



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

2025-2026

Parent / Student Handbook



Forcey Christian School

2130 E. Randolph Road, Silver Spring, MD 20902
(301) 622-2282 | fcs.school | office@fcs.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.

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. 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 keep Forcey Christian School, its staff, and its 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 approval from the 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 challenges (low grades and/or need special accommodations) will be evaluated by the resource department 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 promptly 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 should be made aware in

writing of academic challenges and given many opportunities to help their children 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. Academic dishonesty will also be entered into the FACTS behavior system.

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. The academic dishonesty will be entered into the FACTS behavioral system.

Parents are also asked 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 number, or work telephone number.

Admissions Policy for Lower Grades

1. Parents of prospective students must submit an online application for admissions found at www.fcs.school.
2. An assessment for entrance into Kindergarten and Grades 1, and new students. Baseline testing will be administered by our Resource Department and must demonstrate that they are developmentally/academically prepared to meet the school's academic rigor.
3. Other new students are accepted at the school's discretion.
4. 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.
5. A copy of the student's birth certificate is required with the completed application for admission.
6. Final acceptance for admission will be at the discretion of the principal.

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.

3. The student will express a desire to attend FCS and agree to abide by the student code of conduct.
4. The family will agree with the school's Articles of Faith, Philosophy, and Purpose as described on the application.
5. The student has acceptable records of conduct and behavior from their previous school.
6. 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. All students not picked up by 3:10 p.m. will be signed into "Forcey360" at a cost to the parent.

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. All students not picked up by 3:15 p.m. will be signed into Forcey360. If a student is dropped off before 7:45 a.m., the student will be signed into "Forcey360" at a cost to the parent.

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.
2. Park Only in areas that are open for parking.
3. Never permit elementary school children to cross the campus alone.
4. Only PreK parents are permitted to park in the gated lot adjacent to the playground.

Drop-Off Procedures

1. **PreK – Parents** will accompany their children to class beginning at 8:35 a.m.
2. **Kindergarten – Students** line up with their classmates in the front hallway beginning at 8:20 a.m. Their teachers or classroom aides will escort them to class at 8:30 a.m. Kindergarten students who arrive after 8:45 a.m. will need to be walked to class by a parent or guardian. This will require a driver's license or state ID to check in with security.
3. **Grades 1 - 8** – Will enter the property from Old Columbia Pike. Please drop your child off in front of the building or park in the outer parking lot and walk your child to the area in front of the building. Do not turn down into the 3rd lane adjacent to the field to park in the morning. That row is for exiting the lot.

4. FCS staff will be in the front lobby to greet students beginning at 8:05 a.m. for MS students and 8:20 a.m. 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 or after 3:00 p.m. *****

Once students are dismissed, families must leave the campus immediately. This is for student, parent safety, and protection. Once the handover between teacher and parent takes place, the parent bears all responsibility for the supervision of their children.

Late Pick-Ups

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

Inclement Weather Pick-Up Procedures

1. PreK will be dismissed as normal.
2. Kindergarten, 1st Grade, and 2nd Grade are dismissed at the main entrance (3:00 p.m.)
3. 3rd through 5th Grade are dismissed at gym doors (3:00 p.m.)
4. 6th – 8th Grade are dismissed at the main entrance (3:15 p.m.)

Athletic Participation

PHILOSOPHY

Our goal as a Christian athletic program is to develop students to have the heart of a champion. Champions center their lives on Jesus. The cross focuses us to have the right view of God, others, and ourselves.

- Glorify God by trusting Him (John 3:16), honoring Him (1 Cor. 10:31), and sharing Him (Romans 1:16).
- Serve others by honoring others (Romans 12:10), forgiving others (Col. 3:12), and encouraging others (Eph. 4:29).

ABOUT FORCEY ATHLETICS

Forcey Christian School offers athletic opportunities for boys and girls throughout the school year. Forcey strives to provide a comprehensive program for the student-athlete. We currently offer the following sports:

- Fall: Boys' Soccer and Girls' Volleyball
- Winter: Boys' and Girls' Basketball
- Spring: Girls' Soccer and Co-ed Flag Football

Forcey is also a member of the Maryland Independent Athletic Conference (MIAC).

ATHLETIC ELIGIBILITY (ACADEMICS & BEHAVIOR)

Academic Eligibility

Forcey Christian School believes that athletes are students first, and that participation in our athletic program requires that student-athletes are in good standing, both academically and behaviorally. The following requirements apply to all student-athletes in 6th grade and up who wish to try out for or participate in our sports teams:

To be academically eligible, student-athletes must:

- Maintain a minimum GPA of 2.5.
- Have no failing grades.

Athletes should anticipate the time demands of their sport and plan accordingly. Athletic participation should not excuse incomplete assignments, missed tests, or tardiness. Athletes are expected to be present and prepared for class, regardless of game or practice schedules. The athletics department believes that all student-athletes must prioritize academic success and demonstrate behaviors that reflect this commitment.

