



FAITH FELLOWSHIP SCHOOL

Establishing the Kingdom of God with a New Generation

Parent and Student Handbook

2018-2019



FAITH FELLOWSHIP SCHOOL

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Faith Fellowship School is a ministry of Faith Church of the Redlands (FCR)

Pastor Vinnie Kelso
FCR Board President

2018-2019

The Year At The Foot Of The Cross

“Come with me by yourselves to a quiet place and get some rest” Mark 6:31bNIV

Mrs. Monica Williams
Principal

Mr. Glenn Dunn
Vice-Principal

Mrs. Laura Dunn
Academic Coordinator

School Hours

Mondays, Tuesdays, Thursdays, and Fridays

8:15 am to 3:00 pm

Wednesdays

8:15 am to 2:00 pm

School Office Hours

Mondays, Tuesdays, Thursdays, and Fridays

8:15 am to 3:30 pm

Wednesdays

8:15 am to 2:30 pm



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Dear Families,

I want to welcome you to our family of believers who are truly seeking God's best for you and your family. We believe that God has allowed us the opportunity to assist you in "*training your child in the way they should go.*" (Proverbs 22:6) Also, please know that we are here to serve you as well. We offer to walk with you and provide spiritual guidance as we seek to lift up the name of Jesus. If this is your first year with us, I'm looking forward to getting to know you and your family. I am anticipating the great things that God has in store for us this year!

It is our goal to assist you and your child to determine and develop the gifts and the talents that they were designed to experience. It is my prayer that our students will be a tremendous impact for the kingdom of God and the community.

Blessings,

Vinnie Kelso

Pastor



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Dear Families,

Welcome to the most exciting Biblical adventure we'll ever experience, "**going back to the basics of the Bible**"; God's principles of education:

Hear, O Israel: The LORD our God, the LORD is one! You shall love the LORD your God with all your heart, with all your soul, and with all your strength.

And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates. Deuteronomy 6:1-9.

As I follow God's prescription to successfully educate our children, I understand the importance of building character upon the rock of God's Word.

- Train the students in the way they should go:

"Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6"

- Shape the minds of our students:

"... whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy... Philippians 4:8".

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- Establish their roots firm:

“rooted and built up in Him and established in the faith, as you have been taught, abounding in it with thanksgiving. Colossians 2:7”.

So our students won't be carried on, and taken captive by the philosophy of the world. They will be prepared and able to evaluate everything when they go to face the world:

“Test all things; hold fast what is good. Abstain from every form of evil. 1 Thessalonians 5:21”.

Through our commitment to God's word and the leadership of our outstanding teachers I know that this will be an outstanding year!

Sincerely,

Mrs. Monica Williams.
Principal



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Our Vision

Our goal is to train our students with Bible based teachings to serve others and show leadership, reaching out to this world and its needs, and to help the students reach their spiritual, intellectual, physical and social potential.

Our Mission Statement

Faith Fellowship School is a ministry of Faith Church of the Redlands, called by God to serve our community. We train the students in the way they should go by teaching them God's commandments diligently through every opportunity we have in our educational and therapeutic environment. The teachers and staff teach the students in the knowledge of God, investing and sharing their gifts, talents, education, and resources with the families of our school in a safe Christian environment. Our goal is to train our students with Bible based teachings to serve others and show leadership reaching out to this world and its needs and to help the students reach their spiritual, intellectual, physical and social potential.

The Bible is the foundation of our ministry and we believe that God called us to be his tools to partnership with the parents.

Our History

Faith Fellowship School is a vision from God's heart that flourished as a response to the need of the families of Faith Church of the Redlands, whom in their commitment to God felt the responsibility to raise their children in the knowledge and fear of God; to be the light of the world. Our families have the conviction that God has ordained that parents are primarily responsible for the education of their children. We believe that God has sent to our organization suitable people as a result of His calling to partner with the parents in the education of their children.

