

FAITH UNITED SCHOOL OF EXCELLENCE



2022-2023 SCHOOL YEAR

PARENT/ STUDENT HANDBOOK

**2525 S 25th Street
Fort Pierce, FL 34981
Phone: 772-577-6886
Fax: 772-577-6852**

Dear Parents, Guardians and Students:

Greetings in the Name of Jesus Christ and welcome to Faith United School of Excellence (F.U.S.O.E)! We value the opportunity to work with families and provide an outstanding educational experience for our students. We work collaboratively throughout the year so students have the opportunity to excel in a safe, positive, learning environment.

Our school staff members specialize in knowing how to work with students to excel. Research and experience tells us that success and excellence depend on students being involved in classes and special events. We invite you to get involved. Parents and guardians, we rely on you to support both your children and our staff members. Your positive involvement will result in the school years being a memorable learning experience for your children.

Our teachers are an asset to the school. They have much to offer our students and their parents. Please take advantage of the depth and breadth of their knowledge, skills, and experience with a wide variety of learners. We invite and encourage you to contact staff members with questions – and suggestions.

Our parent/student handbook is designed to help everyone learn more about our school. We hope this handbook helps students and parents understand the high expectations we hold for all students and staff members. Students, parents, and guardians are invited to ask staff members for more information on any subject, if needed.

It is our pleasure to welcome you to the 2022-2023 school year. We look forward to a year filled with success for all!

Thank you,

Staff and Administration
Natasha Hines, Principal

CHEWING GUM

Gum is not permitted in the building at any time. It creates a maintenance problem.

LOST AND FOUND

Valuables lost in school may be claimed at the end of any school day in the Administrative Office. Students are responsible for their books, school bags, clothes, and ALL other personal property. The school assumes no responsibility with lost or stolen items.

CONFIDENTIALITY AS IT RELATES TO VOLUNTEERS

We are fortunate to have many parents/guardians who volunteer their time in our school. Volunteers may see or hear information about students that needs to remain confidential. Please consider the following guidelines when volunteering:

- All academic information is confidential. It is especially important not to compare student performance.
- Students may share information about families or neighbors. Please keep anything you hear confidential, unless it is potentially dangerous to the child. In that case, inform the Teacher/administrator.
- If students exhibit behavior problems or reluctance to follow directions, please refer to the Classroom Teacher and/or administrator. Please do not share your impressions of the students involved with others in the community.
- If students share information that suggests they might be physically, sexually, or psychologically abused, the information should be shared immediately with the Teacher, and/or administrator. The information should be kept confidential and only shared with school authorities that need to be involved. Parents/guardians with further questions about student confidentiality should contact an administrator.

CARD AND GIFT EXCHANGE

Card and gift exchange between students is discouraged during the school day. Students should send invitations for special events or cards to celebrate events to the homes of students to avoid hurting the feelings of students who are not invited. This practice ensures parents/guardians are aware of the invitations and special cards that their children are sending and/or receiving. Students should do gift exchanges outside of school. This ensures that students who do not receive gifts from others do not have their feelings hurt. Additionally, we want to make sure that parents are aware of what types of gifts their children are giving others and also what types of gifts their children are receiving. When gifts are exchanged during the school day, parents are not always informed of the types of gifts that are being exchanged. Please keep gift exchanges at home – outside of the school day.

CORRIDOR PASS

Once a school day has begun, a student may pass through the corridor during homeroom period or during any class period only by having first obtained a Teacher's pass or after having received an official request slip from the Main Office. To receive such a pass, the student is to ask the Teacher for the hall pass. During class time, a student in the corridor without a hall pass will be considered out of bounds.

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to assist students on projects, to assist with lunchroom supervision, to support students developing computer skills, to chaperone events, and for just about any activity you can think of. We are always looking for guest speakers on careers and particular special interests. If you have a special interest area, or career you would like to share, please let us know. Parent orientation, open house meetings, and parent conferences promote a good understanding between parents or guardians and the staff of this school. Every parent is expected to participate in these informative and helpful programs. Please check the calendar and website for all events.

We ask that parents and/or relatives and guests refrain from smoking on our property or in our buildings. Language of parents and guests should at all times reflect the highest of Christian principles. Parents should refer to the school calendar so as to keep abreast of coming events.

APPLICATION FOR PRIVILEGES

Privileges are incentives designed to promote learning achievement. A student may earn more and more privileges as he/she assumes more and more responsibilities. Students who believe they have fulfilled the responsibilities for privilege status and desire privilege status may request an “application for privilege” form on the Friday proceeding their desired week of privileges. They should complete the form and submit it that day. On Monday, the Teacher will present the privilege status emblem for the student to display during the week.

GUIDELINES FOR LUNCH

Students may bring lunches from home if they do not wish to eat the food provided. Students must bring money from home each day if they plan to purchase chips, soft drinks, water, or candy from the school store. We discourage students bringing glass containers. Students are expected to behave in an appropriate manner during lunch. After lunch, students are encouraged to socialize in an appropriate manner with their fellow classmates.

Microwaves are not available for students to warm items from home.

The following behavioral expectations are enforced during lunch hour:

- Students should display appropriate dining behaviors and courtesies including using quiet voices.
- Students should clean up their own dining area when they have finished with lunch.
- Students should raise their hand and ask to be excused before leaving their eating area.

Section 8 – GENERAL INFORMATION

PARENTAL INVOLVEMENT

Because of the awesome responsibility you have entrusted to us to help you with the Christian education of your children we encourage parents to be involved in school activities and events that will encourage student education. Such as, Parent Teacher Association (PTA, graduation/award ceremony's and school dances.

PHONE CALLS/ MESSAGES

Messages will be taken for students and given to them during transition times (Last 5 minutes of the period). Students will only be called out of the Classroom in the case of an emergency. Use of office phones by students is subject to the approval of school personnel. School personnel will monitor phone calls. Please make and review arrangements for after-school activities with your child prior to the beginning of the school day. We strongly encourage you to notify the main office via a note of any change in your child's normal pick up time or after school routine. Office personnel attempt to deliver all telephone messages to students and Teachers. Please assist us in keeping phone calls to a minimum by discussing plans with your child before she/he leaves for school. Teachers can be contacted during the day by leaving your name and number with the secretary. **Students may not use cell phones during the school day, at school activities, or on school buses. Items forgotten by students, (P.E. clothes, lunches, etc.), do not constitute an emergency.**

VISITORS

Parents/guardians are welcome to visit our school and we encourage you to do so. We ask that all visitors behave in a manner that supports a safe school and that behavior does not disrupt the classrooms and/or school procedures (i.e. no loud voices, interrupting teaching, inappropriate words or items). School aged children from other schools, are not allowed to visit school during school hours. In support of a safe environment, all visitors are required to report to the office, obtain a name badge, sign in when they enter and sign out when they depart. Visitors who are unwilling or unable to meet expectations will be asked to leave or police may be contacted.

PARENT/COMMUNITY VOLUNTEERS

We are eager to involve community volunteers (including parents/guardians, grandparents, etc.) in our educational family. If you are interested in being a volunteer, please complete the volunteer form, contact your child's Teacher or call us directly at the office.