Academic eligibility is determined during mid-quarter progress reports and at the end of each quarterly grading period. Student-athlete failure to meet this standard will result in an academic suspension.

- **Initial Suspension:** The student-athlete will be suspended for a minimum of 14 days. During this time, they may not attend practices, games, or tournaments to focus on improving and maintaining their academic performance.
- **Re-evaluation and Continued Suspension:** After the initial 14-day suspension, the student-athlete's grades will be re-evaluated.
- If the student-athlete meets the academic requirements (a minimum GPA of 2.5 and no failing grades), they may return to full participation in practices and games.
- If the student-athlete does not meet the academic requirements after the initial 14-day suspension, the suspension will continue for an additional 7 days before their next evaluation.

For student-athletes planning to play fall sports, the fourth-quarter marking period will serve as their eligibility standard for the following fall. If a student does not finish the previous fourth quarter in good academic standing (2.5 GPA and no failing grades), they will meet with the Athletic Director and coach to determine if and how a "probationary period" can be implemented, should the coach wish to have that student-athlete on the team.

Behavioral Eligibility

Athletes must demonstrate acceptable behavior in all school situations to be permitted to try out for and participate in competitive sports. Demerits, detentions, and/or multiple visits to the administration office for conduct reasons can and will affect that athlete's eligibility to play/continue playing. Student-athletes are visible representatives of Forcey, both on and off-campus.

Athletic Eligibility

All student-athletes must have an annual medical evaluation to participate in any school sport. This evaluation must be performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner. Evidence of this examination is submitted using the FCS Athletic Permission Form, which must be signed by the physician/practitioner and submitted before participation or tryouts. Athletic Permission Forms are valid for 12 months from the date of examination, covering participation in all sports within

that period. Contact the Athletic Director or check the school website for more information and Athletic Forms. (<https://fcsathletics.school/>)

PRACTICE

Student-athletes must be at every practice unless they are excused for one of the following reasons:

- Doctor/dental appointments
- High school visits
- Personal illness
- Bereavement

A note/email from a parent must be sent for an absence to be considered excused. If a student-athlete has two or more unexcused absences, the coach will use their own judgment and discretion regarding playing time (if any) in the next game. All athletes must be on time for practice. If an athlete leaves early because of illness, they will not be allowed to participate in that day's sporting events. Student-athletes are expected to keep their commitment to the team by attending all practices and games.

SPORTSMANSHIP

Student-athletes at Forcey Christian School are to be exemplary in their display of sportsmanship during games and practices. Team members should congratulate opponents after a game with a customary handshake and a kind word. Physical and/or verbal abuse, taunting, and/or inappropriate language aimed at an opponent, official, coach, teammate, or fan will result in immediate discipline by the coach, and possibly, the administration. This type of behavior is not "part of the game" and is inconsistent with the mission of FCS. An athlete ejected from a game is automatically suspended for the next game. Student-athletes pledge to observe all the guidelines of sportsmanship, including respect and courtesy for players, coaches, referees, and other fans.

FACILITIES

Extreme care and caution should be taken in the use of facilities that have been provided for student-athletes at FCS. Coaches should enlist the help of athletes to ensure that every field and court is left in the condition in which it was found. Any athlete defacing or destroying property will be disciplined according to school policy. Activities by teams should be limited to the area specifically designated for the team's use; all other areas are off limits.

UNIFORMS

Athletes are responsible for the complete uniform that is issued to them. The athlete must pay for any lost or damaged items. Uniforms are not to be altered, and tags inside the uniform are not to be removed or damaged. Please do not put your child's name anywhere on the uniform.

PARENTS

Recognizing that coaches are the ones who work with the team in practice and in competition, it is important to understand that they will make judgment decisions based on what they believe to be the best for all athletes involved.

Procedures to follow if a parent has a concern with a coach:

- Contact the coach to set up an appointment. It is important not to confront the coach before or after a game or practice. These are emotional times for a parent and a coach and are not wise times to make an attempt toward a resolution of a problem.
- Contact the Athletic Director to set up an appointment to discuss the situation if the matter cannot be resolved with the coach. Please use the same courtesies listed above when contacting the

Athletic Director.

- Only after all avenues of communication with the athletic staff have been utilized may the school administrator be contacted.

Parents are expected to support the school's administration of team functions, including discipline, scheduling, playing time, and eligibility. To ensure the best possible experience for all athletes, parents should avoid removing their child from games or practices as a form of discipline. Forcey Christian School is part of a competitive athletic league, where every team member is valuable and depends on their teammates to be present. If a parent feels it is necessary to pull their child from a game or practice, they should first contact the coach or Athletic Director.

