

# **FIRST ASSEMBLY CHRISTIAN SCHOOL & PRESCHOOL**

# **STUDENT**

## **HANDBOOK**

Phone: 352.351.1913

1827 NE 14th Street  
Ocala, Florida 34470

### **Notice of Nondiscriminatory Policy**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL does not discriminate on the basis of sex (as determined by anatomy at birth and not subject to change), race, color, nationality, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or any other privileges or activities generally accorded or made available to FACS students; however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions or otherwise do not align with the FACS statement of faith, standard of conduct or other policies.

Revised 07/01/2022



## **WELCOME!**

Welcome to our First Assembly Christian School family! We are pleased God has called you to serve Him together with us!

We have designed this Student Handbook to acquaint you with First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, and provide you with information about our school, dress codes, attendance and some of the policies affecting your students.

*Please keep this handbook readily available for future references.*

You should read, understand, and comply with all provisions of this handbook. As we hope you will see by the policies contained in this Student Handbook, FACS is committed to providing an environment that is pleasing to the Lord and that is conducive to spiritual, personal, and educational growth.

-First Assembly Christian School Staff

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## **About First Assembly Christian School**

### **Statement of Purpose**

The faculty and families of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, have committed themselves to the ministry of developing an educational care program that is worthy of trust.

### **Mission Statement**

It is the mission of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, to create a loving community where students are encouraged to grow to their full potential in order to fulfill their God-given purpose.

Vision -First Assembly Christian School's vision is to develop students (and eventually adults) who achieve to the best of their ability, and who live lives of Integrity, Grace and Faith as they contribute to their community.

Values:

- Achievement – Striving to always improve oneself. Taking risks and growing personally, spiritually and academically.
- Integrity – Using God's Word as a guide, to live a life of honesty and good character, and making wise choices.
- Grace – Recognizing that God's grace is extended to all of His creation and showing that same grace and mercy to everyone.
- Faith – Trusting Christ as Savior and living in obedience to Him.
- Community – Living life together and seeking the best good not just for oneself but for people nearby and around the world.

### **School Pledges**

All students should memorize the pledges and mission statement.

#### *American Flag*

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

#### *Christian Flag*

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

#### *Bible*

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## **Philosophy of Education**

### **Foundational Truths**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, is a Christian educational program, offering sound academic training founded in God's Word which enhances the development of spirituality of the students. An education program must develop the total person: spirit, mind,

and body. The God of all learning and knowledge is revealed through the educational process as the student strives to the height and calling that God has purposed for him/her. The home, the school, and the church should complement each other to promote the proper development of each student. The home, church, and school experience should prepare the student for a life of devotion and service to God. A child is more than a being with a mind and a body. He/She is a “living soul” formed from the earth, breathed upon by the Spirit of God. The revelation and knowledge of God the Father must be given to him through knowledge of God’s Son, the Lord Jesus Christ.

*Responsibility of the Parents:* Parents bear the primary responsibility for the education and training of their children. The school supplements but does not replace the home in this responsibility.

*Responsibility of the Church, Home, and School:* It is the duty of the church to aid the individual believer in fulfilling his/her personal responsibilities, one of which is the training of his/her children. This school functions under the direction, authority, and spiritual leadership of the principal, school board, and senior pastor of the First Assembly of God Church in Ocala FL.

*Responsibility of the Educator:* Education involves cultivating and instructing the student in wisdom, knowledge, and skills. Students must be trained to effectively speak and write the language, read for knowledge and understanding, and gain knowledge and a sense of appreciation in the study of the various subject disciplines. God has given different abilities to each student. It is the teacher’s responsibility to challenge each student according to his/her ability and endeavor to teach that student at his/her academic level. In accomplishing these goals, the teacher is the single most important role model other than the parents. The teacher stands in the place of the parent in the school setting.

*Responsibility of the Student:* Education involves training students to reach their highest potential in order that they may fully embrace their place in society and in the Kingdom of God. Man was called to glorify God and to inherit and have dominion over the earth. In order to carry out this high calling, students must be fully trained in spirit, mind, and body.

### **Statement of Faith**

At First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL

WE BELIEVE . . .

- The Scriptures are inspired by God.
- There is only one true God.
- God’s son, Jesus, was both human and divine.
- Man willingly fell into sin.
- Every person can have restored fellowship with God through salvation.
- The term “marriage” has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or rented by this ministry will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined by anatomy at birth (and not subject to change). Whenever there is a conflict between the church’s position and any new legal standard for marriage, the ministry’s statement of faith, doctrines, and biblical positions will govern.
- God has commanded that no intimate sexual activity be engaged in outside of marriage as defined above. Any other type of sexual activity, indentity or expression that lies outside of this

definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity.

- God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person.
- Water baptism by immersion is presented after repenting of one's sin and receiving Christ's gift of salvation.
- Holy Communion (the Lord's Supper) is put into practice as a symbolic remembrance of Christ's suffering and death for our salvation.
- Baptism in the Holy Spirit is a special experience following salvation.
- The initial, physical evidence of the baptism in the Holy Spirit is speaking in tongues.
- Sanctification initially occurs at salvation.
- The Church has a mission to seek and save all who are lost in sin.
- A divinely called and scripturally ordained leadership ministry serves the Church.
- Divine healing of the sick is a privilege for Christians today.
- The Blessed Hope – when Jesus raptures His Church prior to His return to Earth.
- The Millennial Reign of Christ will occur when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years.
- A final judgment will take place for those who have rejected Christ.
- Christ is preparing new Heavens and a new Earth for all people, of all time, who have accepted Him.

### **Accreditation**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL is fully accredited with the Association of Christian Teachers and Schools (ACTS), and the Southern Association of Colleges and Schools Council on Accreditation and School Development (SACS CASI).

### **Admissions**

#### **Notice of Nondiscriminatory Policy**

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### **Procedures**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL uses an application process for determining qualified candidates. Application packets are available through the school office, or can be downloaded from our website [facs.ocalafirst.org](http://facs.ocalafirst.org)

Our admissions process entails the following steps:

1. Parents should complete and return the application form. Test scores or other pertinent information should be included.
2. Both the student and parent will have a personal interview with the principal.
3. The student will take an entrance exam.
4. The principal will meet with the teacher who administered the entrance exam to discuss the results, and then the principal will meet with the parents to discuss the best grade level option for the student.



5. All fees due at this time are to be paid, if not providing a scholarship letter at time of acceptance.

*Please Note: All new admissions are probationary and subject to review for the first semester. A student with unsatisfactory grades may be expected to repeat their current grade if they have demonstrated satisfactory conduct. First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL reserves the right to transfer any student demonstrating poor conduct and/or grades.*

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL will attempt to promptly resolve all disputes in a respectful manner. We also request that parents address disputes in the same manner of respect. Hostility, profanity, threats, harassment, or abuse from parents is grounds for dismissal. Furthermore, if in the sole discretion of the administrator, a parent is disruptive to the academic, athletic, or spiritual environment of the school or has failed to support the ministry's staff or the school's policies and procedures, including the code of conduct, which is based on the statement of faith, the administration reserves the right to deny the student continued enrollment in the school.

As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the students enrollment at the school. Making demands, threatening to sue, or litigating a matter against the school violates Biblical teachings and practice and will constitute sufficient grounds for immediate suspension or expulsion of students enrollment. Parents and students are required to resolve all potential claims, disputes, or causes of action through binding christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration should be the sole remedy for any and all controversies and claims arising out of the students enrollment relationship or the enrollment agreement. Upon enrollment, parents and students waive any rights to file a lawsuit against the school or its agents in ant civil court for such disputes except to enforce a legally binding arbitration decision.

The family must agree to work with partnership with the school and support the school in training the student. If full support cannot be given, the parents may be asked to withdraw their student from the school.