Our Statement of Faith

Faith Fellowship School is a ministry of Faith Church of the Redlands; we formulate the following declaration (*Luke 1:1*). We pray that there not be harmful or divisive differences of the belief which may injure any person or create a disturbance of peace and harmony of the church or any of its ministries, and that we all may be of the same mind and the same judgment, speaking the same things in love, with one voice glorifying God, edifying His people and giving Christian witness to the world. (*1 Corinthians 1:10; Acts 2:42*).

INSPIRATIONS OF THE SCRIPTURES

We believe the Bible is the inspired, infallible Word of God, and as such, is our final authority in all matters of faith and doctrine. (*2 Timothy 3:16; Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:19-21*)

GOD

We believe in one God manifest in Three Persons; Father, Son and Holy Spirit. (*Matt. 3:16; 28:19*)

MAN

We believe that man, in his natural state, is a sinner, lost, undone, without hope, and without God. (*Rom. 3:23; Ephesians 2:1-2, 12*)

DIVINITY AND HUMANITY OF CHRIST JESUS

We believe the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His suffering and atoning death through His shed blood, His bodily resurrection and His ascension to the right hand of God the Father. (*Philippians 2:5-12*)

HOLY SPIRIT

We acknowledge the Holy Spirit to be an equal Person of the Godhead, whose work is to convict of sin, constrain to Christ, confirm in righteousness, and continually indwell the believer. (*John 16:8-11; Romans 8:9; 1 Corinthians 12-12-14; 2 Corinthians 3:6; Ephesians 1:13-14*)

SALVATION

We believe that salvation of God is received only by undeserved favor (from God) through faith in the finished work of the Lord Jesus Christ and is NOT of man's works or efforts. Works are excluded except as fruit of salvation. (*Romans 5:1; Ephesians 2:8-10*)

ORDINANCES

We believe in the two ordinances of the Church:

1. Baptism by immersion, as a testimony of the believer's obedience to Christ, but NOT as a prerequisite or requirement for salvation (*Acts 8:36-39*)
2. THE LORD'S SUPPER (Breaking of bread and communion) to be observed as a memorial of our Lord's death, burial, and resurrection (*Luke 22:14-20*)

LOCAL CHURCH

We believe in an organization known as the Church, which constitutes all true Believers in Christ: In the priesthood of all Believers; In the gifts of the Holy Spirit to the church; in the fact that Christ ALONE is the Head Of The Church and is to be given pre-eminence. (*Ephesians 5:22-32; 1 Timothy 3:15; 1 Peter 2:9-10; Romans 12:6; Col 1:18*).

SECOND COMING

We believe in the imminent return of the Lord Jesus Christ to receive His own people to the eternal joys of Heaven; and in the ultimate eternal damnation of the souls of all Christ-rejecters to a lost eternity in Hell. (*Acts 1:10-11; 1 Thessalonians 4:13-18; 2 Thessalonians 1:7-10; Revelation 1:7*)

FELLOWSHIP OF BELIEVERS

We believe that it is God's will that we have fellowship with all other Christians of like faith wherever they may be found, and to receive such into our fellowship, providing there is no known sin or heresy which would bring the Gospel of Christ into disrepute. Our reception of such is to be without regard for race, color, nationality, or social position. (*Act 2:42-47*)

THE GREAT COMMISSION

We believe in obeying the Great Commission. Therefore, we will work for evangelism and the growth of churches at home and abroad. (*Matt 28:18-20*)

POLICIES AND PROCEDURES

Parental Requirements

- Faithfully comply with policies, procedures and payments.
- Attend the parent meetings (only one parent is required)
- Parents are responsible for the cost of curriculum, school supplies, field trips and activities in addition to the tuition and registration fee.
- Parents should not loiter on campus unless they have a special arrangement. Parents are invited to be on campus for authorized and designated purposes.
- Parents need to sign a release of liability.
- Parents are required to volunteer 20 hours per student or 30 hours if the parents have two or more students in FFS. The administration will assign, check and approve the volunteer hours. Although we prefer our parents to volunteer at school, we do accept a \$10 donation per hour to the school if the families are unable to volunteer their time.