Definitions/Attendance Policy

- **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 or excused 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 will also miss valuable classroom instruction. Any such absence must be fully discussed in advance with the classroom teacher and approved in writing by the principal or assistant principal. Child Protective Services will be contacted in instances where there are excessive absences, whether excused or unexcused, and school personnel are unable to meet with the student’s parents or guardians.

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. For example, a required court attendance or required school admissions activities.

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

Both excused and unexcused absences are hours, days, or weeks that your student will miss academic instruction. Regular daily attendance is vital to the continuity of classroom instruction and participation in school activities.

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 a.m. or an elementary student arrives after 8:30 a.m., 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 until 8:45 a.m. 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
 - State Emergency
 - Hazardous weather conditions that would endanger the health or safety of the student during transit.
 - 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 the 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. Backpacks are not to be carried throughout the building, nor are they to be stored inside the classroom. Backpacks with wheels are not permitted in the building except for medical exemptions approved by the nurse. 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 lunchtime. All unscheduled socials must be approved by the principal or the assistant principal.

Bullying Policy

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, cyberbullying (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 for bullying. All forms of inappropriate behavior will be investigated. When bullying is confirmed, the person or persons responsible for bullying will receive an **automatic suspension** (suspension is 6 demerits) and be placed on behavior probation and assigned a behavior management plan.

Cafeteria Policy & 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. Consequence is an immediate written assignment. Subsequent infractions will result in demerits, detention, and/or suspension. All behaviors will be documented on the FACTS behavioral system.
3. Students or parents are not permitted to order lunches through a delivery service. Lunches can only be received at the security desk from a parent or guardian. Lunches ordered through a delivery service are not guaranteed to be delivered to your student. The school cannot be liable for a delivery service lunch.
4. Students should not bring food that needs to be heated. Microwaves are not available to students.
5. Students will remain in school uniform during lunch. Clothing that is not FCS-branded and

approved will not be worn as outerwear.

6. Students are required to sit at their assigned tables. Students may only sit at assigned seats.
7. Students may visit with friends at their assigned tables. Talking should be in a normal speaking voice. Shouting is not permitted in the lunchroom.
8. 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.
9. Upon finishing lunch, students should stay seated, be dismissed, to throw away garbage.
10. 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 considers the teachers' recommendations, mix of students, class size, academics, student needs, and personalities of both teacher and student to achieve an 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 unforeseen difficulties 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 for their children.

Elementary teachers will send home weekly folders and monthly newsletters to inform parents of class activities. Middle School will communicate missing assignments, incomplete assignments, and missing or

incomplete projects. When necessary, teachers will notify parents by phone or via email (academic, behavioral, etc.). The school office must have 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

Children must respect church and school property. Staff are required to stop the inappropriate action of the student and to immediately send the student to the front office. Parents may be asked to pay the costs of repairing and replacing damaged or defaced equipment, broken doors, any broken part of the facility, textbooks, etc. Inform students that if they damage or deface their desks (chiseling holes, carving grooves, etc.), their parents will be charged appropriate fees.

Discipline, Behavior and School-Wide Classroom Management Plan

FCS Positive Behavior Chart

Be Respectful and Kind in the...	
Classroom	• Respect adult authority. • Obey cheerfully. • Speak kindly. • Student will be respectful to FCS staff members at all times. • Use appropriate language. • Respect school property and the property of others. • Romans 13:1-2, Proverbs 20:3
Cafeteria/Lunchroom	
Hallways	
Restrooms	
Recess	
Before and After School	
Be Responsible and Safe in the...	
Classroom	• Be where you are supposed to be. (I Corinthians 14:40) • Be prepared for class. • Sit in chairs properly. All legs must be completely on the ground. • Walk and do not run.

Hallways/Restroom	• Students will govern their actions at all times. No horseplay. • Walk on the stairs and do not run, push, or attempt to pass others. • Throw all trash away. • Student will not throw any objects inside the building. • Pick up trash in hallways and place it in the trash can.
Cafeteria/Lunchroom	• Clean up after yourself and your area of assignment. Collect your belongings. • If you see something on the floor, pick it up and throw it away. • Student will not throw any objects inside the building.
Recess	• Play on playground equipment the way it is intended. • Follow the directions of the supervising adults.
Before/After School	• Students will govern their actions at all times. No horseplay. • Look both ways before crossing the street. • Enter and leave the building on time. • Stay off the front grassy area nearest the church building.
Be a Compassionate Citizen	• Embrace diversity; we are all fearfully and wonderfully made (Psalm 139:14). • Students will be compassionate and kind with words and deeds (Galatians 5:22). • Keep hands and feet to yourself. • Do not push, shove or physically intimidate others.

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 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 gives policies that are specific to the two school divisions.