With these prerequisites met, parents will receive notification of their student's status concerning acceptance into the school.

NOTE: Registration is not complete until:

- Enrollment/re-enrollment form is completed.
- Health forms, birth certificates and tests are given to the registrar.
- Interview with principal is completed.
- Payment of required fees.

### **Student Withdrawal**

In the event of withdrawal/expulsion, the full month's tuition is owed no matter what time of the month this occurred. All fees are nonrefundable. Students transferring from other schools will not be accepted if they have not paid tuition and fees at their previous school.

For students transferring to another school, the school office requests to be notified two school days in advance of the date of transfer. No school records may be transferred if there is tuition or fees outstanding. A transfer form must be signed by a parent or guardian before leaving the school.

*Preschool Specific: In the event of withdrawal, a two week notice is required.*

### **Pre-Registration for the Following School Year**

The pre-registration for the following school year takes place during the 3<sup>rd</sup> quarter of the school year. The first two weeks of the pre-registration period are designated for currently enrolled students and their siblings. After the initial two week period, the registration is then open to the general public and those on the student waiting

list. (The school office begins a waiting list immediately upon the return from Christmas Break.) Any current students and siblings who do not register during the initial two week pre-registration period will not be guaranteed a seat for the following school year.

## **Financial**

### **Registration Fee**

The registration fee must accompany the registration form. Registration fees are nonrefundable unless the student was placed on a waiting list due to full class enrollment.

### **Payment Agreement**

Parents enrolling a child are responsible for payment of all tuition, fees, and related costs.

Self Pay Students-Tuition is due the 1st of every month. We allow a 10 day grace period to make a payment. Failure to pay within 10 days will result in your student not being allowed back to school on the 11th day. Students are subject to withdraw when tuition accounts become more than 60 days past due.

Scholarship Students- the scholarship check/ACH must be signed/approved in a timely manner. Failure to sign the scholarship check or approve the ACH within 10 days of the notification will result in your student not being allowed back to school on the 11th day.

Any financial arrangements made between a parent and a third party concerning the payment of fees, wrap-around fees, and tuition are the private concerns of the parent(s) and do not involve the school. First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL is not responsible for collecting any delinquent fees from a non-custodial parent, relative, scholarship funding organization or a benefactor who does not have a written agreement with First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL. Unless there is a court order on file with First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL holding another party responsible for any unpaid tuition, the enrolling parent will be held responsible for all fees and costs.

### ***Preschool Specific:***

*Weekly fees are due Monday of each week and are non-refundable. Fees must be paid on time. The weekly fee is due each week the child is enrolled in preschool regardless of the number of days the child actually attends, with the exception of extended illnesses. If fees are not paid by the following Monday, the child care services will no longer be provided. Your family is allowed one week for sickness and one week for vacation with no tuition charge during our fiscal year, July 1<sup>st</sup>- June 30<sup>th</sup>.*

*If you receive School Readiness assistance, you are responsible to pay the daily fee set by ELCMC, as well as the difference between the reimbursement rate and our weekly fee rate. Although School Readiness only pays for the days that your child attends, you are responsible to pay the full rate regardless of the number of days your child actually attends. If your child is absent due to illness, your days will be excused with a doctor's note. You get no more than 10 days excused by a doctor's note in one month.*

*Our hours are 6:30 a.m. – 6:00 p.m. for full-time students, and 8:00 a.m. – 11:30 a.m. for VPK. Late fees will be charged at the rate of \$1.00 per minute for each student.*

### **Past-Due Tuition**

Christian schools, like other organizations, cannot operate without funds. Therefore, it is imperative that tuition and fees be paid promptly. All monthly tuition payments must be paid by the 10<sup>th</sup> day of each month. A late charge of \$10.00 will be assessed if tuition is paid after the 10<sup>th</sup> day.

It is the policy of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL to withhold grades/report cards when accounts become more than 30 days past due. Students are subject to withdrawal when tuition accounts become more than 60 days past due. When a student is withdrawn from a class for financial delinquency, his seat may be forfeited to the next student on the waiting list for the respective class.

### **Returned Checks**

A returned check fee of \$25.00 will be charged for checks returned for insufficient funds. This applies to all payments to First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL including, but not limited to, tuition, book fees, lunches, athletic fees, school pictures, and activity fees.

### **Request of Records**

Parents or guardians may request a copy of their child's records in the event of loss. Records are not released to parents when prohibited by a court order (the court order must be on file with First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL). For matters of confidentiality, First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL will not release records to anyone (other than school and judicial entities) without parental approval. Requests must be made in writing, proper ID must be provided, and a one-day processing time may be required. Non-custodial (divorced), biological parents may request a transcript unless prohibited by law. In instances of student withdrawal or transfer, official transcripts are forwarded to the next enrolling school.

### **Additional Expenses**

Below is a list of expenses not included in tuition

Initial Fees: \$700.00

PE/Sports: \$50.00 for PE applies to all students K5-9<sup>th</sup> grades  
(\$50.00 per student for each additional sport played)

Field Trips: All field trips will have a basic fee to cover travel costs, food, and admission fees

School Pictures: Varies depending on package selected

Middle/High School Social Events: Varies due to event

### **General Policies**

#### **Parking/Traffic Pattern**

The parking lot is one-way during specific times of the day (from 7:30 a.m.- 9:00 a.m. and from 2:00 p.m.- 4:00 p.m. to help drop-off and pick-up run smoothly and safely). You may enter the parking lot from the back entrance off of 19<sup>th</sup> Avenue or the front entrance off of 14<sup>th</sup> Street on the west side of the church. Please do not park in front of or under any of the awnings. You need to park in the spaces provided. We ask that you watch your speed and follow the parking and traffic patterns. It is for the safety of your child.

#### **Arrival and Dismissal**

*Preschool Specific: There is a sign-in/out book on the preschool counter in the school office. When you drop your child off or pick your child up, you must come to the school office and sign your child in and out. You will be given a card with your child's name on it to be able to take your child to class. Your child WILL NOT be accepted or released from class by the teacher without the card from the office. It is for the safety of your child.*

We will release your child only to the adults on the pick-up list on record in the office. Only those persons listed on your enrollment form are authorized to pick up your child. Please understand that we can only release your child to persons that are 18 or older. Be prepared at all times to show a valid driver's license. NO PERMISSION by phone or fax is allowed. The safety of your student is a top priority with us.

## **Extended Care**

Extended Care (Wrap-Around) is provided for students during normal school days/ hours. The hours for extended care (Wrap-Around) are 6:30 a.m. - 6:00 p.m. Students who arrive at 7:30 a.m. or after are not charged. Students who are here past 3:00 p.m. are placed in extended care (wrap-around). The cost is \$75.00 for the week, **except during Christmas break, Spring break, summer and early release days. During these times extended days (Wrap-Around) is only offered to students 12 years and younger at \$120.00 weekly and who are pre-registered.** The fees are due on Monday of each week before the care is given. The late pick-up fee is \$1.00 per minute, per child.

*Preschool Specific: VPK Wrap-Around is from 6:30 am - 6:00 pm and \$100.00 weekly.*

## **Attendance**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL follows the ACTS/SACS CASI guidelines for the required number of school days. Students must be in regular attendance to be promoted. **Students who are absent in excess of 15 days a semester (30 days in a year) will not be promoted unless a plan for compensating for the absences can be arranged with the principal.**

School work will be made up for any absence. To make up work, students are allowed one day for each day's excused absence.

Reasons for an excused absence or tardy would be for the following: personal illness or injury or family illness, death in the family, documented appointments with healthcare professionals, court appearances, automobile accidents or breakdown on the day in question, 4-H sponsored competitions that are educational in nature (a letter must be provided from Event Coordinator on event letterhead prior to absence).

Florida Statute 1003.26 requires that an absence must be explained. All other absences are considered unexcused.