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MISSION STATEMENT

Faith United School of Excellence mission is to assist youth of families to establish a solid foundation socially, economically and environmentally, regardless of religious preference, race, creed, or gender.

SCHOOL ACCREDITATION

Accreditation by a state government agency is an administrative mechanism designed to create uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational agencies determined as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians.

FREQUENCY ASKED QUESTIONS

What phone number do I call if my child will be absent from school?

Please call 772-577-6886 between 7:00-9:00 a.m. It is very important to call prior to 9:00 a.m. so that we can advise Teachers of student absences.

Can I e-mail the school office about my child's absence?

Parents/guardians can e-mail the school administration office to report their child's absence. The school's email address is FaithUnitedSchoolofExcellence@gmail.com. In the subject box please type the following: REPORT STUDENT ABSENCE, your child's name and their Teacher's name. We must have a signed excuse from the parent/guardian or doctor's note when the student returns from the absence. **Failure to report absence will count as "unexcused"**.

What school supplies are needed?

Please call the office at 772-577-6886 or contact student home room teacher for a copy of school supply list.

means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of any employee of the school and is satisfied that the interest of the school demands the pupil's expulsion. Faith United School of Excellence shall not discriminate in disciplinary actions including expulsions on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using MP3s, two-way radios, cell phones and other electronic communication or entertainment equipment during the school day. Students who bring any of the above listed items to school will have the items confiscated until the end of the day (first offense), until parent/guardian picks them up (second offense) and until the end of the semester (third offense). Faith United School of Excellence shall not be responsible for the safety or securing of personal electronic equipment that students choose to bring to school.

1. Students who bring cellular telephones to school are responsible for turning the device into the designated staff at the entrance of the building. Failure to do so will result in the device being confiscated and turned into the administration until parent is reached.
2. Student shall not turn on or use cellular telephones while being transported in authorized district vehicles to and from school, and/or to and from school-sponsored activities or field trips.
3. Any parent/guardian who wants his/her child to use a cellular telephone at an unauthorized time may submit a request to the student's principal or his/her designee, explaining the reasons for the unauthorized use. The Principal's or her designee's decision shall be final.

WEAPONS and LOOK-ALIKE WEAPONS

Weapons and look-alike weapons are prohibited. No person shall possess, use, or store a weapon on school property, on school buses, or at any school related event, or at any event that is under the supervision of school authorities. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty). A weapon is any object that by its design and/or use can cause bodily injury or property damage, or any component of such an object. This includes, but is not limited to guns, including BB and pellet firing guns, firearm silencers, knives, razors, martial arts weaponry, metal knuckles, chains, pepper spray/mace and other similar propellants, and similar items or destructive devices such as explosives or fire bombs. A weapon is also defined as any facsimile or look-a-like of a weapon or firearm such as a toy, starter pistol, or other object that can be perceived as an actual firearm. A weapon also may include physical actions or oral or written statements, which lead others to reasonably believe, or are calculated to induce a belief, that a weapon is present.

Any student violating this policy shall be subject to penalties outlined in state and federal law including possible expulsion, and mandatory referral for expulsion from school for possession of a firearm. Parents/guardians and law enforcement officials will be notified when this policy is violated. Weapons will be confiscated by law enforcement officials, as appropriate. Any other person violating this policy shall also be referred to law enforcement officials. Law enforcement officers will be contacted in any situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to control the situation in accordance with applicable emergency procedures until law enforcement officials can be summoned.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension is a serious disciplinary action taken by school authorities whenever a student is guilty of a major violation of the discipline code or whenever a student accumulates a large number of demerits for a series of minor violations. Following an in-house suspension, a parent/ guardian of the student must be interviewed by the Principal prior to the student's return to the classroom.

EXPULSION

Faith United School of Excellence may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by

What is the procedure for dropping off/picking up my child?

Parents/Guardian are responsible for signing the student in (under drop off time) after 8:30am and out (under pick up time) before 3pm with the administration office daily. The same rule applies when picking up a student early from school for any reason. Only person authorized to pick a student up will be allowed to receive the student. Please be prepared to present valid identification.

Where can I find the required forms for over-the-counter or prescription medication?

Sample forms are included at the back of the Faith United School of Excellence Parent/Student Handbook or contact school administration office if you need any additional copies.

Can my child carry or use a cell phone?

Students may not use cell phones and any other two- way communication devices during the school day or during any school sponsored activities (e.g., parties, field trips, bus transportation to or from school or school activities). If a student is using a cell phone or has it out during the school day, it will be confiscated by school staff and a parent/guardian must retrieve it. Items that are confiscated repeatedly may be kept until the end of the quarter or school year. Faith United School of Excellence is not responsible for lost or stolen cell phones or electrical devices.

What are the marking periods?

Four times each year students receive a progress report or report card. Teachers will communicate with parents/guardians using teacher conferences which will be scheduled after the first four weeks of each quarter.

When are parent/Teacher conferences held?

If you would like to meet at any time, please contact your child(ren) Teacher to schedule a conference or administration.

What can students wear to school?

WE ARE A MANDATORY UNIFORM SCHOOL. Uniforms may be purchased at your local uniform store or department store. Students are expected and required to wear uniforms that are neat, clean, that fits well and that is properly worn. Please refer to the parent/student handbook for specific guidelines and recommendations under "DRESS CODE".

What are the general school rules?

We work to promote a positive, safe learning and working environment based on mutual respect. We have the following few, easy to understand expectations:

- *“Honor thy father and thy mother, and thy shall love your neighbor as thyself” – Matthew 19:19*
- *“Obey them that have the rule over you...” – Hebrews 13:17*
- We keep our hands, feet and other objects to ourselves.
- We come to school dressed properly as outlined in the school’s dress code.
- We bring necessary learning materials to school to ensure our own success.
- We use appropriate language at all times.
- Students are to do what they are told to do the first time they are told.
- Students may not interfere with learning or teaching of their fellow the classmates.

These simple rules are supported by the laws, regulations, and policies outlined in the handbook.

How can parents/guardians get more involved in Faith United School of Excellence activities/events?

Complete and submit a volunteer form or contact the school office. Parents/guardians are invited to participate in various meetings and programs throughout the school year.

SEARCHES

Faith United School of Excellence is a Ministry which seeks to maintain law, order, discipline, decorum, and public safety during school and school authorized activities which sometimes take place off school property. Therefore, substances and/or objects which threaten these things are prohibited!

Consequently, the School Administrator, Teacher, or the designated representative is authorized on the basis of reasonable grounds to conduct searches and, where necessary, to seize prohibited substances or objects of any student or visitor.

Faith United School of Excellence reserves the right to search items including but not limited to student automobiles, backpacks, book bags, purses, pockets, offices, and person. Such a search will be conducted without the student’s or parent’s verbal permission. Enrollment of the student constitutes parental consent to such searches.