Volunteer Responsibilities

- All full time and part time volunteer parents must be on campus for a specific time and duty pre-assigned by the Principal. Your position may be re-assigned according to the needs of the school program. Volunteers are not to be on the phone or talking with other parents during their volunteer assignment.
- Only parents assigned as volunteers may be in a class unless they have prior permission from the teacher.
- It is the volunteer parent's responsibility to obtain a substitute in the event of planned absences or a last minute emergency.

- The volunteer parent needs to notify the vice-principal of any change in their schedule that affects their assignment.
- The volunteer parent must follow the dress code and the policies of the school at all times.

Communication

Accurate communication is very important for the overall success of our school and students. FFS has implemented many ways of communication to make sure that our partnership with the students' families is effective. It is the parents' responsibility to access the different ways of communications that school has available for your convenience. FFS communicates through: Class Dojo, classroom news/folder/letters/notes, emails, Facebook, flyers and letters, phone calls, posters, teacher/parent conference, voice messages, website (www.faithfellowshipschool.org), and Wild Bright.

Dress and Conduct Code

We believe that *"God is not a God of disorder but of peace" (1 Corinthians 14:33)*, and we need to keep a Christian testimony in our appearance, attitudes, speech and behaviors. The Bible tells us that: *"Everything is permissible"—but not everything is beneficial. "Everything is permissible"—but not everything is constructive. Nobody should seek his own good, but the good of others (1 Corinthians 10: 23-24)*. For this reason the students, volunteers and staff of Faith Fellowship School are expected to demonstrate neatness, cleanliness and modesty at all times. Older children are expected to set an example of proper behavior and speech for the younger ones.

- ❖ ***Please note:** Students who come to school dressed inappropriately will be sent to the office until their parents can bring them the appropriate clothing or be picked up.*

School Uniform is **Mandatory**. Dress code standards are in effect from the time students arrive on campus until they leave. Physical Education (P.E.) uniform is **Mandatory** for third grade (3rd) through twelfth grade (12th). The students in high school will be exempted after they complete the two P.E. (2) credits required for graduation.

Daily Uniform

- Polo shirt in black, white or teal, embroidered with the school logo.
- Black or khaki **uniform** bottoms (uniform shorts, uniform pants, uniform capris, uniform skirts or uniform skorts)
- Closed-Toed Shoes with laces or Velcro.
- Jackets and Sweaters **MUST** be the same as the school top solid colors (Black, White or Teal).

Physical Education Uniform:

- Teal T-shirt, printed with the school logo.

- Black mesh shorts, printed with the school logo.
- Athletic shoes.

Dress Code

- All clothing pieces must have a proper fit to the body size, and shall not be oversized or undersized.
- Jeans, cargo pants, cargo shorts, leggings, and jeggings are prohibited.
- Jeans are not included in the uniform code.
- Crocs, Flip Flops, Slides, Sandals, Open-Toed Shoes, or roller shoes are not allowed.
- Shorts must be of modest, mid-thigh length for all ages, no exceptions.
- Clothing with holes, tears or inappropriate messages are not allowed.
- No excessive jewelry or any jewelry associated with rock music, the drug culture or playboy culture.
- Hair style and hair color should not be in extreme fashion, unusual or distracting styles.
- Hair color must be natural color.
- Boys must keep their hair short, above the collar, behind the ears, and above the eyebrows. Mohawks are not permitted.
- Sunglasses, caps, bandanas and hats are not to be worn in the school building.
- Makeup and nail polish should not be excessive, distracting, disruptive or inappropriate for an educational environment.
- Cleanliness of the physical person, consistent with the maintenance of good health, to avoid offensiveness to others is mandatory.