Unexcused absences are instances of missing class due to non-emergency reasons: needing gasoline, train delays, oversleeping, heavy traffic, vacations, etc. Students are responsible for all class work/homework and must make up any test/quizzes upon the day of return. A parent is required to sign a child in at the school office when the child is tardy.

Students must be in "regular attendance" in order to engage in practice or participate in a game. Students may still attend or participate in practices or games if they miss classes due to an excused absence such as a school trip, doctor appointment (with official documentation), etc. Decisions about the validity of an excused absence are made by the principal. If the student has been ill due to a communicable disease, the student **MUST** have a signed doctor's release on file with the front office to return to school.

*Preschool Specific:*

*The center is open from 6:30 a.m. to 6:00 p.m.*

*Full-day attendance is anytime between 6:30 a.m. and 6:00 p.m.*

*VPK Program is 8:15 a.m. to 11:30 a.m.*

*Please have your child in class no later than 8:15 a.m. Children who arrive late on a daily basis are missing out on valuable learning time and are at a disadvantage. You **MUST** call in before 9:00 a.m. if you are going to be late, so that your child will be counted in the day's ratios. Children will not be permitted to come in after 10:00 a.m. without a doctor's note. Drop off during nap time 12 pm - 2 pm is not permitted.*

## **Tardiness**

Students must be in attendance at school a minimum of 4 hours in a school day in order to be marked present. Anything below the 4 hour mark will be considered present but tardy. Anything above the 4 hour mark will be deemed an absence for that particular school day.

Parental signature is required for an excused tardy or absence. If a doctor's note or handwritten note from the parent is not presented immediately upon return to school to excuse the tardy or absence, all make-up tests and quizzes must be completed immediately upon return.

School begins at 8:00 a.m. for every class. Students will be considered tardy at 8:01 a.m. Students picked up during school hours must be checked out through the school office.

**Students will only be released to authorized persons.**

### **Contacting Students in the Classroom**

It's in the best interest of the students to be able to focus on their work during the school day. However, in cases of emergency, the legal guardian may call the school office and request to speak with their student. If the timing disrupts classroom proceedings, then the school office will take a message and have the student return the call as soon as possible. If this becomes excessive, then the school administrator will speak to all parties involved to help resolve the issue.

### **Medical**

Parents are required to provide necessary medical history for students attending First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL. This includes immunization certification as required by Florida law. Emergency medical information is also required.

If any student requires attention due to a physical or medical problem, full instructions should be given to the school office.

All medicines, prescribed and over the counter medicines with a pharmaceutical label, **MUST** be signed in and kept in the school office in a locked location.

No student will be allowed to have medicine of any kind in his possession. Unless the student has a signed doctor's note on file to carry their inhaler on their person. Modifications to this policy will be considered on a case-by-case basis.

If it is necessary for a student to take medicine at school, the parent/guardian **MUST** sign-in the medication on the medical form in the school office. Medications must be in the pharmacy container (bottle, tube, etc.) in which they were issued with the directions and original pharmaceutical label.

If at school or during a school function a child is injured due to a fall or other accident, the ambulance will be called if the limb appears broken, deformed, or bone is protruding from skin.

A student will not be excused from more than three physical education classes, except by a written note from a physician.

**If the student has been ill due to a communicable disease, the student **MUST** have a signed doctor's note release on file with the front office to return to school.**

If a child becomes ill during the day, we will attempt to reach you or the other alternative names on your enrollment form. For the welfare of all of the children, your child will be in the office while waiting for someone to pick them up.

### **Wellness Policy**

Parents will be required to provide necessary medical history. This will include a current immunization record and a physical examination form (within the past year.) It is required by law that a copy of the child's birth certificate is on file at the school.

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL will continue to work with our local health department to follow current Centers for Disease Control (CDC) guidelines

**NO CHILD MAY ATTEND OR REMAIN AT FACS WITH ANY OF THE FOLLOWING SYMPTOMS:**

- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound; difficult or rapid breathing
- Stiff neck.
- Green runny nose
- A temperature in excess of 101 degrees
- Vomiting
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Conjunctivitis (pink eye)
- Lesions, sores or spots on hands, feet and mouth
- Itching associated with suspicions of scabies, impetigo or ringworm
- Symptoms identified by CDC associated with COVID-19 i.e. cough, shortness of breath or difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea, new loss of taste or smell or additional symptoms identified by the CDC.
- Any other unusual sign or symptom of illness

**The child will be unable to return to the school until 24-72 hours** (depending on the illness at hand) **after the last symptom without the aid of any medication.** If the child has been out due to an illness, the student must have a doctor's release to return to the school.

\*Children in contact with someone under quarantine for suspected or confirmed cases of COVID-19 and/or families and children that have traveled internationally in the last fourteen days will not be permitted to attend the school according to current CDC guidelines.

*Preschool Specific:*

*If it is necessary for a child to have medication during the day, you will need to fill out a medicine form in the office daily. Full instructions for administering the proper dosage MUST BE on the form including a signature from the parent. The director or office personnel will administer the medication and initial and write the time medicine was given. All medicine MUST BE in the original package with the child's name labeled on the package using a pharmaceutical label.*

If a child is injured during the day, a full accident report will be written out and presented for you to sign. If necessary, you will be contacted by phone. The accident reports are kept on file in the office; however, you may request a copy. All accident claims should be made through your own insurance company before making claims to the school insurance.

\*Wellness Policy subject to change according to current CDC Guidelines.

If a child is severely injured, paramedics will be called first followed by the parent.

A child identified as having head lice and or nits shall not be permitted to return until the following day and only provided that treatment has occurred and has been verified by office personnel that there are no nits or lice present.

## **Immunization Policy**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL will follow the Florida Guidelines for immunizations and immunization records.

## **Communicable Childhood Diseases**

Upon having any of the following diseases, a child must have written consent from either a physician or health specialist to return to school, or be subject to school office approval for re-admittance:

Chicken Pox	Scabies	CoronaVirus
Measles	Ringworm	Influenza
Mumps	Impetigo	Whooping Cough
Pneumonia	Pink Eye	MRSA

Or any other diseases deemed communicable by a physician or the CDC.

## **Student Insurance**

Student insurance is covered in the initial start-up fees. In the event of an emergency, insurance claims should be made with your own insurance company. Student insurance is required and is a secondary policy only.

## **Student Vehicles**

Students with a valid driver's license will be permitted to drive their own vehicles to school. Parents are required to give written consent and register their student's vehicle with the school office and obtain a parking permit that is to be displayed in their windshield during the school day.

Students are not permitted to return to their vehicle during the school day without gaining permission from administration first.

Students are not allowed to take other students with them in their vehicles unless there is written consent from the passenger's and driver's parents on the given day. The written consent must be turned in to the school office ahead of time for the principal to approve.

## **Transportation of Students**

Parents of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, students must provide transportation for students to and from school.

- All parents must adhere to designated traffic patterns.
- Students may ride bicycles/walk to and from school ONLY with special written permission from the parents given to the front office each year.
- The school will provide transportation to some events not on campus.
- Drivers of church/school vehicles must hold a CDL license with passenger endorsement and must be approved by the principal.
- Athletic teams must travel on the bus together to the games. When the games are local, the parents are required to pick up their student from the place the game was played, unless prior arrangements have been made.

## **Visitors**

It is the policy of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL to make reasonable efforts to provide for the security of students, First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL's property, staff members, and authorized visitors. Anyone wanting to come on campus MUST have a background form on file with the front office in advance, for the current school year, the background forms DO NOT roll over into the next year. The background forms must be approved through the administrator before they will be allowed permission to come on campus, volunteer, help in a classroom, or eat lunch with their student.