DRUG FREE SCHOOL

It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol on Faith United School of Excellence property, including all vehicles owned by Faith United School of Excellence. The same provisions are in effect at all school-sponsored events or extra-curricular activities while off school premises. “Look-alike drugs” shall be considered the same as controlled substances for the purposes of this policy and related policies. Students who violate the provisions of Faith United School of Excellence policy will be subject to disciplinary action, including suspension or expulsion. In addition, referral for prosecution will be imposed on students who violate the standards of this policy.

CARE OF SCHOOL PROPERTY BY STUDENTS/VANDALISM

Students and/or their parents/guardians will be required to pay for damage to school property that results from rule violations, negligence, malicious mischief, vandalism, etc. If payment is not made, Faith United School of Excellence may file the claim with proper authorities. Vandalism may be referred to the police.

VIOLENCE OR THREATENING BEHAVIOR

Violent or threatening behavior is disruptive to the educational environment at school and endangers others at school or at activities that are supervised by school authorities. As a result, violence or threats of violence, including fighting, kicking, striking, potentially harmful use of a weapon or other instrument, or other unwelcome or hostile physical contact, or the threat of such contact, violates school rules and **will result in suspension** and possible referral for expulsion. It is at the discretion of administration to determine if one or all parties involved in a violent altercation will be suspended or expelled.

jellies, and flip-flops are **not** acceptable). **Shirts MUST be tucked in at all times and a BELT MUST BE WORN (where applicable).** Pants are to be worn properly and not “sagging” from the behind area.

DRESS CODE VIOLATIONS – Skinny jeans, skinny leg pants, hip huggers, low-rise pants, flip flops, bedroom slippers, obscene shirts under uniform top, hoods, “skullies”, hats, visors and head scarves. Any type of attire that is obscene, attracts undue attention to the wearer and causes a disturbance or safety concern for the wearer, or others, or can destroy school property is not acceptable. Clothing and accessories with advertisements for controlled substances (drugs including tobacco and alcohol), decoration that is sexually explicit or vulgar, or gang related are incompatible with the school environment and will not be allowed. Such items will be confiscated from the student until the end of the day. Clothing that we deem inappropriate will not be permitted in the school environment. No multicolor hair (i.e. blue, green, red, purple) that causes a distraction to teachers/ students is unacceptable. Natural dye colors are acceptable. Nose rings, eyebrow rings or studs, etc. or any types of visible body piercing are unacceptable. Tattoos that cause a distraction to teachers/ students must be covered up. Students refusing to cooperate, risk receiving additional consequences and parents will be notified.

PROHIBITED ITEMS

This includes many, but not all items, that have no place in school:

These items, plus anything that causes problems of control at school, will be taken from students:

knives, weapons of any kind, cigarettes Drugs, lookalike drugs/alcohol lighters, matches, fireworks spray devices, foams water guns cell phones Lasers video games/accessories of any sort), articles of pornography	gang jewelry/paraphernalia, or other paraphernalia not conducive to a safe, orderly environment. Scented lotions or perfume Radios Calculators with games Comic books MP3 players/ IPODs Playing cards Candy or Gum
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Christian Americanism

Faith United School of Excellence places emphasis upon the greatness of America’s heritage and the sacrifices of its heroes. America is a republic which guarantees liberties to educate, and to preserve freedom. We, unashamedly, teach the Bible doctrine of self-discipline, respect for those in authority, obedience to the law, and love for the flag and country.

All students are required to memorize and recite the following pledges:

Pledge of Allegiance to the Bible

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

Pledge of Allegiance to the 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.*

Pledge of Allegiance to the 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 to all who believe.*

Section 1: ENROLLMENT AND WITHDRAWAL INFORMATION

Enrollment is conducted Monday – Friday from 8:30am – 3:30pm. Parents/ Guardians of new/returning students of F.U.S.E should come to the administrative office to be properly enrolled by our registrar or Administrator.

Withdrawal is conducted on Fridays ONLY from 7:30am – 2:30pm. ALL FEES and/or OUTSTANDING BALANCES must be paid in full in order for a student to be withdrawn. Lastly, a release of information form must be signed by parents/guardians to have student records transferred to the new school.

CHANGE OF ADDRESS, TELEPHONE NUMBER, ETC.

If a student has a change of information, such as; address, telephone number, etc., she/he should notify the Administration Office of the new information.

TUITION PAYMENT

McKay/Step Up for Students/ AAA Scholarship Check Signing Schedule will be posted in the Administration office. It is the responsibility of the parent/guardian to keep abreast of the schedule. Parents are responsible for signing checks within 48 hours of the arrival of the check or the student will not be able to return to school until signature is received.

All fees are collected by our Finance Department. Money orders should be payment to "Faith United School of Excellence". The name of the student should appear on each money order. Tuition payments may be made in person.

Receipts are given for all tuition paid.

CASH PAYMENTS

Tuition is due the first Monday of every month (unless otherwise arranged). If payment is not received within 48 hours of the due date, a late payment charge of \$25.00 will be assessed. Parent/guardian will have until the end of the week to remit payment or the student will not allowed back in the Classroom until payment & late fee is received.

DELINQUENT TUITION

Delinquency in payment of tuition and fees has the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year. Exceptions to this policy may only be granted by the Executive Director.
- Students may not begin the second quarter unless the first quarter financial obligations have been met.
- Students may be dismissed for non-payment of tuition.
- Non-payment of tuition, a senior may jeopardize participation in graduation, release of final reports card, receipt of diploma, release of transcripts.

Gentlemen

White, Gold or Maroon Polo Uniform Top with school emblem and logo. Black, Khaki or navy slacks. Sweaters or jackets must be solid white, maroon, navy or black. Shoes must be **Closed Toe Sneakers or Shoes. Socks must be worn with sneakers/shoes.** (Sandals, clogs, platform shoes, jellies, and flip-flops are **not** acceptable). **Shirts MUST be tucked in at all times and a BELT MUST BE WORN DAILY.** Pants are to be worn properly and not "sagging" from the behind area. Hair should be neatly groomed and only natural skin tone colors. (If the hair is long, it must be pulled back or braided.) Students in violation of this policy will be at risk of disciplinary action.

Young Ladies

White, Gold or Maroon Polo Uniform Top with school emblem and logo. Black, Khaki or navy slacks or skirt. Sweaters or jackets must be solid white, maroon, navy or black. Shoes must be **Closed Toe Sneakers or Shoes. Socks must be worn with sneakers/shoes. Shirts MUST be tucked in at all times and a BELT MUST BE WORN DAILY (where applicable).** Skirts must be worn **AT OR BELOW the knee.** Pants are to be worn properly and not "sagging" from the behind area. Shorts are **NOT** allowed. Sandals, clogs, platform shoes, jellies, flip-flops, and heels higher than 1 ½ inches are **not** acceptable). Hair should be neatly groomed and be only natural skin tone colors. If earrings are worn, they must be no bigger than the circumference of a quarter. Dangling earrings are forbidden. Excessive jewelry and make-up are never permitted. Students in violation of this policy will be at risk of disciplinary action

P.E. & Athletic attire

Plain black solid sweat pants/knee-length basketball shorts, school P.E. Uniform t-shirt with school emblem and logo, socks, Sneakers/ tennis shoes.