FCS Positive Behavior Chart..... Page 18

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

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 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. In the rare occurrence that a student repeatedly 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 be 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 partnership with parents are an essential component of this classroom management and discipline plan:

Warning Behavior

- Chewing Gum (documented in FACTS)
- Roaming Hallways during In-Door Recess (documented in FACTS)

1 Demerit Behaviors

- Throwing or tossing objects in the classroom
- Fighting: Shoving, hitting, kicking,
- Excessive talking or inattentiveness during instructional time
- Leaving the classroom or seat without permission
- Disrespect or defiance toward the teacher or other students in attitude, words, property, or actions
- Chewing Gum (2nd Offense)
- Roaming Hallways during Indoor dismissal (2nd Offense)
- Horseplay/disorderly conduct
- 3 or more tardies to class or absent from class for an extended period of time without a plausible

explanation (This only applies if students are already at school. It does not apply to being tardy for school).

- Improper use of technology
- Use of unkind words or profanity
- Plagiarism (Student will receive a zero and a demerit for 1st offense)
- Academic Dishonesty (Student will receive a zero and a demerit for 1st Offense)
- Fighting, Shoving, Hitting, Kicking
- Food sharing after written warning

2 Demerit Behaviors, to be assigned by the administration

- Repetitive Defiance or disrespect towards the teacher or other students in attitude, words, property, or actions
- Destroying or defacing school property (books, classroom furniture, etc.)
- Repetitive Academic Dishonesty
- Repetitive use of unkind words or profanity
- Repetitive Plagiarism
- Repetitive Fighting: Shoving, hitting, kicking,
- Inappropriate physical conduct: public display of affection, lewd behavior or language, sexual harassment.
- Repetitive improper use of technology
- 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.
- 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 principle they violated, the appropriate conduct that is expected, and how they can accomplish it. The goal in applying discipline is to reach the heart of each student since behavior is motivated from within the child's heart.

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

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

Suspension and Expulsion

Suspension may take place when a student is disruptive in class, has had to receive continuous correction during the day, and corrective measures have failed. Generally, each case will be evaluated individually before decisions are made. ES students will receive 1 Demerit per day of suspension. MS students will receive 2 Demerits per day of suspension.

1. 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 phones, electronic devices, and/or in-school computer usage.
2. 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.
3. 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 acts contrary to the school philosophy, vision, or mission.
 - The school program has been determined not to meet the needs of the student.
 - A student or parent is 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

Behavior Grading Scale		Work Habits Grading Scale	
Letter Grade	Alpha-numeric	Letter Grade	Alpha Numeric
VG+	96	VG+	96
VG	90	VG	90
S+	80	S+	80
S	70	S	70
NI	0	NI	69

Middle school classroom management and discipline plan

Classroom rules that are consistent with the school-wide Positive Behavior Matrix of Expected Behaviors and the Middle 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.

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. In the interest of fairness, an adult witness must be available under most circumstances for consequences to be administered for errant behavior. We cannot engage in the subjectivity of taking one child's word over another's. Even the best child in the world is capable of telling an untruth or being very biased in their perspective. (Proverbs 22:15) In addition, there are opportunities for merits or redemptive activity that can earn back points lost. This is in line with a Biblical approach to discipline (grace and mercy).

The following list of behaviors and subsequent demerits will be administered with the grace and mercy one would expect in a Christian school and recorded on 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.

Teachers should utilize FACTS to record and communicate warnings and assign 1 demerit consequence for the following infractions:

Demerit Behaviors – 1 demerit will be assigned by a teacher or recommended by the supervising adult

- Excessive talking or inattentiveness during instructional time
- Leaving the classroom or seat without permission
- Disrespect toward the teacher or other students in attitude, words, property, or actions
- Horseplay/disorderly conduct, including throwing objects
- Two 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
- Use of unkind words or profanity
- Plagiarism
- Fighting: Shoving, hitting, kicking,
- Food sharing after repeated written warnings

Demerit Behaviors – 2 demerits will be assigned by the administration after receiving a discipline referral from the teacher

- Throwing objects in the classroom
- Defiance or arguing with the teacher
- Severe or repeated disrespect towards the teacher or other students in attitude, words, property, or actions
- Destroying or defacing school property (books, classroom furniture, etc.)
- Cheating
- Plagiarism
- Fighting: Shoving, hitting, kicking,
- Inappropriate physical conduct: public display of affection, lewd behavior or language, sexual harassment, and repetitive fake fighting or punching.
- Improper use of technology and offensive and illicit online communication.

See MERITS on page 20 of this Handbook.

Detention

Students 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 Tuesday 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, the student will receive a demerit for each day not attended, and each day another detention will be added. When two additional demerits/detentions are added, the 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

- All 2 Demerit behaviors will be referred to the Assistant Principal
- 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 mail.
- Once the communication is delivered, the assistant principal will review the email referral 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 21 of this Handbook.