Parents are not permitted to disturb classes by talking to the teacher during class times or while teachers are supervising children at the car line. Arrangements should be made to meet with the teacher after school hours. Parents of students should feel free to request conferences with the principal or teacher any time they have concerns or questions. All parents, vendors, and anyone else who arrives on campus MUST sign in at the school office and pick up a visitor's pass. Before leaving campus, the visitor MUST sign out and return the visitor's pass.

Please remember to dress modestly when visiting your student during the school day.

Permission for parties and other extra-curricular activities must be scheduled through the principal's office. Handing out invitations for off-campus parties is only permitted when every student in the class is invited.

### **Meals**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL provides a hot lunch through our cafeteria. We participate in the National School Lunch Program. Nutritious meals are provided daily. Lunches are \$3.15 and to be paid in advance, unless your child qualifies for free or reduced lunches that are \$0.40.

Parents wanting to join their student for lunch will follow the standard visitor procedure listed above. Parents will wait in the office for their student to be called from class, and they can eat together at the picnic tables in the courtyard. In order to avoid distractions in the lunchroom, no visitors will be permitted to eat in the lunchroom (the one exception is the student's birthday). Parents need to be sure to have the students back to the office before the student's next class. Abuse of this privilege will require administrative involvement.

#### *Preschool Specific:*

*We provide breakfast, lunch, and afternoon snacks for all children in our preschool program. Breakfast is served from 7:00 a.m. – 8:30 a.m.; lunch from 10:45 a.m. – 1:00 p.m.; snack from 2:00 p.m.-4:00 p.m. If your child does not like what is being served, you may pack a lunch that does not require a microwave. If your child is going to be dropped off after 9:00 a.m. Please call to let us know to add him/her to the lunch count or bring lunch in for him/her. If your child is going to arrive at the center after 10:00 a.m you must provide a doctor's note in order for them to stay.*

### **Handbills or Sales**

Any special events and campus advertising must be approved by school administration well in advance of the event.

### **Fundraising**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL works diligently to provide Christian education at an affordable price. Fundraising is conducted to assist with the cost of purchasing "extras" for our students and school. All students/parents are expected to participate. Unless otherwise specified, proceeds from fundraisers will be used for the ongoing development of the school's educational program.

### **Crisis Management Plan**

In the event of electrical power interruption lasting more than 72 hours, every effort will be made to acquire portable electrical generators sufficient to provide continued school operations.

In the event of damages to the buildings, the school will resume operations as soon as a qualified engineer certifies the building for occupancy. An engineering firm will be called for immediate response in this event. It is anticipated that this should occur not later than 48 hours after the damage occurs or the event/storm has passed.



In the event of catastrophic loss of building facilities, school operations will resume at a temporary location rented for that purpose as soon as practical. Such store front/commercial locations that are available will be contacted immediately to secure short term leases while repairs are conducted on the First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL facilities.

## **Security**

It is the policy of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL to make reasonable efforts to provide for the security of First Assembly Christian School's property and students.

Students are prohibited from possessing firearms, other weapons, explosives or other dangerous materials on First Assembly Christian School's property or at First Assembly Christian School functions.

Students may be searched or questioned and are subject to surveillance whenever First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL believes this is necessary to maintain security. All personal property brought onto First Assembly Christian School's property, such as vehicles, packages, briefcases, backpacks, purses, bags, and wallets are subject to inspection and search. Any student who wishes to avoid inspection of any articles or materials should not bring such items onto First Assembly Christian School's premises.

Desks, lockers, and other storage areas or devices may be provided for the convenience of students, but remain the sole property of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL. **Students have no expectation of privacy in any school-provided desk, locker or other storage area or device, computer records, online academic services or platforms, electronic devices or emails.**

Accordingly, they, as well as any articles or information found within them, may be searched and inspected by any properly authorized agent or representative of First Assembly Christian School at any time, either with or without prior notice. First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL may remove all school property and other items that are in violation of the school's rules and policies found in these storage areas and devices. Unless the situation potentially constitutes an emergency, the school will first attempt to notify parents if a search is necessary and will have two or more staff present for a search;

**however, enrollment in the school constituted parental and student consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials.**

This includes the use of drug-and gunpowder- sniffing K9 Dogs.

Students are expected to exercise reasonable care for their own personal protection and personal property while on First Assembly Christian School's premises. First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL assumes no responsibility for loss, damages, or theft of personal property.

## Daily Dress Code

### Preschool Specific

We urge families to send children in suitable “play clothing” as the children will be doing messy projects and playing outside. All children are to wear tennis shoes that fit them to help ensure their safety. For modesty, shorts must be worn underneath dresses and skirts. At least one complete change of clothing should be kept at the center and replaced as needed. Please make sure that the clothing is appropriate for the season of the year. Also, clothing with unacceptable pictures, messages, or other advertisements will not be permitted. Please label all clothing with the child’s first and last name.

### Students are to maintain a clean and well-groomed appearance at all times.

- No extremely tight or saggy/baggy clothes
- No cut-offs or damaged/torn clothing
- No cleavage or undergarments showing
- No sleeveless or crop top shirts
- Belts are not required if shorts/pants have an elastic waistband **without** belt loops. (K5-5th ONLY)
- No athletic material (knit, baseball shorts/pants, sweatpants, leggings, etc.)
- Students may ONLY wear the FACS black hoodie, a FACS sports jacket/hoodie, or past FACS jacket that was provided

### Dress Code Violation Consequences

3 Violations = 1 Detention TBD for time and place

3 More = Meeting with Parent and Student

3 More = 1 day Suspension

3 Suspensions = Expulsion

### K5 - 5<sup>th</sup> Grade

**Tops:** Monday-Thursday – Royal Blue School Shirt  
Friday – Friday Shirt (for current school year)

**Bottoms:** Monday-Thursday - Khaki or Navy Bottoms  
Friday- Solid Blue Jeans/shorts  
(**NO** tears, frays, faded, multi-colored, tight jeans, jeggings or athletic wear)

**Girls:** Pants  
Shorts/skorts **MUST** be a *minimum of mid-thigh length*  
Jumper/skirt **MUST** be a *minimum of knee length*

**Boys:** Pants/shorts

**Belts:** **NOT required**

**Shoes:** Sneakers are worn **everyday** (no boots, sandals, or Heelys)

**Hair:** Trimmed neatly

**Jackets:** Students may ONLY wear the FACS black hoodie, a FACS sports jacket/hoodie, or past FACS jacket that was provided

### 6th-8th Grade

<b>Tops:</b>	Monday-Thursday – Navy Blue School Shirt Friday – Friday Shirt (for current school year)
<b>Bottoms:</b>	Monday-Friday: Khaki or Navy Bottoms, Solid Color Jeans ( <b>NO</b> tears, frays, faded, multi-colored, tight jeans, jeggings or athletic wear)
<b>Girls:</b>	Pants Shorts/skort <b>MUST</b> be a <i>minimum of mid-thigh length</i> Jumper/skirt <b>MUST</b> be a <i>minimum of knee length</i>
<b>Boys:</b>	Pants/shorts
<b>Belts:</b>	<b>NOT required</b>
<b>Shoes:</b>	Sneakers are worn <b>everyday</b> (no boots, sandals, or Heelys)
<b>Hair:</b>	Trimmed neatly
<b>Jackets:</b>	Students may <b>ONLY</b> wear the FACS black hoodie, a FACS sports jacket/hoodie, or past FACS jacket that was provided

### 9th-12th Grade

<b>Tops:</b>	Monday-Thursday – FACS Dri Fit Shirt (color of choice) Friday – Friday Shirt (for current school year)
<b>Bottoms:</b>	Khaki or Navy Bottoms, Solid Color Jeans ( <b>NO</b> tears, frays, faded, multi-colored, tight jeans, jeggings or athletic wear)
<b>Girls:</b>	Pants Shorts/skort <b>MUST</b> be a <i>minimum of mid-thigh length</i> Skirts <b>MUST</b> be a <i>minimum of knee length</i>
<b>Boys:</b>	Pants/Shorts
<b>Belts:</b>	<b>NOT required</b>
<b>Shoes:</b>	Sneakers for H.O.P.E. students; sandals must have backs, no Crocs
<b>Hair:</b>	Trimmed neatly
<b>Jackets:</b>	Students may <b>ONLY</b> wear the FACS black hoodie, a FACS sports jacket/hoodie, or past FACS jacket that was provided

### Dress Down Days

Students have the opportunity to earn dress down days as an incentive for behavior, academics, etc. The dress code for those days is as follows:

- Pants with no rips, tears or frays.
- Girls may wear leggings under long, tunic style shirts on dress down days **ONLY**.
- Shorts must be a *minimum of mid-thigh length*.
- T-shirts/shirts need to be long enough to cover everything modestly.
- Dresses/skirts are to be worn knee length, with or without leggings.
- Clothing must be free of graphics, except for clothing brand names and sports teams.