Friday attire

Friday t-shirt with school emblem and logo is **REQUIRED** for all student to be worn on Fridays. Students are allowed to wear jeans on Fridays **ONLY.** Jeans must not be skinny jeans or worn tightly. Jeans must not have zippers or tiers on the leg area. Jean shorts or skirts are **NOT** permitted. Jeans must be solid black or blue. Shoes must be **Closed Toe Sneakers or Shoes. Socks must be worn with sneakers/shoes.** (Sandals, clogs, platform shoes,

- “ Verbal harassment or abuse, sexual jokes and innuendo.
- “ Pressure for sexual activity, sexual favors, or unwanted sexual advances.
- “ Remarks to a person with sexual or demeaning implications, including remarks about an individual’s body, sexual prowess, or sexual deficiencies.
- “ Unwelcome touching, leering or whistling.
- “ Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- “ Insulting or obscene comments or gestures.
- “ Display of sexually suggestive objects or pictures.
- “ Other physical, verbal or visual conduct of a sexual nature.

It is not considered harassment of any sort for members of management to enforce job performance and conduct standards in a fair consistent manner.

****PROCEDURES FOR DEALING WITH HARASSING BEHAVIOR****

Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be referred to administration. Students who harass others may be referred to the police. Students who feel they are being harassed by another student should do the following:

- Respond assertively (tell harasser to stop, or walk away).
- Document the situation (write down the date, time and location where and when the situation happened. Write down other people who saw/heard it. Write down your assertive response.) Keep this document.
- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the Teacher in charge and tell him/her about the situation. Teachers will keep parents informed of more serious situations of harassment. Severe situations will be referred to administration.

DRESS CODE & PROPER GROOMING

WE ARE A MANDATORY UNIFORM SCHOOL! The way one dresses says much about them as a person. The manner in which he/she wears their uniform indicates respect for themselves, their family, and the community at Faith United School of Excellence. Students are expected to wear their uniforms daily unless otherwise notified (i.e. dress-down day or picture day). If a special day is designated for no uniforms, the students will be notified at least 48 hours ahead of time with specific guidelines for the day. **NO INNOVATIONS** to conform with current fashions are permitted! In general students should follow the following guidelines:

ALL PAYMENT METHODS

Payments are accepted in cash, money orders, debit or credit card.

If payment is not current at the end of each quarter, report cards will not be released.

COURT ORDERS

Parents/guardians must supply the school with a Copy of any type of court order that may affect the student (e.g. who may visit the child, who has access to records, etc). Orders will be maintained in the child's file. If any changes to the court order occur during the year, the school must be notified.

Section 2: ATTENDANCE INFORMATION

SCHOOL HOURS

Monday through Friday 8:30am – 3:00pm (Unless otherwise specified on the school calendar.)

BEFORE & AFTER CARE

N/A

ARRIVAL AT SCHOOL

Students may arrive to school after 7:30am. Students are not supervised prior to 7:30am. School starts promptly at 8:30am. When a Student arrives to school she/he must report to their Classroom and remain there until instructed by the home room instructor.

END OF DAY

BUS RIDERS - Students are to remain seated in their Classroom until they are alerted to the arrival of the bus. Students are supervised outdoors until the bus departs.

WALKERS - Walkers will be escorted by staff to the end of the school property and are to proceed to their destination from there.

PARENT/GUARDIAN PICKUP - Students are expected to wait for their parents/guardian in their Classroom until notified by staff. Parents are expected to wait until 3:00 pm to pick up their children unless there is an appointment or emergency. Early pick must be presented in writing. Students may not wander the campus and office or loiter in the school.

ABSENCES

School attendance laws require children to attend school regularly. Under Florida law (FL. Stat. 984.03; 984.151; and 1003.01) a truancy petition must be filed on any student that misses 5 or more school days within a calendar month without approval, or who misses 10 days without approval in any 90 day period. Attendance is a joint responsibility of Parents/guardians and their children. If a student is to be absent from school, parents/guardians should call/email the office between 7:00-9:00 a.m. After office hours, parents/guardians may call the same number and leave a message on voice mail. **Please provide the following information: name of student, grade, individual calling for student, number of days absent, reason for absence.** When students return to school, they are to bring a written excuse signed by their parent/guardian, properly dated, and stating the reason for the absence. Without a written, signed note, the absence is unexcused until clarified. E-mail messages will not be accepted in place of the note, as the school must have a parent signature on the written excuse. Students are responsible for work missed during absences.

Faith United School of Excellence is required by law to report students who are absent more than five (5) unexcused days per quarter. Excessive absences will result in scholarships being revoked.

DIRECTED TOWARDS A PUPIL BECAUSE OF: sex, sexual orientation, race, religion, national origin, ancestry parental status, physical disability, mental disability, emotional disability, learning disability.

CREATING A HOSTILE ENVIRONMENT: The behavior is so severe (in view of all circumstances) or pervasive (occurs often, is part of a pattern of behaviors, permeates atmosphere) that it creates a hostile environment.

SEXUAL HARASSMENT

Faith United School of Excellence is committed to providing a learning and working environment for its students and employees that is free from intimidation and sexual harassment. This policy applies to all employees and students and will also be distributed to all contractors, vendors, and other agents of the school. It shall be a violation of this policy for any member of the staff to harass another staff member or student through conduct or communications of sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature. For purposes of this policy, sexual harassment includes but is not limited to:

Unwelcome sexual advances, unwelcome requests for sexual favors, verbal, written, or visual depictions of physical conduct of a sexual nature, and other inappropriate verbal or physical conduct of a sexual nature, whether or not repeated, when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student, or when made by a student to a staff member when:

- 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education, or when
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual, or when
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

A range of subtle and not so subtle behaviors that may involve individuals of the same or different sex. Behaviors that may be considered sexual harassment include, but are not limited to the following:

3. Parent/Guardian Notification Procedures

- The Teacher who initiated the removal of a student from the Classroom will attempt to notify parents/guardians within 24 hours of the incident that caused the student to be removed from his/her Classroom. The Classroom Teacher shall keep written logs or records regarding all attempts to contact the parents/guardians of the removed student and provide these to the administrator or designee within 24 hours of the student's removal from the Classroom.
- The administrator or designee shall notify the parents/guardians of the student in writing via disciplinary referral form, when a Teacher has removed a student from the classroom. This notification shall include the reason(s) for the student's removal from the Classroom and the placement decision involving the student. This notice shall be given as soon as possible after the student's removal from the Classroom and after a placement determination has been made.
- If the student removed from the Classroom is also subject to disciplinary action (suspension or expulsion) for the particular Classroom conduct, the student's parents/guardians shall be notified of the disciplinary action.

DISCRIMINATION

No person (meaning K-12 student) may be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

HARASSMENT

Pupil harassment means behavior towards pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. Any conduct that meets the three elements of harassment as described below constitutes harassment and will be dealt with accordingly.

