the school day if the smartwatch is being used in an appropriate manner and at an appropriate time. Smart Watches are to remain in Airplane mode. The smartwatch is subject to the same policies as the cell phone. If used inappropriately they will be asked to give it to the adult who witnessed the infraction. Students are required to remove Smartwatches and any electronic device from their person prior to taking any assessment, quiz, or test.

#### **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 on Changes to Handbook**

The Forcey Christian School Board, the Principal, and the Assistant Principal reserve the right to change any policy or procedure at any time at their sole discretion after reasonable notice to the Forcey Community.

#### **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 are required to have coverer, 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 Blackbaud Tuition. Details will be available in February. Applications will be accepted during the month of March.

#### **Visitors Policy**

For Parents, Family, Alumni, and Other Adults, visitors are required to stop and check in at the security desk. The security personnel will call the room or office the person is visiting to notify them of aa visitor. If there is an appointment, the visitor will wait to be picked up and taken to the appointment. If there is no appointment the person will be informed and if available will come down to pick the visitor up. If the person is not available or their schedule does not allow for an appointment, an appointment will be made for another time.

### **Appendix 1: Statement of Cooperation**

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

**The FCS Vision:** To train-up future generations of servant-leaders, who impact their world spiritually, intellectually, and socially, while leading lives that bring glory to Jesus Christ.

**The FCS Mission:** Forcey Christian School creates an environment, built on Biblical principles, to develop the whole student – mind, body, and spirit– through excellent academic education, multiple extracurricular activities and qualified, Christian faculty, equipping students with essential life skills while instilling the disciplines of Christian life and Christ-like character.

**Motto:** Educating students in their lifelong journey for the glory of Jesus Christ.

**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 2020-2012**

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 based on race, color, national or ethnic origin in the administration of its admission policies, educational policies, scholarships, athletics, and other school administration programs. Revised 7/10/2023.*

#### **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 FACTS (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. For absences to be excused, a written communication must be addressed to the student's teacher 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 to reach the student's parents.

An elementary school student is considered **tardy if they arrive at their classroom after 8:35am.**

**For a student who is tardy to be excused, parents must complete an online late form at <https://fcs.school/forcey-parent-resources/late-pass/>**

### **Middle School**

Middle school students **not arriving to their homeroom classes by 8:15am are considered tardy**. Middle school students not arriving to their classes by the sounding of the bell are considered tardy to that class.

**For a student who is tardy to be excused from homeroom, the parent must complete an online late form at <https://fcs.school/forcey-parent-resources/late-pass/>**

### **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. If 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' discretion.
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 their 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 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 a behavioral management plan 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 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 severe food allergies. 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 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 students that have severe food allergies.
- 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 administration 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 snacks 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 food 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.

#### **Appendix 5: Overview of School Governance**

**The Forcey Christian School “School Board” is the governing body of Forcey Christian School and operates under the leadership of the Forcey Educational Association, Inc. (FEA). The FEA is a ministry of Forcey Bible Church (FBC) and adheres to the Articles of Faith as adopted by Forcey Bible Church for its doctrinal statement. The source of the FEA’s doctrine and principles is the Holy Bible, the Word of God.**

#### **Function of the School Board:**

The primary function of the School Board is to provide corporate leadership to the school by establishing broad policies within which the principal directs the school. The School Board monitors the school ministry through a variety of means including surveys. The School Board meets monthly or as needed.

#### **Responsibilities of the School Board:**

- Provide for the corporate leadership of the school.
- Deliberate in many voices but govern in one.
- Determine and support the mission and core values of the school.
- Establish, maintain, and amend policies that assist the Principal when governing the school.
- Select the Principal, with the approval of the FEA, and evaluate him/her yearly
- Ensure financial integrity and solvency.
- Ensure legal and ethical integrity.
- Work in harmony with the administration
- Stay in contact with parents through parent representatives who serve on the School Board.
- Maintain a good, open relationship with Forcey Bible Church
- Maintain a kind, respectful relationship with employees of Forcey Christian School.
- Select new members as needed in accordance with FEA bylaws.
- Keep careful, approved minutes of all meetings and record all policy decisions.

- Exercise final authority when warranted (using Matthew 18 model of confrontation and correction)
- Hold regularly scheduled meetings.
- Evaluate itself and strive for improvement.

### **Composition of the School Board**

According to the FEA bylaws, The School Board shall be composed of the principal, a Forcey Bible Church elder/trustee, at least two at-large members and at least two FCS parents from different families and may include the FBC Pastor of Student Ministries. At least two-thirds of the School Board must be members of FBC, and all members must agree with the FBC Articles of Faith. Term limits are followed as directed in the FEA Bylaws. Recommendations for new members are made from among the School Board membership and approved by the FEA Steering Committee.

**Appendix 6: Forcey Educational Association Organizational Chart**

Corporation Members:

**Forcey Bible Church  
Official Board**

**Forcey Educational Association**  
*Steering Committee meets annually*

*Lines of Authority* ———  
*Lines of Communication* - - - - -

**“IN CHARGE” IN EMERGENCY:**  
*If higher staff officer(s) unavailable, responsibility is understood to flow to the next on the following list:*  
1. Principal 2. Assistant Principal 3. Preschool Director 4. Appointed by Principal