## **Standards of Conduct**

The standards of conduct set forth in this handbook are based on the Ministry's statement of faith, which has its authority in the Bible as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. A student may be disciplined, up to and including expulsion, or asked not to return the following year if he/she is out of harmony with or disruptive to the Ministry's code of conduct or other policies of the school, whether on or off the property as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

**Focused:** I come to school prepared to learn.

**Accountable:** I take responsibility for my work as well as my actions and words.

**Cooperative:** I respect my teachers and classmates and work with them to learn.

**Safe:** I conduct myself with self-control and think before I act.

## **Courtesy and Classroom Behavior**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL abides by the Golden Rule mentioned in Matthew 7:12 which says, "So in everything, do unto others what you would have them do unto you, for this sums up the Law and the Prophets." Students are to treat everyone (peers, staff, and faculty) with proper respect just as they want to be treated with proper respect themselves. If a student cannot maintain the proper level of respect needed in dealing with others and then becomes a hindrance to a productive classroom atmosphere, the school administrator will get involved to help resolve the issue.

## **Cheating and Stealing**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL does not permit cheating or stealing. Any cheating or stealing will result in disciplinary action up to and including suspension or expulsion for repeat offenses.

## **Vandalism**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL does not permit vandalism. Vandalism and defacing school property or any items that do not belong to the student will result in disciplinary action and repayment for the articles defaced.

## **Language**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL abides by Ephesians 4:29 which says, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Students need to make sure their conversations are appropriate and uplifting to others.

## **Electronic Communication with Staff**

Students are prohibited from initiating or responding to social media messages or invitations, text messages, chat rooms, discussion sights, instant messages, or other digital or electronic communications with staff members other than through school-authorized communication methods.

## **Physical Contact**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL does not permit physical contact (hitting, shoving, kicking, scratching, etc.). Physical contact will result in disciplinary action dependent upon the severity of the offense. The school administrator will work to help resolve the issue.

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL understands students may end up in dating relationships; however, personal displays of affection (hugging, holding hands, kissing, etc.) are not permitted on the school's campus or at school-related functions. Physical contact will result in disciplinary action dependent upon the severity of the offense.

## **Sexual Activity/Expression**

In keeping with the Ministry's statement of faith, immoral conduct, either on or off campus will not be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for such behavior. Any immoral acts or statements of immoral acts will not be tolerated in any form and will constitute grounds for expulsion.

**(Gen 2:24, Gen 19:5-13 , Gen 26:8-9, Lev 18:1-30, Romans 1:26-29, 1 Cor 5:1, 1 Cor 6:9, 1 Thess 4:1-8, Heb 13:4)**

**Immoral act** is defined as bodily contact, actively undertaking or passively permitting, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in a sexual immoral act. This includes viewing pornographic material on or away from the school campus. The term "statements of immoral acts" is one in which a student or employee does any of the following:

- Engages in speech regarding sexual immorality.
- Claims to be or is sexually active outside of marriage.
- Claims to be or is homosexual, bisexual, transgender, or otherwise identifies as being sexually immoral under biblical christian standards.
- Or uses words, language, behavior, including by dress or other appearances or online activity, that, in the discretion of the school, would indicate an intention to convey the impression that the person engages in, advocates for, or approves of behavior or identity that is immoral under Biblical Christian standards.

Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL and is the basis for dismissal. All students, however, must be treated with dignity and respect, free of threats or harassment.

## **Cell Phone, Electronic Device Possession/Use**

Consequences of violating any of the following cell phone, electronic device possession/use could result in no longer having the privilege of bringing or using them on campus.

- Devices must be turned off while in class.
- Devices used or visible without teacher permission will be confiscated and turned into the office; only parents may retrieve confiscated devices.
- Smart watches may be worn but not used during class, etc.
- Devices may not be used during school hours to call, text or otherwise communicate with other students.
- Use of cell phones to communicate with parents or other adults only with the permission of a teacher/administrator or at the school office.
- Use of cell phones/ smart watches when students are traveling to athletic events or other off-campus, school-sponsored activities is only allowed with the permission of a teacher or administrator.
- Administration/staff reserves the right to review content of any electronic devices brought to school by students.
- Video/ audio recordings of teachers, staff, classroom activities or programs may only be done with express written permission of the person(s) being recorded.
- Online postings of videos or audios is prohibited without written authorization of the person(s) recorded.

## **Social Media**

The administration has discretion to monitor student's public social media activity. Student's online activities at and away from school must adhere to the code of conduct in the Ministry's statement of faith. Students may be disciplined, up to and including expulsion, for online activity that is disruptive to the spiritual or educational environment of the school or that in any other way violates the letter or spirit of the schools policies or statement of faith. Online activities, including social media posts, blog entries or comments, emails, chats, or

otherwise, that the administration becomes aware of that potentially constitutes or involves past or potential criminal activity will be reported to appropriate law enforcement.

Students are prohibited from “friending” or accepting such invites from staff members at the Ministry. Students also are prohibited from initiating or responding to texts from staff members unless such communications also include parents or are on a class-wide group text.

### Off Campus Conduct

Students are expected to conduct themselves off campus as they do while on campus. The Christian life is not a game with one set of rules for church and school and another for everyday life. We expect our students to grow in Godly character as parents have been given us the privilege to help them do so. Regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for those actions up to and including expulsion.

### Discipline and Consequences

**Hebrews 12:11** “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been TRAINED by it.”

**Proverbs 22:6** “The ultimate responsibility for discipline is always with the parent.”

## First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL Discipline Protocol

Categories of Discipline Offenses

Categories include, but are not limited to, the following offenses:

**\*\*3 Demerits = Detention**

**\*\*3 Detentions = Suspension**

**\*\* Students who are suspended will be given zeros for any missed classwork and/or participation grades given during the time they are out. Tests and quizzes are to be made up upon return to school. \*\***

MINOR OFFENSES	MAJOR OFFENSES	IMMEDIATE GROUNDS FOR SUSPENSION/EXPULSION
<ul style="list-style-type: none"><li>Excessive Talking</li><li>Not Following Directions</li><li>Disrespect</li><li>Disruption in class (noises, toys, etc.)</li><li>Light Physical Contact (push or shove)</li><li>Light Profanity (not directed at another person)</li></ul>	<ul style="list-style-type: none"><li>Vulgar Behavior (discussion, drawings, noises &amp; motions)</li><li>Profanity (directed towards another person)</li><li>Bullying (intentional &amp; persistent threatening or demeaning of another student)</li><li>Deliberate Disobedience (continual disregard &amp; repetition of minor offenses)</li><li>Willful Defiance (refusal to comply with a request after a reasonable attempt to encourage compliance)</li></ul>	<ul style="list-style-type: none"><li>Drugs</li><li>Weapons</li><li>Harassment</li><li>Theft</li><li>Threat of Violence</li><li>Fighting (extreme physical contact)</li></ul> <p><b>*All Final discipline decisions will be at the discretion of administration. *</b></p>

### PROTOCOL FOR MINOR OFFENSES:

1st offense:

- Warning
- Redirection in class

2nd offense:

- Loss of privilege (recess, silent lunch, etc.)