Dress Code For Special Events

The school will plan special events and/or extra activities when it is not mandatory to wear school uniforms. The school will give specific directions about the attire. The students are expected to follow the school dress code guidelines.

Conduct Code

- Follow all instructions given by any of school's authorities.
- Keep your hands, feet and objects to yourself.
- **Personal Electronic Devices are NOT allowed.**

Students will NOT be allowed to possess or use a cell phone or any other personal electronic device, as long as they are on school campus. **The cell phone MUST be left at home.** If a student is found to be in possession or use of a cell phone, the cellphone will be confiscated, placed in a labeled envelope, and delivered to the office. The cell phone will be held in the office until the end of the school year.

The students that have been officially and in writing, authorized to walk home will bring the cellphone to the office as soon as they arrive to our campus and they will get it back right when they are leaving the school. If they are found breaking this procedure, the cellphone will be confiscated, placed in a labeled envelope, and delivered to the office. The cell phone will be held in the office until the end of the school year.

We do recognize that cellphones can be a safety/security tool, for that reason parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will do our best to relay any urgent information to your child.

- Chewing Gum is not permitted at any time while the students are on campus. Students may be charged a fee for infracting this rule.
- Consumption of food, snacks, or drinks including water is not permitted in the classrooms, unless it is part of a planned activity scheduled by the teacher or the administration. Sodas are NOT allowed.
- Any kind of humiliation, harassment or intimidation such as physical, mental, emotional or sexual abuse will be properly addressed by the administration.
- Bodily demonstration of romantic involvement like hand holding, embracing or any other physical contact between students on campus is not permitted.
- School computers must be used for educational purposes only. Visiting inappropriate websites or downloading inappropriate materials is prohibited.
- Weapons of any kind, or using any item in any way as a weapon, whether harm is intended or not, is prohibited.
- Do not use the areas, instruments and utensils that are designated for the exclusive use of the church.
- Older students are expected to set an example of proper behavior and speech for the younger ones.
- Dress and Conduct Code will be enforced, and the community will be monitored by the principal, vice-principal, teachers and staff. ***“But encourage one another daily, as long as it is called today, so that none of you may be hardened by sin's deceitfulness”. (Hebrews 3:13)***

Disciplinary Actions

Faith Fellowship School has established a student code of conduct ensuring that the school setting is one that feels safe, is conducive to learning, and emphasizes a love for Christ, our Lord, appropriate positive behavior and academic success. Students are expected to exhibit an appearance and behavior that will be appropriate and in keeping a Christian testimony in accordance with Biblical standards.

As part of the behavioral aspect of the school, consequences for behaviors will include any of the following, to be decided upon the severity of the case:

- Oral warning to student regarding their actions.
- Limitation of normal privileges, such as recesses.
- Lunch Detention.
- Removal from class.
- Detention.
- Saturday Detention
- In-Door suspension.
- Outdoor suspension.

- Probation.
- Expulsion.
- Written report will be placed in student's file.

Student Referral

The student may be referred directly to the vice-principal's office for serious offenses. The vice-principal or designee may administer an array of disciplinary measures ranging from conferencing to expulsion. Teacher referrals to the vice-principal must specify the offense for which the student is accused and indicate corrective measures the teacher has already tried. The principal or designee may choose to involve the student's parent or guardian in the expulsion process.

Detention

After-School Detention

Detention will be served for one hour after school dismissal. If the students do not serve a detention, they will be scheduled for an indoor suspension. Detention may be assigned by teachers and/or the vice-principal. The following specific provisions apply:

- Parents or guardians will receive a written notification with the day that the detention must be served.

Lunch Detention:

Lunch detention may be assigned and determined by teachers and/or the vice-principal. If the students do not serve the lunch detention, they will be schedule for an afterschool detention. Parents will be notified.

Saturday Detention:

Saturday detention will be assigned, determined, and supervised by the vice-principal. If the students do not serve a Saturday detention, they will be schedule for in-door suspension or out-door suspension, as the vice principal will determine.