Dress Guidelines – Student Uniform Policy

Children should dress in the FCS-approved uniform only.

Boys

- Long or short-sleeved light blue, navy blue, royal blue, black, 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, JCPenney, 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, Flip Flops, or Indoor / Outdoor House Slippers are permitted at school or school activities.
- All Shoes shall cover the whole foot.
- PE tops and bottoms are to be worn only on PE days or during PC elective.
- Spirit Wear is authorized when purchased through the school-authorized vendor.

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, JCPenney, or Children's Place. No jeggings or leggings.
- Khaki or navy blue skort only, it can be purchased from Flynn O'Hara, Old Navy, Walmart, Target, JCPenney, 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, Flip Flops, or Indoor or Outdoor House Slippers are permitted at school or school activities.
- All shoes shall cover the whole foot.
- PE tops and bottoms are to be worn only on PE days or during PC elective
- Spirit Wear is authorized when purchased through the school-authorized vendor.

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 items listed as Spirit Wear on the Spirit Wear ordering website. All other items are unauthorized and in violation of School Uniform policies.

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

- First uniform infraction: documented in FACTS, Student(s) will be sent to the office, and parents called to bring a change of clothing. Students will not be allowed to participate in Spirit Wear or any dress-down day that week.
- Second uniform infraction: documented in FACTS, Student(s) will be sent to the office, and parents called to bring a change of clothing. Students will not be allowed to participate in Spirit Wear or any dress-down day that week.
- Third uniform infraction: documented in FACTS with 1 demerit assigned. The student is sent to the office, and parents will be called to take the 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. Students who have parents in the building will only ride the elevator with their parents. All other times, the student will use the stairwell unless medically unable. 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 give it to the Assistant Principal. A parent must retrieve the cell phone from the Assistant Principal.

AirPods are not permitted at Forcey Christian School, and cellphones are not permitted in the school during school hours.

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 and must 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 will have their devices confiscated, face disciplinary measures, and may lose the privilege to have their devices in school. See the Student Code of Conduct for more detailed information. Parents are strongly encouraged to monitor all electronic devices that their children have access to.

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 internet access for the device while on school property.
- The student waives any assumption of privacy regarding 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 of having a BYOD in school, if the device is used for anything other than reading an approved e-book.

Emergency Information

Emergency information is collected via FACTS and the health portal, Frontline. The school office can 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 inside the 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. Emergency personnel and limited individuals with required IDs are allowed 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.

2. Southern Asian Seventh Day Adventist Church, 2001 E. Randolph Road, Silver Spring, MD 20904
3. 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 field 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 fcsgclass 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 a 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), S- (Below Satisfactory), and NI (Needs Improvement). Mid-quarter progress reports will be sent home through FACTS for grades 4-8.

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

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

If a middle school student receives a final grade (yearly average) of "E" for two or more core courses (Language Arts, Math, Science, Bible, 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 indicates that most of the class did not gain an understanding of the 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, 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.

“A man’s wisdom gives him patience; it is to his glory to overlook an offense.” Proverbs 19:11

If parents have a grievance against a student (not their own child):

- The parent should address the grievance with the student’s teacher rather than the student. The teacher will address the issue with the student and relay communication back to the parent.
- If the response of the offending student was not appropriate, the teacher will take further action by notifying the child’s parents.
- If the grievance remains unresolved, the assistant principal may be asked to become involved.

If a student or parent has a grievance against a staff member:

- The student or parent should talk with the person who offended him/her, being careful to be respectful and not argumentative.
- If the offended student or parent is not satisfied and the relationship to that staff member has not been restored, they may request the opportunity to discuss the problem with the assistant principal.
- If the issue is demerit-related, the normal appeal process should be followed.

In every instance, the offended person should not discuss the incident or grievance with anyone not directly involved with the situation. This includes discussing the situation with other parents, other staff members, or other students in the class. Relationships are more easily restored when they have not been further damaged by gossip or tarnishing of one’s reputation.

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 that would violate this policy are the following:

1. Sexual advances or propositions
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 5th Grade:

The Maryland Office of Child Care "Health Inventory" is required for new enrollees. The Lead Screening portion of this form should be completed even if blood testing is not required.

2. Grades 6-8:

Two health forms are required for new students enrolled in grades 6 through 8: the Medical History form included in the application packet and current immunization records.

Required immunizations

1. Children enrolled in preschool 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 4th was given on 4th 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 will review 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. Parental Consent: Prior to administering any medication, including over-the-counter (OTC) items, a Medication Administration Authorization Form signed by the parent/guardian is required. In urgent situations requiring comfort care, we will conduct a courtesy call to the parent/guardian for verbal consent, followed by proper documentation.
2. Secure Storage and Trained Staff: All medications are stored in a locked cabinet in the health area, and administration is handled by trained staff.
3. Documentation: Each administration is logged, including the date, time, dosage, reason for administration, and the initials/signature of the trained staff member. These logs are kept confidential and available upon request.
4. 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.
5. 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.
6. 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 before the child arrives 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 is more recently dated. An adult should bring medication to school.