3rd offense:

- Document in computer (demerit)
- Notification of parents

#### PROTOCOL FOR **MAJOR** OFFENSES

1st offense:

- Documentation in computer (demerit)
- Automatic loss of privileges
- Notification of parents
- Send to office (teacher discretion)
- Detention

2nd offense:

- Automatic Suspension (1 day)

3rd offense:

- Automatic Suspension (multi-day)

#### **BEYOND 3 OFFENSES:**

- Possible expulsion from FACS

Discipline is the overall condition of order and control created by training, restraint, and example. Such an environment should be created in the home and at school in order to develop the desirable characteristics of obedience, respect, kindness, understanding, and love. Discipline, the word itself, comes from a root word meaning learner, "disciple." Discipline should not be negative. Discipline must be balanced. Firmness minus love becomes harsh. Love without firmness is sentimentality. Both errors produce problems, rather than solve problems.

#### **Disciplinary procedures include, but are not limited to:**

- Verbal reprimand
- Additional work assignment
- Extra Duty work assignment
- Parent/Teacher/Student conferences
- Principal conference
- Lunch Isolation/After school detention
- Out-of-School Suspension (1-3 days)
- Academic/Behavioral probation
- Expulsion

**Some behaviors may be egregious enough that dismissal is immediate; i.e. bringing a gun or knife to school, violence toward teachers or fellow students, deliberate destruction of property, lewd and/or lascivious behavior, running from staff members, and physical contact of any kind, and any illegal or immoral activities.**

#### **Classroom Discipline**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL tries to put the primary focus on positive reinforcement. Teachers will clearly communicate with the parents regarding any behavioral issues that arise. If it is deemed necessary, the school administrator will become involved.

The success of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL depends on the teachers being able to teach your student. If your child refuses to participate or is disruptive so that others cannot learn, you will be asked to withdraw your student. We will work with you in every way that we can to help your child succeed.

## **Corporal Discipline**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL does not use corporal punishment. Corporal punishment, withholding of food, water, or using the restroom is never permitted. Incident Reports will be written but not limited to the following: biting, physical contact, aggressive behavior, inappropriate language, disobeying playground rules, disobedience and/or disrespect to the teachers, etc.

## **Grades and Grading**

### **Philosophy:**

**First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL encourages all students to do all that they do with excellence. They should strive to do their very best at all that they do.**

It is essential that a student be evaluated in terms of his or her skills and achievements in relation to the achievement of others in his or her class. However, it is recognized that all students are individuals and learn at different rates. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

At First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, the following grading system is to be used for purposes of evaluating the student's progress in K5-12<sup>th</sup> grades only:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

## **Conduct Grade Guidelines**

Conduct grades reflect trends over the period of nine weeks. A point system for tabulating conduct grades is used by the teacher.

## **Physical Education & Class Grading**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL strives to provide an education that provides for the physical as well as the mental, emotional, social, and spiritual needs of each student. K - 9th are expected to participate in PE classes. Grades are based on participation, conduct and testing on particular sports rules used in a nine week period. A student who is unable to participate for more than three days total, MUST have a signed physician's note stating the reason and period for non-participation.

## **Standardized Tests**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL uses MAPS standardized achievement tests in K5 through 12<sup>th</sup> grade.

### *Preschool Specific:*

*All preschool children, infants through VPK, are routinely and formally assessed by their teachers for child growth and development.*

*All VPK students are administered a formal assessment to test for school readiness three times during the school year. Parent conferences are mandated by the state of Florida after each round of testing.*

## **Curriculum Development**

The Word of God is the foundation of our school. In an effort to "train a child in the way he should go," we use the Bible (New International Version) as our main curriculum for this subject. It is our desire to build godly character. We take the opportunity throughout the day to include scripture in each subject where possible. The



philosophy of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, will be carried out in the educational program; the choice of textbooks and curriculum should reflect this. A fee will be charged each year to cover the ongoing development and maintenance of textbooks and curriculum. Each year the principal and faculty will evaluate specified areas of the curriculum and make recommendations for the School Board's consideration. Evaluations will be made concerning scope and sequence, alignment with philosophy, and objectives, as well as other criteria. It is expected that teachers will not stray too far from the subject content of their curriculum

#### *Preschool Specific:*

*In the daycare, we use a variety of curriculum that is age appropriate for each level, including the following: ELLM Plus, Essentials, Pathways to Preschool, Beyond Cribs and Rattles and ABeka Book for our K3 and VPK classrooms. Our curriculum includes such things as: Bible, colors, shapes, writing, numbers, letters, music, arts and crafts. It is designed to accommodate the different learning styles (visual, auditory, tactile, and kinesthetic). We endeavor to help prepare the students for kindergarten. Other aspects of the curriculum would include items that seem like play but are helping your child develop age appropriately, such as: large and small motor skills, social skills, and spiritual development. It is great to play in preschool!*

For grades kindergarten through 5<sup>th</sup>, A Beka Book and BJU Press curriculums are used, as well as other supplemental materials. We have discovered there is no perfect curriculum and supplement where needed with technology and various other materials.

For grades 6<sup>th</sup> through 12<sup>th</sup>, Glencoe Math, Accelerated Reader, Houghton Mifflin Harcourt literature, BJU Press and Abeka history and science, Ignitia, Florida Virtual School, and various supplemental materials are used.

#### **Tests and Quizzes**

All tests and quizzes are to be taken the day they are scheduled. If a test or quiz is missed due to an illness or family emergency, it will be rescheduled within two days upon return (a note concerning illness or family emergency is required).

Prolonged test delays adversely affect the student's performance, and hinders their ability to keep up with the class. A test or quiz that is missed due to vacations and/or non-emergency situations will be administered the day the student returns to class. Missed tests or quizzes due to skipping class or being suspended will be given a zero.

Students having missed a review session prior to a test must still take the test when it is scheduled. All classwork and homework should be turned in the day the student returns from vacation or non-emergency absences.

**Late Work Policy-** Late work that is not turned in by the due date may be accepted late with a deduction of 10 percent per school day that the assignment is late. Any exceptions must be approved by the teacher and administration.

*Please Note: If a student is absent on a test or quiz day, they will be required to make-up the test or quiz after school on the day they return.*

#### **Incompletes**

An Incomplete issued as a grade at the end of a nine-week grading period must be completed within a week of issuing the Report Card. Averaging existing grades and issuing a final grade no better than a "C" will satisfy Incompletes at the end of the school year.

### **Academic Intervention Plan**

Parents are urged to contact teachers when grades are below 80%. Teachers may be contacted by calling the school office (352-351-1913) or by their email through the schoolworx portal.

We suggest you review your child's progress regularly and give approval and encouragement.

### **Academic/Conduct Probation**

A student may be placed on Academic Probation any time they have dropped below their capability level. Parents are notified and given an explanation.

Students with less than a 70% GPA may not participate in school organized sports activities.

### **Specialized Programs for Failing Students**

Specialized programs (i.e. remedial coursework) are available for grades K 5-12. Students will be provided individualized instruction in areas of low performance. The parent and teacher should make sure struggling students are involved in tutoring. The teacher may initiate a period of reduced or specialized work for a struggling student with an IEP or 504 Plan. The program should be as brief as possible to avoid having to remark on the nine- week Report Card, "Working Below Grade Level." However, when over half of a grading period is specialized for a student, the Report Card will have to have such a notation. Reduced workload or tests will be graded on a percent scale to equate the specialized student to the rest of the class.