- Parents or guardians will receive a written notification with the day that the Saturday detention must be served.

Grounds for detention

Grounds for detention may include, but are not limited to:

- Violation of the classroom or school rules and regulations
- Disrespectful and offensive conduct
- Persistent disruptive conduct
- Other serious infractions deemed inappropriate by the administration
- Being tardy to school three (3) times
- Missing assignments in any class
- Failing to return papers or notification that need parent signature

Suspension

Indoor Suspension

IDS is a removal from a classroom for the entire school day to work on assignments delegated by the administration. Students with in-door suspension will receive a 25% reduction in all the assignments that are missed during the in-door suspension. The in-door suspension may be assigned only by the vice-principal.

Outdoor Suspension

ODS is a temporary removal from school and it will be counted as an unexcused absence. The student works away from school and completes all assigned schoolwork. Students with out-door suspension will receive a 30% reduction in all the assignments that are missed during the out-door suspension. The out-door suspension may be assigned only by the vice-principal, and the following specific provisions apply:

- Parents or guardians will be notified to take the student home the day of the occurrence.
- If the parents or guardians cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- A parent or guardian of the suspended student must meet with school personnel.

Grounds for suspension

Grounds for outdoor suspension may include, but are not limited to:

- Lying
- Stealing
- Cheating
- Disorderly conduct
- Bullying/Harassment
- Persistent violation of the rules and regulations
- Infliction of physical harm to any student
- Use of profane and abusive language
- Damage to or destruction of school property
- Commission of any act that is disruptive to the best interest of the school
- Other serious infractions deemed inappropriate by the administration

Expulsion

The principal or designee may recommend expulsion if extensive documented attempts to correct a student's misbehavior have failed, or the misbehavior persists, or the offense is so serious as to warrant our most drastic sanction.

Grounds for Expulsion

The following serious offenses, though not exhaustive, are potential grounds for expulsion:

- Defiance or direct confrontation with school faculty, staff, or administration.
- Chronic violations of school rules not corrected by lesser measures.
- Possession, use of, or transmission of a weapon or any other prohibited article

- Possession, use of, or transmission of a substance capable of modifying mood or behavior (Narcotics, alcohol, or cigarettes)
- Using any article as a weapon or in a manner to threaten any person.
- Assault or threat to school faculty, staff, administration, or other individuals.
- Bullying/Harassment
- Fighting or other dangerous and/or disruptive behavior.
- Defacing or vandalism of school property.
- Igniting any flammable substance.
- Activities outside the school which call for law enforcement intervention.

Security Cameras

FFS has equipped our campus with an updated security camera system, for the security of our students, faculty, and staff. These cameras are recording, and it may also be used also for disciplinary purpose in the investigation of improper behaviors on school campus.

Illness or Accidents

Parents will be notified immediately in case of sudden illness or an accident. Emergency numbers are an absolute necessity. Procedures followed to aid injured children are:

- Teacher will send the child to the office if the injury is minor.
- Teacher will notify the office if the child should not be moved.
- Office personnel will notify a parent and describe the injury.
- For minor injury office personnel will make the decision about removing the child from school.
- Emergency contacts will be called if we are unable to reach a parent.
- Emergency rescue will be called for injuries requiring first aid, which cannot be administered by school personnel.
- An accident report will be completed and filed in the event of an accident.

❖ *Parents must be sure that the teacher and office are aware of any medical conditions or allergies that could affect the health and safety of the child.*

Contagious Disease

If your child contracts a contagious disease or pediculosis (head lice), please keep your child at home and give them the needed treatment, and/or take him to the doctor. Also contact the school office so that we may alert others who might be affected. Children are not allowed in school with active head lice or nits. The child cannot return to school until treatment is obtained and there is no evidence of lice or contagious disease, we may require a doctor clearance to return.