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-reducing 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 the 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 <u>dry</u> 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 the gland(s) subsides, not exceeding 5 days from onset.
Whooping Cough (Pertussis)	If untreated, until 3 weeks from onset of typical cough or after 5 days of recommended antibiotics.
Ringworm	24 hours after beginning treatment. It is advisable to cover the area with a dressing while at school.
Swine Flu (H ₁ N ₁)	7 days after onset of illness or at least 24 hours after symptoms have resolved.
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 that school assignments be sent. All extended absences must be approved by the administration. 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. Student behavior and work habits grade must reflect a V or higher.

Honor Roll:

Students must obtain an A or B as a final grade (yearly average) in all subjects. Student behavior and work habits grade must reflect a V or higher.

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 will normally close or delay in accordance with the Montgomery County Public Schools (MCPS) schedule for weather-related events. If MCPS is closed for reasons other than weather, FCS will instead follow the Prince George's 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 6:00 a.m., and announcements for early dismissals will normally be made by noon. Please note that administration makes the final decision for all weather-related closings and delays.

Inclement Weather Pick-Up Procedures

1. PreK has their regular dismissal location
2. Kindergarten, 1st Grade, and 2nd Grade dismissal is at the main entrance (3:00 p.m.)
3. 3rd through 5th Grade dismissal is at gym doors (3:00 p.m.)
4. 6th – 8th Grade dismissal is at the main entrance (3:15 p.m.)

Insurance

Parents are required to provide medical/dental insurance coverage for 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 for 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 children to act responsibly by returning library materials on time. Maintaining a library account in good standing is excellent practice in developing lifelong 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 once if there are no holds on the books. Books needed for assignments may be kept until the assignment's completion. Kindergarten and grade 1 students 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 the library has not purchased a replacement.

Damaged books will be assessed for a fee. If the book is significantly damaged, the total cost, as well as the 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

Parents or students can order lunch through the school's lunch provider, "All About Lunch" at <https://lunchboxprogram.com/>. Parents or students are NOT permitted to order lunch or any meal for delivery from any food provider during the school day, including but not limited to DoorDash or Uber Eats.

Outside lunches are not permitted to be dropped off by anyone other than a parent or guardian. This helps keep the campus secure and students safe, lessens foot traffic in buildings, limits interruptions to the classrooms, and helps to keep our campus safe. There are no sodas allowed in your student's lunch or permitted through a dropped-off lunch. If lunch arrives with a soda, the sodas will not be given or delivered to students.

Please pack student lunches with all accessories that they will need, including plastic cutlery and napkins. FCS will not provide these items unless students order from our hot lunch provider.

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.
- Assigned locks will be maintained by the student. If the lock is lost or damaged, there is a replacement fee.
- The principal, assistant principal, or a person who has been permitted by the principal may inspect lockers periodically. Anything contrary to FCS standards will be removed by the person inspecting.

Logo Branded Items (FCS)

The school logo is a proprietary item. Anything ordered with the school's logo should be approved by the principal. The proper logo and size will be released upon approval. Once released, the logo is only released for the requested reason. The colors will remain the same or as close as possible to the branded colors. This includes dress, sport, and spirit wear attire.

The School Seal – There is only one Forcey Christian School seal that is approved for use. The school seal is typically reserved for official documents such as certificates, diplomas, transcripts, and other academic applications. The seal should be reserved for only the most formal uses or when the piece must be clearly identified with Forcey Christian School academics.

Lost and Found

Lost and Found is in the main hallway. Items will be displayed at least twice per month. The security desk can help direct you to the Lost and Found area to check for missing items. Items are available to be checked daily. 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 non-custodial, 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. Law enforcement may be called.
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 our student body pertaining to matters such as health concerns, safety issues, academic records, and specialized learning documents. 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, supporting room parents, assisting faculty in different ways, and, when funding is available, providing 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 or on the FCS website <https://fcs.school>.

PreK Admissions

A 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 PreK. PreK parents should not linger when dropping off their child after the first day of school. This could hinder their child's adjustment.

If a student is found later after being admitted to have not met the requirements for the FCS PreK program, parents will meet with the principal. Student(s) will then be disenrolled from the PreK program.

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 assessment, 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 existing grade. FCS computes grades 4th and 5th for the 5th-grade award.

FCS computes grades 6th, 7th, and 8th for the 8th-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 4th and 5th are considered for the 5th-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 achievements 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 assessments, or special projects.