### **Conferences and Communications**

Parent/Teacher Conferences are scheduled in the beginning of the school year, and as needed throughout the year by the teacher or parent. You can schedule conferences through the MySchoolWorx portal by messaging the teacher any time that you may need to do so. Please do not try to meet with the teacher while he/she is responsible for the class.

Parents are not permitted to disturb classes by talking to teachers during class times. Arrange to meet with the teacher after school hours by emailing them through the MySchoolWorx portal. Parents of students should feel free to request conferences with the principal or teacher any time they have questions or concerns. First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL has purchased My SchoolWorx to best communicate with our families. You will have a portal you can access anytime. It shows grades, homework, and all information pertaining to your students.

Permission for parties and other extra-curricular activities must be scheduled through the principal.

Information should be obtained through the principal's office. This will be the first place to get facts.

### **Promotion Requirements**

Students must be in regular attendance to be promoted. **Students who are absent in excess of 15 days a semester will not be promoted unless a plan to compensate for the absences can be arranged and approved through administration.**

Students must demonstrate proficiency in core subjects in order to be promoted. A below-grade level performance in math, language arts, science, or history indicates the student is not yet ready for the more advanced concepts in the following years. Therefore, students receiving "D's" and "F's" in those courses are considered for repeating the year. Students in 9<sup>th</sup> through 12<sup>th</sup> grade must have a "D" or better to receive a credit in a class. Credits are calculated by year, failed classes required for graduation must be made up.

### **Grade/Credit Requirements**

For high school graduation, students must earn a minimum of 24 credits in 9<sup>th</sup> – 12<sup>th</sup> grade, with no credit granted for athletic or extracurricular activities. Except in the areas of English and mathematics, no student may be required to take more than the maximum number of credits; however, students may elect to take additional credits in any area. Credits will be calculated yearly according to their final grade.

In addition, a minimum GPA of 2.0 is required by the State of Florida. One class must be an online class. First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL requires students to take Bible courses all four years of high school.

4 Credits:	English (LA1, LA2, LA3, LA4, or equivalent)
4 Credits:	Mathematics (Algebra I, Geometry or higher level)
3 Credits:	Science (Biology is mandatory, Laboratory experiences will be provided in at least 2 of the 3 courses)
3 Credits:	Social Studies (1 credit World History, 1 credit U.S. History, ½ credit US Government and ½ credit Economics)
1 Credit:	Physical and Health Education (Athletics or Physical Education class)
1 Credit:	Fine Art (Art, Drama, Vocal Music etc.)
<u>8 Credits:</u>	<u>Electives (1 Online Class is mandatory)</u>
<b>24</b>	<b>Total Credits Required</b>

## **Graduation Requirements**

- Minimum GPA of 2.0
- Attendance requirements need to be met
- Be on track to graduate by the start of the 2nd semester, or the student may be dismissed.
- Community Service of 20 hours per year that you have attended High School at FACS (in effect for 2022-2023 school year and on.)
- Credit requirements must be met.
- Bible credits for all four years of high school.

## **Bright Futures**

The 16 required credits that count toward the Bright Futures Scholarship are 4 English, 4 mathematics (Algebra and above), 3 science (2 with labs), 3 social science, and 2 foreign languages (within the same language). Only core courses in the above categories are counted in the GPA (does not include electives). Up to three additional courses in the academic areas listed above may be used to raise GPA.

## **College Entrance**

It should be noted that every college has different entrance requirements that may or may not be met by FACS (i.e., advanced placement classes, honor classes, etc.). It is strongly suggested that parents contact all universities and colleges that they are interested in their children attending to determine admission requirements.

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL desires to assist in communicating with college admission counselors regarding the admission process. Parents may contact the office for such assistance.

## **Transferring Credits**

As an SACS CASI accredited school, First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL credits should be recognized by all other public schools and colleges. However, policies vary from place to place and state to state, and there may be unforeseen issues prohibiting the transfer of credits. Assistance is offered by the First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL administration in contacting potential school districts into which students may move.

## **Report Cards**

The following grading system is to be used for purposes of evaluating the student's progress:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Grade reports are issued at the end of each nine-week period. Midterm grades will be reported at the middle of the nine week period. Report cards must be signed on our SchoolWorx portal. Parents will be able to access their child's grades from the parent portal with a password to allow them to view their child's information only.

Transcripts will reflect the students legal name at the time of enrollment and will not be changed except with a court order reflecting a minor's name has been changed pursuant to an adoption decree.

## **Honor Roll**

Numerical grades will show on report cards, grade books, and grade sheets. Letter grades and percentages will be put on permanent records. There are four Honor Rolls:

### **Highest Honor**

The average of all classes that equals 96% or higher, must have ALL As

### **A Honor**

ALL As

### **A/B Honor**

ALL As & Bs

### **Merit**

Academic Achievement Improvement-

Any student who receives a "C" in ANY subject on the final overall GPA will not be eligible for the Highest Honor, A or A/B Honor; however, they may be eligible for Merit. All the teachers of this student must agree that there has been academic achievement improvement.

## **Retention**

The goal of school is to minimize the need for retention. Students may be retained in a grade, if grades or other circumstances warrant. The final decision will be made by the principal and home room teacher. Remedial work may be recommended in certain cases rather than retention.

Any work done outside the school for credit or to satisfy incomplete work at FACS must have the approval of the principal and meet the course work requirements of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL.

## **Athletics**

### **Eligibility**

The sports program at First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, is designed to help students develop spiritually, physically, emotionally, and socially (being part of a team).

Usually, more students desire to participate in team sports than can be accommodated. Coaches make selections based on ability and attitude.

### **Academic Eligibility**

To participate in athletics, students must maintain a “C” average or above in all graded subjects, and exhibit a cooperative cheerful spirit in the classroom and on the field. A student may be removed from the team or suspended from a number of games for poor attitude or misbehavior. During the sports season, if any team member receives a detention, he/she MUST serve the detention even if it interferes with the game. For every detention a team member receives during the season, he/she will miss part of the game. This is at the principal's and coach's discretion.

### **Attendance**

Students must be in “regular attendance” in order to engage in practice or participate in a game. Students may still attend or participate in practices or games if they miss classes due to an excused absence such as school trip, doctor appointment (with official documentation), etc. Decisions regarding the validity of an excused absence are made by the principal. If the student has been ill due to a communicable disease, the student MUST have a signed doctor's release to return to school.

### **Sportsmanship**

**Student Conduct:** As members of athletic teams, students are high-profile representatives of First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL. Students are expected to act in an appropriate manner. Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. The following behavior is inappropriate and will not be tolerated: fighting, profanity, and possession of, use of, or being under the influence of alcohol, tobacco or drugs, inappropriate physical activity, or sexual activity/expression.

### **Miscellaneous**

#### **School Pictures**

Yearbook pictures are taken within the first two months of school. Proper attire for these pictures is a regular school uniform. Parents are not required to purchase the pictures but may do so if they so choose.

*Preschool Specific: Pictures are taken in the spring during the school day. The students, infants through K3, are photographed in spring attire. The VPK classes have career day pictures. Outfits are provided by the photographer for the VPK pictures only. Parents are not required to purchase the pictures but may do so if they so choose.*

Kindergarten graduation pictures are taken in the spring during the school day. The students are photographed in cap and gown. Parents are not required to purchase the pictures but may do so if they so choose.

Senior graduation pictures are taken during senior breakfast. Students will be charged a sitting fee of \$25.00. Parents are not required to purchase the pictures but may do so if they so choose.

#### **Graduation Materials**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, is responsible for ordering caps, gowns and tassels for Kindergarten graduation.

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, will take care of ordering caps, gowns, tassels, honors cords, and diploma covers for the senior class. Parents will be charged the full price of all items, and the students will keep everything upon graduation.