Illness During School Hours

From time to time, children may develop symptoms of an illness while at school. All children displaying a fever above 100 degrees F, rashes, itchy, red eyes, excessive colored nasal

discharge, diarrhea, prolonged headache, severe/prolonged stomach ache, repeated vomiting, and nausea must be picked up from school.

Emergency Contact Information

Please notify the school office if you move or if your telephone number is changed, so that the student records may be kept accurate and up to date. It is important to advise the school office if the names and numbers given for the emergency contact have changed. In the event that neither parent nor the emergency contact can be reached during an emergency, Miami-Dade County Rescue Department will be called.

Necessary Articles

Teachers will inform parents about necessary school supplies. All uniforms, lunch boxes, backpacks, books, jackets, umbrellas and other personal items need students' names on them. Please buy a permanent marker and label all articles so lost items may be returned to your child.

Unnecessary Articles

Students are NOT allowed to bring personal toys, sports equipment, electronic devices, or pets to school, **only with a teacher's permission and for educational purpose**. Items that interfere with instruction will be removed and returned to parents. The popular portable book bags with string handles are considered a safety hazard and are not recommended.

Technology Use

The school makes available to the students electronic or computerized technology (laptops, iPads, internet, promethean boards, etc...). This technology is intended to facilitate and support the educational objectives of the school. The students must always get permission from their teacher prior to using any electronic or computerized technology. The school prohibits the transmission of any materials protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the internet for any purpose other than educational.

Absences

Your child must be in regular attendance in order to benefit the most from school. Absences may affect your child's academic performance. **Florida State law** mandates a minimum number of instructional hours for all students. Florida Law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law." The students will have no more than five (5) absences in a quarter. The student will have no more than ten (10) absences in a single semester. The student will have no more than eighteen (18) absences in a school year. Any student exceeding this number may **NOT be promoted** to the next grade. The Florida State Law about absences and tardiness applies to every class in middle and high school.

Excused Absences

The following instances are considered excused absences:

- Illness (1-2 days), Emergency, or Death in the Family: a note from the parent must be submitted.
 - Illness (3 days or more): a note from a physician must be submitted.
 - Pre-approved Extended Absence. The parents must request administrative pre-approval, and meet with teacher(s) to request the work to be completed.
- ❖ *The students are responsible to make up their work within 48 hours after they return to school.*

Unexcused Absences

The following instances are considered unexcused absences:

- No documentation or insufficient documentation is submitted
 - The administration accounts the absence as frivolous
 - An extended absence was not pre-approved with the administration
- ❖ *A student will receive a zero for all assignments and tests during an unexcused absence.*

Tardiness

Plan with your child the time he/she should leave home in order to arrive to school by 8:15 a.m. Encourage promptness in arriving at school. Children miss morning announcements and the sense of beginning the day when they are tardy to school. We urge you to help your child develop the personal characteristics of punctuality. Tardies are included on a student's attendance record. We must eliminate tardiness in order to use our time wisely and to have the best opportunity for achievement.

Students who are tardy to school must report to the office with a parent or legal guardian to sign in the student. Three (3) or more late arrivals may result in loss of privileges, detention, parent conference, and/or suspension. **Three (3) late arrivals will be accrued and count as one (1) unexcused absence, in regards to the absence limits.**

Early Pick Up

Students cannot be released within the last 30 minutes of the school day unless authorized by the principal and/or vice-principal designee. Exceptions can only be made in case of emergencies or sickness.

Each student **must report** to the office to be signed out. No child will be dismissed to anyone whose name has not been cleared through the office. Students who drive to school must have parents' permission to leave early and must sign themselves out in the school office. Students are NOT allowed to leave the school with other students without written parent consent. **Three (3) early pick ups will be accrued and count as one (1) unexcused absence, in regards to the absence limits.**

Snack and Lunch

FFS does NOT provide snack or lunch for students. Please make sure your child brings healthy snack and lunch to school that does **NOT** need to be heated up. Students must NOT bring sodas to school.