Presidential Award for Educational Achievement Qualifications and Recognition: This award recognizes students who 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 are 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 4th and 5th are considered for the fifth-grade award. The demerits in grade levels 6th, 7th, and 8th 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 5th grade students. This award is limited to one student per classroom. For FCS 8th graders, this award is limited to two students total.
 - Students have 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.

Progress Report – what it means

- 1. Progress reports are not quarter grades. The progress report is considered an advisory report and will not impact GPA or academic standings.

2. The progress report is Forcey's way of giving you a cursory view of how well your student is doing academically.
3. The grades are based on between 2 and 4 weeks of work.
4. A single missed assignment can have a huge impact on a student's progress report and end-of-quarter grade.
5. The progress report allows parents to speak with teachers about their student's academic progress.

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.

Request Report Card/Transcript

Transcripts or Report cards and other information from a student's permanent record will be released by Forcey Christian School to educational institutions in compliance with their admission requirements. Additionally, all school-owned books and outstanding fees (tuition, books, lunches, athletic fees, etc.) must be paid before a student can receive a report card or transcript. Students who have previously graduated are permitted to request transcripts. Parents desiring to hand-carry student report cards or transcripts must understand that FCS is still obligated by law to forward student records to the enrolling educational institution upon request.

Requests for transcripts, student records, or report cards must be sent to the school office contact email: office@fcs.school by the receiving school. These requests require 3 to 5 business days to handle. Contact the FCS office staff for questions or concerns.

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 5th 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 within the FCS facility and the FCS Campus. 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. You will be asked to leave.
6. Comply with school policies and procedures; accept directions from the administration, teachers, staff, security personnel, and members of the safety patrol.

Smart Watch Policy

Elementary School students are not allowed to wear a smartwatch device. FCS Middle 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, and the item will be given to the assistant principal. Students must remove Smartwatches and any electronic device from their person before taking any assessment, quiz, or test.

Standardized Tests

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

FCS may also administer throughout the year growth measurements and assessments in math and language arts. These assessments provide teachers with accurate, actionable evidence to help inform instructional strategies regardless of how far students are above or below grade level.

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 before the school day.

Textbooks

Hardback textbooks are required to have covers, starting 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 hardback textbook has diminished. Fees will be given 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. FCS or its staff are not responsible for lost items.

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 March. Applications are not normally accepted after April 29.

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 a 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. The best way to meet with the principal or assistant principal is to send an email request.

Withdrawal Request

Transcripts or Report cards and other information from a student's permanent record will be released by Forcey Christian School to educational institutions in compliance with their admission requirements once a student is officially withdrawn. To be considered officially withdrawn, parents must request the withdrawal in writing. Additionally, all school-owned books and outstanding fees monies owed (tuition, books, lunches, athletic fees, etc.) must be paid before a student is officially withdrawn. desiring to carry student records to the receiving/enrolling school, must understand that FCS is still obligated by law to forward student records to the enrolling educational institution upon request.

Requests for withdrawals must be made through the FCS school office contact email: office@fcs.school by the receiving school. These requests require 3 to 5 business days to handle. Contact the FCS office staff for questions or concerns.

Appendix 1: Statement of Cooperation

If my child is withdrawn or dismissed, it is understood and accepted that no refund of registration, books, fees, or any tuition paid will be refunded.

It is understood that my child's attendance at FCS is a privilege and not a right and that if at any time his/her conduct, academic progress, or cooperation with school authorities is not in keeping with the school requirements, the school reserves the right to terminate at its discretion and child's enrollment.

I understand that while my opinion is valued and my involvement encouraged, FCS is not a parent-run school. I agree to cooperate fully with its policies and with the teachers and staff in the education of my child. When I disagree or have concerns about policies or events that have taken place, I will speak directly and discreetly with the persons involved, avoid spreading gossip, and seek a friendly, cooperative resolution.

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 nor 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 the Forcey Education Association, 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 Education Association, 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 by 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. We also recognize the school's right to terminate the enrollment of the student if the parent does not respect the spiritual standards, policies, and procedures.

Appendix 2: Philosophy and Purpose

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 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 sourcebook 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

School Policies and Behavior Plan

The FCS expectations for student conduct is high. This “Student Code of Conduct and Parent Responsibilities” is a school-wide discipline policy. This section aims to clarify them. Each student and parent need to be 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 restorative and progressive discipline approach is designed to reduce repetitive behaviors and thus the severity and continued violation of rules will result in more severe consequences. Students need to know and exceed FCS expectations for student conduct as they are transformed (Romans 12:2) through the 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 honor God in activities, words, and gestures.
- ◆ 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 section.
- ◆ 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 take ownership of their education, complete classwork, homework assignments, and be 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 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 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 all Forcey 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 that parents and the school staff must partner with one another to be successful.