## **Technology**

The school's information technology resources and Internet access are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

### **Students must:**

- **Respect and protect the privacy of others.**
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- **Respect and protect the integrity, availability, and security of all electronic resources.**
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- **Respect and protect the intellectual property of others.**
- Not infringe copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize.
- **Respect and practice the principles of community.**
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to teacher or administrator
- Not intentionally access, transmit, copy or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscene materials, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

### **Students may, if in accord with the policy above:**

- Use computers and technology for research applications and online classes with a teacher's or administrator's permission.
- Use the resources for any educational purpose.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information

networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

### **FACS Media Center**

First Assembly Christian School, a ministry of First Assembly of God, Inc Ocala, FL, has a media center. It has approximately 7,000 books and resources in the library section that are more than adequate to meet the needs of the students. Additional books are being added on a yearly basis through fundraisers and donations. We also have 25 computers in the Media Center used for researching data, as well as teaching computer skills. Non-Printed and Printed items are cataloged and inventoried using a computer barcode and scanner system. Fines will be assessed for overdue books. Materials are selected on content being appropriate for the mental, emotional, social, and spiritual needs and interests of the students and teachers. The resources available to the students should help them fulfill assignments, supplement classroom instruction, improve skills, assist in molding character, encourage spiritually, and inspire them to lead more godly lives.

### **Music and Art Education**

Students at First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, learn that God's gift of music and art is to be used to praise and worship God, as well as to be enjoyed. All grades, K5-5<sup>th</sup>, have music and art once a week. For grades 6<sup>th</sup>-12<sup>th</sup>, it is an elective they may choose.

### **Chapel**

Students from K5-12<sup>th</sup> grades will have chapel every Wednesday to help enhance what is already being taught in the Bible classes in the classroom.

### **Prayer**

Students at First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, shall be trained in the importance of a consistent daily prayer life.

### **Bible**

The Bible is taught at every grade level. First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, uses the NIV version for study, quotation, and memorization.

### **Senior Trips**

First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, offers a senior trip for the 12<sup>th</sup> grade graduating class. Students wanting to participate must have a signed liability release and permission form prior to going on the trip. Parents will be responsible for the cost of the trip. As with all school overnight trips, there will be at least two male and two female chaperones who have a level 2 background screening.

In order to be eligible to attend this function, the students must be academically on track to graduate at the end of the third quarter and have had zero suspensions during the school year in order to attend the trip. Any students who do not meet these requirements will not be allowed to go on the senior trip.

## **Parties, Socials, Overnight Trips, and Field Trips**

All parties, social, overnight trips, and field trips are scheduled at the beginning of the school year with the principal. All school policies and guidelines are in effect at these functions. We should strive at all times to conduct ourselves as Christians with proper consideration shown for others. Be aware that we represent Jesus Christ, FACS and the First Assembly of God Church of Ocala.

Approved staff will be permitted to sponsor/chaperone the trips. New staff or volunteers may be used as additional sponsors but shall not be left alone with the children or young people in a situation where there are no other staff to observe. In no circumstance will one adult be allowed to take children or youth on an overnight outing.

Clothing of all chaperones, as well as staff and children, MUST be modest. Hotel rooms are NEVER co-ed. Rules are to always be followed.

NO fireworks, firearms, tobacco, alcohol, drugs, improper reading/ viewing materials. If any are found, they will be confiscated and the proper authorities and/or parents will be contacted.

Lack of cooperation, complaining, arguing, unnecessary roughness, lack of respect for people and/or property, or an unwholesome attitude on the part of chaperones, staff, or students will not be tolerated and handled immediately. These actions could result in chaperones or staff being asked to leave, and students having their parents called to be picked up.

The responsibility and expense of transporting a disobedient student home falls solely on the parent. First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL, will not pay to transport a student back home if the child is disobedient. Any expense incurred in transporting a disobedient student home MUST be reimbursed to the school.

Each student is responsible for his money and items. First Assembly Christian School and First Assembly of God Church are not responsible for items that are lost or stolen.

After returning from an outing, the bus MUST be cleaned and vacuumed or swept and refueled. This is the responsibility of the driver, but students will be asked to help.

## **School Calendar**

The principal shall establish a school calendar which shall meet or exceed the ACTS and Florida State Requirements.

## **Class Schedule**

The class schedule will be supervised by the Principal.

### **PLEASE NOTE:**

If questions arise concerning a policy or rule:

First, realize that a child's perspective may not contain all of the facts.

Second, contact the teacher.

Third, if a problem cannot be resolved, contact the school administration.



Dear Parent:

Welcome to the FACS family.

We are glad you have chosen First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL. Our prayer is for a profitable relationship as we work together in the education of your child(ren). First Assembly Christian School is highly supportive of parents, but we realize that you have the primary responsibility for your child. In order to help guide your child, First Assembly Christian School is requiring the following of you:

- To provide a strong spiritual influence in your home. This includes daily Bible reading, prayer, and regular church attendance. (Hebrews 10:23-25)
- To take responsibility for the academic and spiritual education of your child. FACS cannot be a substitute for a breakdown of values or spiritual life in your home.
- To pray for your child's teacher that God will give them wisdom. (Ephesians 6:4)
- To be financially responsible to the school by paying fees and tuition on time. (2 Corinthians 9:7)
- To express support for the school staff, faculty, and administration, and withdraw from the school rather than spread criticism or divisiveness. (Psalm 133)
- To go directly to a staff member/teacher with whom you have a problem and try to resolve it according to the principles contained in Matthew 18, and if unable to resolve an issue through the school, to seek binding Christian arbitration as a means of resolving the dispute.
- To discipline your child in accordance with biblical methods. (Proverbs 22:6)

I have received a copy of the student handbook, which includes the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein, including the standards of conduct, which are based on the statement of faith. I agree that if, at any time during or away from school, my child violates any provisions of the code of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my child's enrollment may be terminated at any time if, in the sole discretion of the administration, my (as parent or legal guardian) or my child's actions or attitudes are disruptive to or not compatible with the ministry's objectives, policies, philosophies, or otherwise.

Date: \_\_\_\_\_ / 202\_\_

Parent's Printed Name: \_\_\_\_\_

Dear Student:

Welcome to First Assembly Christian School, a ministry of First Assembly of God, Inc., of Ocala, FL. In order to make your educational experience here a pleasant and profitable one, we have prepared this Student Handbook. Please read it with a parent and familiarize yourself with the rules, guidelines, and procedures of the school.

The early years of education are some of the most important years of the developmental process. Skills are learned that will be used throughout life. We want these years to be both enjoyable and productive for you.

Our Lord has indicated to us the importance of proper training and knowing God at an early age. We are committed to the task of helping you grow into a Christ-like man or woman, prepared to be the best for God. Your major responsibility to the school is to cheerfully cooperate in the educational process, including willing compliance with the school's rules and standards.

We are glad you are a part of the great FACS family.

I have received a copy of the student handbook, which includes the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents. I agree to abide by the provisions in the handbook and to be held accountable for the policies and procedures therein, including the standards of conduct, which are based on the statement of faith. I understand that if, at any time during or away from school, I violate any provisions of the code of conduct, any other provisions of the handbook, or any other school policies, I will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my enrollment may be terminated at any time if, in the sole discretion of the administration, my actions or attitudes are disruptive to or are not compatible with the ministry's objectives, policies, philosophies, or otherwise.

Date: \_\_\_\_\_ / 202\_\_

Student's Printed Name \_\_\_\_\_ Student's Printed Name \_\_\_\_\_

Student's Printed Name \_\_\_\_\_ Student's Printed Name \_\_\_\_\_

Student's Printed Name \_\_\_\_\_ Student's Printed Name \_\_\_\_\_