EXAMPLES OF BEHAVIOR THAT CAN CONSTITUTE HARASSMENT: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism, destruction of property.

HEALTH GUIDELINES FOR ATTENDANCE

A student should remain at home if:

- The student has experienced episodes of vomiting or diarrhea in the last 24 hours and the student is not yet tolerating regular diet.
 - The student's temperature is not normal (approximately 100 degrees or higher) and the student feels ill.
 - The student is aching and fatigued enough to be unable to participate in the Classroom and school activities.
 - The student has an uncontrollable cough or runny nose so that she/he cannot care for it in a sanitary manner.
 - The student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24 hours of treatment.
 - The student has an untreated contagious disease (i.e. ringworm, chicken pox, scabies, draining pink eye, etc.).
- The student has a recent injury that causes enough discomfort to significantly distract her/him from being able to focus on school activities in the Classroom.

A practical question to ask is, "Does the student feel well enough to participate in and learn at school or would it benefit the student to rest at home today?"

LATE ARRIVALS TO SCHOOL

Students who arrive late to school should go directly to the administrative office for a pass to enter the classroom. Students will sign in when they arrive to provide a record of the time and date. If they have a written excuse from parents/guardians, or we have received a phone call explaining their late arrival, they will be given an excused tardy pass. If they arrive late, without an acceptable excuse, they will be given an unexcused tardy pass. Unexcused absences may be removed if parents/guardians provide a written, signed, and dated excuse. The Teacher then marks the student unexcused tardy and assigns the appropriate consequence. Repeated unexcused late arrivals will prompt contact with parents/guardians.

LEAVING SCHOOL DURING THE DAY

Although we encourage families to make appointments after school hours, we know that occasionally students must leave. When students need to leave, they must bring a written, dated, and signed note from a parent/guardian to the administrative office prior to the start of school in the morning (between 8:00 and 8:30 a.m.). Parents may

also contact the school by phone. When an authorized parent/guardian arrives, the student will then be called to the main office to be signed out. Students will ONLY be released into the custody of their parent/guardian or other authorized person. When they return, they will need to come to the office, sign in, and get a pass to re-enter the Classroom.

SKIPPING SCHOOL/THE CLASSROOM

If a student is suspected to be absent without permission, parents will be called. Skipping school or leaving school without permission may result in In-school suspension (ISS).

TARDINESS TO THE CLASSROOM

Students who are tardy to the Classroom are responsible for making up missed time with their Teacher. If tardiness continues, the student will be referred to administration. Parents/guardians will be kept well informed by Teachers and administrators through phone calls and letters.

SCHOOL CLOSING DUE TO TROPICAL STORM OR HURRICANE

If school is closed for any reason, an announcement will be made on Channels 12, 25 and 29. We will follow ST. LUCIE COUNTY PUBLIC SCHOOLS closing schedule.

Section 3 – TRANSPORTATION

SCHOOL BUS

Busing is provided by Faith United School of Excellence. Bus evacuation drills will be conducted regularly, and all students are required to participate. Only students who are assigned to ride the bus throughout the school year may ride. Students who do not regularly ride a bus may not join a friend on the bus. Questions regarding bus eligibility or route planning may be directed to the school office.

Classroom, failure to obey school staff, violation of Classroom's rules or student conduct code, throwing anything in the Classroom, inappropriate language, sleeping in the Classroom, dress code violation, incomplete homework/unsigned slips

CLASSROOM CODE OF CONDUCT

This Classroom Code of Conduct applies to all students in grades K-12.

1. Student Removal from the Classroom

A student may be removed from the classroom for, but not limited to, the following reasons: dangerous, disruptive, damaging, unruly behavior, behavior that violates expectations set forth by Faith United School of Excellence. In addition, behavior that interferes with the ability of the Teacher to teach effectively or interferes with the ability of others to learn, and behavior which is inconsistent with the Classroom decorum. When a student is removed from the classroom, s/he will be sent or escorted to the administrator or designee. The Teacher removing the student will notify the administrator or designee and inform him/her of the reason(s) for the student's removal. A written explanation of the reason(s) shall be given to the administrator or designee within 2 hours of the student's removal from the Classroom.

2. Placement Procedure

- Short Term Placement Procedures

In the majority of cases, a student shall remain in the short-term removal area for at least the duration of the Classroom or activity from which s/he was removed. The administrator or designee shall inform the student of the reason(s) for removal from the Classroom, and shall allow the student an opportunity to present his/her version of the situation. The administrator or designee shall then, after weighing the interest of the removed student, the other students in the Classroom, and the Teacher, determine if readmission to the Classroom is the best or only alternative. In the event it is not deemed appropriate to return the student to the Classrooms, the administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practical, shall take steps to have the student sent home.

If your child does come home complaining about a policy or discipline, please follow this procedure:

Give the staff the benefit of the doubt.

Realize that your child's reporting is emotionally biased and may not include all the information.

Realize that the school has reasons for all rules and that they are enforced without partiality.

Support the administration and call the school for all the facts.

DEMERITS & DETENTION

Demerits are given primarily for Procedural violations. There will be increasing consequences for multiple demerits which reflect a problem with authority or attitude of rebellion. Problems involving moral violations, being blatantly disrespectful, and anything which endangers the safety of students or staff will result in parents being notified immediately and the student being removed from the Classroom. Such actions can result in ISS or expulsion of the student. Demerits are given for disturbances or broken rules. Any demerits will result in detention time as follows:

3 Demerits = After school detention

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and is to be signed by parents. The next day the slip is returned and detention time is served. Demerits & detention given are not a request for parents to punish the child. They are a notification that actions are being taken in the Classroom.

Demerits are an indication that a student may need direction in the development of principles of character in his/her life. Teachers reserve the option to assign students to private detention during lunch or after school. Conference with the Teacher, School Administrator, and parents are sometimes necessary to assure this growth.

OFFICIAL LIST OF VIOLATIONS

One demerit is given for violation unless permission is received:

Getting up out of chair, going to the scoring station, completing part of a self-test without Teacher's initials, going to the restroom, talking in the Classroom.

One demerit is given for each violation:

Talking out loud to other students, not replacing score key, Copying answers from score key, arguing with teacher, anything which disturbs another student in the

DROPPING OFF/PICKING UP STUDENTS

Parents/Guardians are responsible (regardless of age) for signing the student in (under morning drop off time) and out (under afternoon pick up time) at the front desk daily. The same rule applies when picking up a student early from school for any reason. Only person authorized to pick a student up will be allowed to receive the student. Please be prepared to present valid identification.

FIELD TRIPS/FIELD TRIP GUIDELINES

Prior to a field trip, students must meet the requirements instructed by instructor or staff to participate in any field trip activities. Permission slips must be signed prior to any trip scheduled. If there are monies to turn in for a pacific field trip that will also be due upon turning in the permission slip. Failure to do so will result in the student not participating for that trip.

Participating in field trips is a privilege that may be revoked due to inappropriate behavior or low performance in the Classrooms. Staff members arranging field trips will abide by current laws, regulations, and Faith United School of Excellence policies.