Visitors

Anyone entering the building, at any time, should first check with the assigned person in the office before entering the school. All visitors, including parents, must obtain a visitors' pass from the office upon arrival and before visiting the classroom. Parents are NOT allowed to talk to teachers during drop off, school hours, and pick up hours, unless there is a scheduled appointment. This ruling is for the safety and protection of our students and teachers.

Classroom Visitations

If your child forgets his/her lunch, or other items, and you find it necessary to bring them to him/her, please come and leave the lunch in the office. Office personnel will see that they are delivered to your child. This eliminates interruptions to the instructional program.

Before and After School Care Program

Faith Fellowship School offers extended care. An application is required for extended care. Students **Must** bring snack for After Care. Parents are required to sign in/out on the provided form when they drop off and pick up students from Before and After School Care. For liability purposes, students are not allowed outside/inside school grounds without supervision by school staff or parents. *Aftercare service will not be offered on half days (noon dismissal).*

The Before School Care program runs from 7:00 am. to 8:15 am

The After School Care program runs from 3:00 pm to 5:30 pm

Before and After School Care Fees:

Before Care: 7:00 am - 8:15 am	Monthly \$40.00	Weekly \$15.00
After Care: 3:00 pm - 5:30 pm	Monthly \$90.00	Weekly \$25.00
Before and After Care	Monthly \$120.00	Weekly \$40.00

- ❖ If student is not enrolled, hourly rate applies for daily pick up. **Hourly rate: \$8.00.**
Late Pick-up fee: \$1.00 a minute.

Medications

Under **NO** circumstances will non-prescription drugs such as Benadryl, Tylenol, Pepto Bismol, etc. be administered to any child. If your child requires prescribed medication, Emergency Epipen, or Inhaler, please provide the completed medication form with the doctor's prescription, and bring them to the office before your child attends school. The school highly recommends the parents to plan dosages according to school hours or to come and personally give it to the student.

- ❖ *Parents must complete the Medication Authorization Form and meet all the requirements for this matter.*

Standardized Testing

FFS tests every student annually with the Terranova 3 standardized test, approved by the DOE. The results are available online, the school will provide the login information and distribute the hard copy as soon as received.

Online Reports

FFS teachers post all the grades and reports on Wild Bright, a website system that can be accessed by parents. Parents will receive an email with the information about how to access the system, in the beginning of school year. Parents are responsible to check this system often to follow the child's progress, and to be able to help the child in case the child is failing.

Interim Progress Reports

Interim Progress reports are sent to all parents at the middle of each report period.

Report Cards

Report cards will be sent home at the end of every quarter with the students. Parents are required to sign and return the envelope within the next two (2) school days after distribution.

Grading Scales

Grading Scale for Kindergarten:

Report cards for Kindergarten students will reflect their individual progress in Phonics, Handwriting, Math, Bible, PE, and Drama for the entire school year. The first and second semester will also include Social Studies, whereas the third and fourth semester will reflect Spelling, Reading and Science.

The Grading Scale for these subjects is:

E - Excellent (student is working at or above expectations)

S - Satisfactory level

W- Working on this skill

The grading scale for academic skills will be evaluated each grading period using the following:

1- Outstanding

2- Satisfactory

3- Needs Improvement

Grading Scale for Elementary, Middle, and High School:

Academic grades for students in elementary, middle and high school shall be A, B, C, D, or F.

- A- A grade of “A” (90-100%) indicates that the student demonstrated excellent achievement in the subject and/or skill area.
- B- A grade of “B” (80-89%) indicates that the student has demonstrated good but not outstanding achievement in the academic area.
- C- A grade of “C” (70-79 %) indicates satisfactory academic achievement.
- D- A grade of “D” (60-69%) indicates a minimal acceptable level of mastery of skills.
- F- A grade of “F” (0-59%) indicates a level of academic performance that is unsatisfactory.

Effort Grades

- 1- Successfully finished all assigned tasks.
- 2- Usually finishes assignments: usually works at his/her best.
- 3- Does not pay sufficient attention to completing assignments to the best of his/her ability.