General parent responsibilities:

- ◆ The responsibility to engage your child(ren) with the word of God and pray regularly.
- ◆ 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)'s education.
- ◆ The responsibility to communicate with school personnel respectfully.
- ◆ The responsibility to stay informed concerning FCS happenings by reading the *Forcey Friday*

Newsletter, website, class newsletters, 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. Excessively absent students may be placed on enrollment probation for attendance. 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 8:15 am 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

All elementary school students who are not picked up by 3:10 pm or who are 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 3:30 pm, 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 3:10 pm. 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 3:30 pm. 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, maintain 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 in 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 devices, 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 the 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 an 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 is 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. Staff and parents must 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, in particular, are a common allergen and are often a hidden ingredient in foods.

Possible Signs and Symptoms of Anaphylaxis

- Hives
- Swelling of lips, face, throat
- Abdominal pain
- Sense of impending doom
- Wheezing
- Coughing
- Vomiting
- Shortness of breath
- Collapse

Rationale

To be healthier and more safety-conscious, Forcey Christian School has adopted a “No Food Sharing” practice. This practice does not infringe on the food that parents provide for their children. The health and well-being of our students are a paramount concern to us. Our commitment to the inclusiveness of all children and their safety is behind our policy of no sharing of home-cooked food or any food item. This policy is designed to raise staff, students, and the school community's awareness about severe allergies. This policy has been designed to limit the potential dangers of exposure to life-threatening food allergies and to reduce cross-contamination between different foods for students and staff.

Although allergies are on the rise, FCS does not have a “School-wide No Nut” policy and focuses on educating all children about allergies. We focus on being a “Nut Safe School”, only allowing the consumption of nut products during lunch in the cafeteria, where students with severe allergies sit at our allergen-free tables.

Purpose

This policy has been developed to:

- Maintain the good health and hygiene of students.
- Ensure food shared is prepared according to health and safety standards.
- Parents understand food safety standards when bringing food to school.
- Minimize the risk to students at this school who have allergies and anaphylactic reactions; and
- Allow easy identification of ingredients by encouraging pre-packaged foods as they have clear, documented allergen warnings and identify any potential risk.

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

Policy

Staff, students, and parents need to ensure there are:

- No food sharing or trading during snack or lunchtime.
- All food provided for classroom parties or celebrations must be purchased from a commercial supplier and contain an ingredients label identifying known allergens.
- No home-cooked or prepared food is to be shared in the classroom with other students.
- No home-prepared food to be given as classroom rewards, only pre-packaged.
- Fruit and vegetables prepared at school by staff, or under the supervision of staff, are exempt. Students are not permitted to share food. Students will be reminded by teachers about not sharing or swapping food at appropriate times, such as morning snack time and lunch times.
- If students are found to have been sharing or swapping food, they will be counseled and will need to complete a reflection sheet on the issue by the supervising adult or assistant principal.
- Should students continue to disregard the rules regarding the sharing or swapping of food, they will receive a demerit, and the matter will be treated as a breach of school rules.

All members of the school community need to be aware that students are not to swap or share food and can only eat food provided or approved by their parents.

All staff on duty are made aware of every child with life-threatening food allergies. This includes school field trips and special event days. Parents of a child with a life-threatening food allergy are to be informed 3 days in advance when a food-sharing activity is to be included in the curriculum, such as sport-related events and cultural awareness day.

All staff are responsible for educating parents and students on the reasons for and details of this policy.

FCS Responsibilities and Implementation

- At the beginning of each year, the school will supply the parents with the “Food Sharing Policy” in the school parent handbook.
- When children celebrate a birthday, home-cooked food items are not permitted to be provided for the whole class, e.g., a container of cupcakes. This applies to all home-cooked and prepared foods. Parents can provide students with store-packaged foods (such as a lollipop or bought cupcakes), a different experience, an item, or a usual treat, i.e., party hats or toys to keep, etc.
- Parents of children with allergies are invited to provide a ‘treat box’ with treats their child may consume if the class provides a treat the child cannot eat.
- A wide variety of learning and school-based activities may include food handling. Three days’ notification will be given to parents of children with life-threatening food allergies to any foods used during these activities as part of the classroom or wider school program.
 - Details regarding student allergies will be provided to class teachers at the beginning of the school year. Class teachers must consider this information at special times, such as class parties.
 - Teachers are to seek the advice of the school nurse about student allergies before undertaking any food-related activity and ensure the activity complies with this policy and other related policies.
 - Students are not permitted to share food. Students will be reminded by teachers about not sharing or swapping food at appropriate times, such as morning snack time and lunch times.
 - If students are found to have been sharing or swapping food, they will be counseled on the issue by the class teacher or staff member.
 - Should students continue to disregard the rules regarding the sharing or swapping of food, they will receive a demerit, and the matter will be treated as a breach of school rules.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

- 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 an 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 governance 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 per 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 approval by the FEA Steering Committee.

Appendix 6: Forcey Educational Association Organizational Chart