TRANSPORTATION GUIDELINES AND PROCEDURES

The following information pertains to transportation practices of Faith United School of Excellence. This information is intended to provide each eligible student with safe, efficient transportation to and from school. Bus schedules will be established which will cause pupils to be picked up at a set time and arrive at school before the start of the school day.

1. The bus pick up time and approved bus stop location will be provided to you before school begins.
2. Students must be out at the bus stop location a minimum of ten (10) minutes prior to the scheduled pick up time. **The bus will not wait or return for students.**
3. Only students who are assigned on the route will be allowed to ride.
4. Students will be picked up and dropped off only at designated stops along the route that are approved by the school. It is the parent's responsibility to instruct their child where to get on and off and how to get to and from the bus stop locations. It is strongly suggested that a parent or a neighbor wait at the bus stop location to supervise younger students.

6. Unless specifically authorized, bus routes will not enter private driveways, cul-de-sacs, dead end roads and areas that would create an unsafe situation or require the bus to back-up.

BUS RIDER EXPECTATIONS

The following section explains student behavior expectations while on the bus. Faith United School of Excellence views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the Classroom. From a safety standpoint, the fact that students are on a moving vehicle requires rules that are even stricter than those for the Classroom. The Bus Driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established rules. Faith United School of Excellence reserve the right to modify the following rules, expectations and consequences at any time. In addition, we authorize the use of video cameras on school buses to assist with discipline issues.

BUS RIDER RULES

Students may ride only on assigned routes and vehicles.

Students should respect private property while waiting at the bus stop and wait only in designated locations. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Students should always cross the street in front of the bus.

Student should avoid crowding or pushing when getting on or off the bus.

The use of the emergency door is restricted for emergency evacuations only. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the destination or bus stop. Students must share seats with other riders. Students may be required to sit three (3) to a seat and/or sit in assigned seats.

Students should keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep arms, hands and legs to themselves while riding the bus.

Students should use quiet and normal voices in conversations with fellow riders. **Yelling, screaming or profane language is not acceptable and will not be tolerated. Harassing behavior, disorderly conduct, hazing, or anti-social behavior will not be tolerated. Sexually harassing behavior (obscene language and actions) will not be tolerated.**

Section 7 – CODE OF CONDUCT

The school is the learning and working environment for both students and staff. Students, their families and staff members are expected to behave in an orderly, mutually respectful manner at all times. Students, their parents/guardians, and staff members should expect a safe, orderly, positive environment to work and learn in. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students should respect themselves, respect others, respect property, and be responsible for their own actions. Students will be expected to be respectful at all times and follow these simple rules:

- We respect others and their property.
- The use of inappropriate (foul, abusive, harassing, vulgar) language is prohibited and will not be tolerated
- We keep our hands, feet and objects to ourselves.
- Students are to do what they are told to do the first time they are told.
- Students may not interfere with the learning / teaching environment.
- Teachers will be allowed to teach and students will be allowed to learn.
- Students will allow the Teacher to teach all students.
- Students will allow all students to learn.
- Students will encourage all others to feel safe and comfortable.

Students who are unable to meet our high behavioral expectation will receive appropriate consequences for choosing inappropriate behaviors. Students referred to the administration for inappropriate behavior will have the opportunity to discuss and write their version of the situation. Administration will investigate and make a decision on the situation and the consequences that will be assigned. **Teachers will teach and rehearse their expectations for behavior in their Classrooms the first two weeks of school and on a regular basis throughout the year.** Students can expect to see and hear the overall school rules (listed above) reinforced in every Classroom. Teachers will also have additional expectations for student behavior. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions on individual Classroom behavioral plans, they should speak with the Classroom Teacher for clarification. Rules are established to maintain a safe, orderly environment. If students demonstrate severe or repeated inappropriate behaviors, they will be referred to the administration.

Valedictorian and Salutatorian are chosen prior to graduation. In order to qualify for the above honors, a student must complete the college preparatory course study with a minimum of an 4.0 GPA and must have completed all other requirements given by Principal and Staff at Faith United School of Excellence.

Mandatory Community Service

Community service is an unpaid activity within the school or outside community that provides service to an individual or group to address a school or community need. The activity must be developmentally appropriate and meaningful to the student. It's important for students to give back to the community that for a number of years has provided them with a wonderful education. This also gives students the opportunity for 1) Developing knowledge, learning and respect for community and citizenship skills , 2) Enable students to help others, give of themselves and enter into caring relationships with others 3) Give students more responsibility for their learning.

As a requirement for graduation, all students grade 6 and up must complete the following:

- 11th Grade-65 Community service hours & Senior Project
- 10th Grade -55 Community service hours
- 9th Grade -45 Community service hours
- 8th Grade -35 Community service hours
- 7th Grade -25 Community service hours
- 6th Grade -15 Community service hours

PARENT/GUARDIAN-STUDENT TEACHER CONFERENCES

Parents/guardians can minimize the need for face-to-face conferences by conferring regularly via e-mail, telephone, or through other written communication with teachers. Parents/guardians are encouraged to regularly speak with their child about his/her progress. We encourage regular, ongoing communication with teachers. Parents/guardians do not need to wait for scheduled conferences to contact teachers with questions or concerns. E-mail is an excellent tool to facilitate communication. Many parents/ guardians find that this on-going, relatively immediate communication supports their interests and questions, as well as minimizes the need to meet with teachers face-to-face at the scheduled parent/ teacher conference dates. Conferences are limited to 10 minutes. Students should be an active part of conferences. Students should provide parents/guardians information on the reasons for their grades and the associated comments from teachers. Students should be present at conferences to respond to questions from parents/guardians related to the Classroom performance. Parents/guardians are strongly encouraged to contact teachers early in the year to discuss student performance.

For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, scented items or items that can be sprayed, slingshots, rubber band guns, water pistols, knives or other sharp objects, any other unsafe items or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the drivers' view or create a safety hazard. If a student needs to bring such items to school, it shall be the parent's or guardian's responsibility to transport.

Students may not use cell phones on the bus unless there is an emergency during which the bus driver needs assistance in notifying other adults.

When getting off the bus, the student should immediately move away from the side and never toward the rear of the bus. If a student must cross the street, they must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, they must wait on the sidewalk until the bus leaves the area and cross at the nearest cross-walk.

Students should show respect for all bus drivers, adults assisting students and fellow students riding on the bus.

Bus drivers and their aid shall be responsible for the orderly conduct of all passengers and will report any behavior problems.

Students may not litter. Please help us keep our buses safe and clean.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Major type or repetitive rule violations will result in suspension of bus riding privileges. The following is the standard format used when dealing with rule violations. However, these are the minimum consequences and may be altered based on circumstances surrounding the incident. Violations or acts of conduct that are severe in nature may result in immediate suspension of bus riding privileges and a conference with school officials will be held prior to resuming transportation services. Parents will be notified by the school before any suspension goes into effect. Suspension days are school days - not calendar days.

**** REMEMBER, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT! ****

MAJOR VIOLATION CONSEQUENCES

1ST VIOLATION - The incident will be documented by the driver with Copy sent to the parents/guardians, and principal within 24 hours. In cases involving severe incidents, the driver and school officials reserve the right to start discipline procedures at steps 3 or 4 (see below). A permanent suspension from the bus may be invoked. Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

MINOR VIOLATION CONSEQUENCES

1ST VIOLATION

A verbal warning will be given to the student. The bus driver will promptly notify parents/guardians of the incident by phone within 24 hours. The incident will be documented by the driver with Copy sent to the parents and principal within 24 hours. The school principal will give a verbal warning to the student and may impose additional consequences.

2ND VIOLATION

The incident will be documented by the driver with Copy sent to the parents/guardians and principal within 24 hours. A 1-3 day suspension from the bus will be imposed. Parents will be responsible for transporting the student. The principal will speak with the student and may impose additional consequences. The principal must speak with the parent(s)/guardian(s) before the student will be allowed to ride the bus again.

3RD VIOLATION

The incident will be documented by the driver with Copy sent to the parents/guardians and principal within 24 hours. A minimum five (5) day suspension from the bus will be imposed. Parents will be responsible for transporting the student. The principal will speak with the student and may impose additional consequences. A meeting with the student, parent(s)/guardian(s), bus driver and principal must take place before the student will be allowed to ride the bus again

4TH VIOLATION

The incident will be documented by the driver with Copy sent to the parents/guardians and principal within 24 hours. The student will be suspended from the bus for the remainder of the year – the decision will be made in conjunction with the school. Parents will be responsible for transporting the student. The principal will speak

GRADING SYSTEM

The grading system is as follows: (G.P.A. is calculated on a 4-point scale)

100% - 90%	A
89% - 80%	B
79% - 70%	C
69%-60%	D
59% or below*	UNACCEPTABLE

**Work will be repeated until an acceptable score is achieved.*

HONOR ROLL

Students who have earned a 4.0 grade point average are placed on the Principal’s Honor Roll. Students who have earned a 3.5 - 3.99 grade point average are placed on the A Honor’s Roll. Students who have earned a 3.0 - 3.49 grade point average are placed on the B Honor’s Roll. All grades for all subjects are averaged to determine the honor rolls.

GRADUATION REQUIREMENTS

A minimum of twenty-four (24) units of credit is required for high school graduation. A prescribed course of study will be determined through a conference among staff, parents, and students. Transfer students (from other than an A.C.E. school) should complete at least fifty-four (54) PACES in this school before receiving a diploma.

When a student begins the ninth grade, an academic projection for graduation will be plotted with the student and his/her parents. This projection will be reviewed quarterly. Students are classified as freshmen, sophomore, junior or senior based on the number of PACE’S remaining until graduation, not on the number of years they have been in school. Students may pass from one level to the next at any time during the year.

Grade level requirements are as follows:

Freshmen:	199 or more PACE’S
Sophomore:	Less than 199 PACE’S
Junior:	Less than 132 PACE’S
Senior:	Less than 66 PACE’S

INTERNET AND OTHER COMPUTER NETWORKS

The use of the Internet and similar communication networks by students and staff is a privilege – not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may also be taken where/when appropriate. The Teachers will maintain a record of those students who do not have access to the Internet (or other materials). Students shall be trained on the use of the Internet. Teachers will be responsible for informing students of the Faith United School of Excellence policies, procedures, and rules annually. We strive to give students' access to the Internet, but specific procedures on the rules must be followed. Students who do not follow the rules will lose their privilege to use the system and/or be subject to other disciplinary action including possible legal action. Internet is to be used for educational and research purposes only that are consistent with Faith United School of Excellence educational objectives.

HOMEWORK

The responsibility for scholastic achievement is placed on students. It is believed that no student should need to take academic work home. The goals set by the student and reviewed by the Teacher are no more than the student is capable of completing during the school day.

If a student fails to complete required goals, they may be asked at the discretion of the Teacher, to complete the work at home or after school in the Classroom. No resource books or tapes may be taken home without permission.

REPEAT & LOST PACES

Any PACE's that are lost or must be repeated must be replaced. There will be a fee of \$7.00 per PACE for each replaced PACE.

PROGRESS REPORTS

Progress reports are issued to indicate the student's progress. These are prepared every 3-4 weeks of the 9 week period. The quality of the work performed is indicated by percentage. Any student in 4th thru 9th grade having less than an 80% average will be required to repeat the same PACE book given. This policy prevents learning gaps. Students in 1st and 3rd grade must have a 90% average.

with the student and may impose additional consequences. A meeting with the student, parent(s)/guardian(s), bus driver and principal must take place before the student will be allowed to ride the bus again.

EXAMPLES OF MAJOR RULE VIOLATIONS

- Smoking, chewing or possessing tobacco or related products.
- Possessing prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and /or alcoholic beverages.
- Vandalizing or damaging bus property (restitution will be required from the offender).
- Tampering with bus emergency equipment.
- Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or could be used as a weapon.
- Interfering with the safe operation and travel of the bus and/or other motor vehicle.
- Physically assaulting (hitting, punching, kicking, etc.) or verbally threatening the well-being of another person.
- Refusing to follow safety rules or the driver's instructions.
- Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.
- Using an object as a weapon for intimidation or bodily harm.

EXAMPLES OF MINOR RULE VIOLATIONS:

- Yelling, screaming, singing or talking loudly.
- Using profane or unacceptable language.
- Failure to remain seated or to sit in an assigned seat if required by the driver.
- Not keeping hands, arms and legs to oneself or out of the aisle.
- Blocking the aisle.
- Littering or spitting on the bus.
- Showing disrespect toward the driver or another person.
- Riding on another route without approval or a bus pass from the school office.
- Throwing items in or out of the bus.
- Failure to share seats.
- Teasing, name calling, bullying, threatening violence, etc.

Section 4 – Health and Safety

This school does not provide any medicines, aspirin, Tylenol, etc. to any student for headaches, fevers, or other reason. No staff member will be allowed to administer medicine to any student for headaches, fever, or another other reason **UNLESS THE STUDENT IS UNDER DOCTOR’S CARE WITH A WRITTEN PERMISSION FROM THE PARENT.**

Our staff is trained in first aid and will treat minor injuries when necessary. Generally, parents will be called only in case of emergency or when their child is vomiting and/or has a fever. Florida law requires that all children who enter a Florida public or private school or Kindergarten have immunizations for diphtheria, pertusis – (whooping cough), tetanus, poliomyelitis, and rubella (German measles). Parents must provide this information to the school upon enrollment.

ACCIDENTS/ ILLNESSES

If students become ill during the school day they should inform the Teacher that they are not feeling well. The Teacher will first suggest that students put their head down on the desk for a brief time to see if they recover enough to remain in the Classroom. If the Teacher determines that the student is too ill to remain in the Classroom, they will send him/her to the office. If s/he has a fever, parents/guardians will be contacted immediately and asked to pick the student up or give the school permission to send the student home. If a student does not seem seriously ill, we will ask him/her to rest for a short time and return to the Classroom. If they cannot return to the Classroom, we will contact parents/guardians. If a student receives a minor injury in the Classroom, such as a small cut, they will be asked to take care of it in the Classroom (cleaning it, applying a Band-Aid). If a student is seriously injured, we will contact 911 and parents/guardians. Individuals supervising the student at the time of the accident are required to complete an accident report.

MEDICATION

Written consent and instructions from parents/guardians and a licensed health care practitioner must be submitted to the office in order to administer any prescription to a student. The parent must furnish the prescription in a clearly labeled container (as originally dispensed). Information on possible side effects of the medication must be provided to the school on the consent form. The school bears no responsibility for safeguarding the drug or assuring it is taken. School personnel will not administer

Test or Quiz - The student will lose credit on that test or quiz and may receive a grade reduction for the marking period.

Marking Period or Semester Exam - The student will lose credit on the exam and may receive a grade reduction for the marking period or semester.

The Teacher will contact the parent/guardian by phone, make a documentation of the call, and send a Copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian is asked to verify receipt of same with a signature and return it to the Teacher no later than the following school day.

The Teacher will submit a Copy of the disciplinary report to the office of the Principal.

Second Offense

Penalties and procedures as in the first offense; plus:

The Teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, give a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade “F” may be recommended for the course in case of verified academic dishonesty.

The Teacher will submit a Copy of the disciplinary report to the office of the principal.

The principal will contact the parent/guardian by phone, make a documentation of the call, and send a Copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian will be asked to participate in a conference with the principal to discuss possible disciplinary action.

STAFF RESPONSIBILITIES

All Teachers will educate students during the first two weeks of the Classroom as to what constitutes cheating and what is acceptable and unacceptable behavior. The Academic Honesty Policy will be referenced. This information is reinforced on a regular basis

- Doing another person's the Classroom work;
- Creating more than one Copy of one's own work for distribution;
- Providing another person with the answers on tests or quizzes; or
- Noncompliance with Teachers' test taking procedures.

Use of computers in any of the following ways is prohibited:

- Unauthorized Copying of the software;
- Copying or using another student's data disk; or
- Unauthorized use of hard Copy (printed material) to develop one's own software

VIOLATION OF ACADEMIC HONESTY POLICY

The following rules for conduct apply to all students and violation of the rules could result in consequences as described. In most cases the Teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined.

Procedures for implementation of this policy shall include:

An explanation of this policy will be included in parent handbooks or mailed to parents/guardians annually.

Explanations of the Academic Honesty Policy and Procedure will be presented orally to the students during the first week of the Classrooms at the beginning of the school year by the Teacher. Students will sign and date an Acknowledgment of Academic Honesty Policy form at that time.

In each incidence of alleged academic dishonesty, parents/guardians will be notified directly (by phone or a conference) and a brief written statement of the situation shall be provided to the principal by the Teacher, with a Copy to the parents/guardians.

First Offense

The Teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade "F" (zero) will be issued for the assignment in cases of verified academic dishonesty. Homework - The student will lose credit on the assignment and may receive a grade reduction for the marking period.

non-prescription medications, such as aspirin without written parent/guardian consent. If a student is taking medication outside of school that may cause the student to experience side effects during the school day, please notify the office.

If your child is self-administering medication of any type on school grounds, the appropriate medication consent form must be completed and on file in the Principal's office. If the student is self-administering the medication, Faith United School of Excellence does not accept any responsibility for the self-administration of the medication, including but not limited to administration, storage supervision or documentation. The student may not share or distribute any self-administrated medication to other students or individuals. The PRESCRIPTION medication consent form and the OVER-THE-COUNTER medication consent form can be found at the back of this handbook in the section titled Appendices. Medication consent forms must be completed in full, listing possible medication side effects by the required individuals to be valid. Additional copies, if needed, can be obtained from the school office.

GUIDELINES FOR A STUDENT LEAVING SCHOOL DUE TO ILLNESS OR INJURY

With an understanding that the school is primarily an educational setting rather than a health care facility, and that staff and resources are limited, the school will notify the parent/guardian of the need for a child to be sent home to be cared for. The parent/guardian of a student who appears significantly ill or injured will be notified by telephone to come to school to pick up the child in order to ensure that the child receives appropriate care related to the illness or injury. Ill or injured students whose ability to participate in routine Classroom activities is compromised to a significant degree due to illness or injury will be sent home after appropriate basic assessment efforts have been employed. These efforts may include questioning, observation, and temperature taking. Efforts may be made, if appropriate, to make the child comfortable and allow the problem, if temporary, to pass. Should a parent/guardian refuse to comply with a school request to remove a child from the school based on illness/injury, a referral may be made to Department of Children and Families for suspected neglect

IMMUNIZATIONS

Current immunization cards **must be maintained on ALL students**. If parents/guardians have questions on immunizations they may leave a message for the director at the school. The school will maintain the immunization histories of all children

and will update those histories with information supplied by the local public health agency, parents/guardians, or private physicians.

PREGNANCY

If a student becomes pregnant, the Principal first is to be notified. A meeting will be arranged for both the parents/guardian and the student to attend. Under normal circumstances, the student will remain in school until the date the doctor indicates. After that, her academic needs will be cared for during the time she is away from school. Once she has left school, she will not be permitted to participate in school activities.

EMERGENCY PROCEDURES

Emergency procedures will be practiced regularly. Information specific to procedures that are to be followed will be posted in Classrooms and explained by Teachers. Students/visitors should follow Teacher or administration directions.

FALSE ALARMS

Police will be notified and given the name of anyone who creates a false alarm.

Section 5 – Program for Religious Growth

The most important objective of the school is "to help students make a commitment to the Christian life by providing courses in theology, opportunities for daily chapel, readings from Sacred Scriptures, and moments of prayer throughout the day."

SCHOOL MINISTRY

The School Ministry is a structure for maintaining and developing the Christian environment of the school by coordinating the efforts of the administration, faculty, staff, students, parents and pastors. School Ministry helps develop ways to assure a Christ-centered education within all aspects of the school community and is available to assist the faculty, students, and their families in whatever way possible.

CHAPEL

Daily Chapel is celebrated in the school's courtyard/student gathering area. When weather doesn't permit, chapel is celebrated in Classrooms.

Section 6 - The Classroom and Grading Information

ACADEMIC HONESTY POLICY

Academic Honesty

Faith United School of Excellence regard academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or the Classroom requirements represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. Thus it is important that all involved understand their integral role in helping to promote this climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action. The following list provides examples of what a student **will not do**:

- plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- submit work that is not original. Copying, "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another the Classroom are all unacceptable practices.
- give or receive unauthorized assistance on exams.
- alter grades or other academic records, give false information, or forge.
- submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.
- provide notes, signature, or other documents that are forgeries to school officials or Teachers.

Dishonesty Defined

Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by Copying the language structure, idea and/or thought of another and representing it as one's own work, and verbal or written statement of untruth.

Dishonesty, or cheating, is defined as:

- Copying or stealing another person's work;
- Allowing another person to Copy one's own work;