Conduct Grades

Conduct grades are used to communicate clearly to students and their parents the teacher’s evaluation of the student’s behavior and citizenship development. These grades are independent of academic and effort grades.

- E- Excellent. Consistently demonstrates outstanding behavior
- S- Satisfactory. Behaves satisfactorily
- N- Needs improvement in conduct
- U- Unsatisfactory. Regularly violates school rules of conduct

Academic Awards

- AB Honor Roll: students must earn A’s and B’s for all subjects
- A Honor Roll: Students must earn A’s for all subjects
- Principal’s Award: Students must earn A’s for all subjects, E (Excellent) for conduct, and 1 for effort.

Academic Standards for High School Graduates

24 Credits Required

English/Language Arts Credits	4
Math Credits	4
Science Credits	3
Social Studies/History Credits	3
Physical Education	0.5
Health/Life Skills	0.5
Electives (includes Bible classes required by F.F.S.)	5.5
Fine Art	1
Foreign Language	2

In addition FFS requires:

Algebra, Biology, and History EOC Assessments

Two Labs
SAT and ACT
100 community service hours in high school

****** F.F.S. offers a number of ways to acquire your community service hours. Check with the school office if you are interested in earning your hours at F.F.S. ******

Admissions Policies

Faith Fellowship School is open to all families that are committed to the education of their children, and agree with our statement of faith, procedures, standards and policies.

Faith Fellowship School believes that God called us to be light to the world practicing Christian like behaviors in our daily life, and on behalf of this responsibility, the administration reserves the right to take whatever action is needed that includes, but it is not limited to, the denial of enrollment or removal from enrollment of any individual or family.

Enrollment Procedure

1. Administrative interview
2. Completing the application packet
3. Registration Fee and Financial Agreement

Scholarship Payments Procedures

McKay scholarship and Step Up for Students scholarship send four checks per students during a school year, every quarter. The checks need to be endorsed by the parent or legal guardian, with their signature on the back of the check. This endorsement must be done within one (1) week after the school receives the checks, and the parents are notified by the principal through an email.

School Payments

Parents support and commitment to the child's education and to their contractual financial agreement/obligations to the school are a big part of our success. Parents are responsible for timely payment of any fees accrued at FFS in order for your child to maintain enrollment. The annual school fees are based on a 10 or 12 month payment plan, as it is stated on the financial agreement. The monthly payment must be paid within the first 9 days of every month. A \$30.00 payment penalty may be automatically applied to your account, if your payment is paid on or after the 10th of each month. The bank fees that are charged by the different banks for returned checks, will be automatically applied to the correspondent school account. Understand that not fulfilling the financial obligations to the school may result in losing re-enrollment privileges for the following school year. Progress reports, report cards, and/or standardized test results will be held on all overdue accounts. Accounts that are overdue in excess of 30 days or more may result in children not being able to return to school until the account is made current, unless there is a new written agreement with the business manager (this includes regular monthly payment

charges, late payment or returned checks penalties, late pickup charges, extra curricular activity fees or any money from fundraising events).

Withdrawal Procedures

1. Notify the school office at least three days in advance for the paperwork to be processed.
2. All the fees and balances MUST be paid in full.
3. Sign and pick up the withdraw form.

❖ *These procedures are required before the school releases any paperwork to parents and/or other institutions.*

Traffic and Parking Procedures

FFS is always working on behalf of the security of our students, for that reason we have established a traffic and parking procedure. Please follow these procedures with kindness, patience and respect to avoid accidents, misunderstandings, and quarrels.

The parking lot is ONLY ONE WAY during drop off and dismissal, please drive around when leaving the campus, even if you parked. Do NOT pass any car, at any time. In the mornings and afternoons you enter through the north entrance of the school, stay on the right and drive around to the drop off area, following the pattern of the map attached to this document. There will be two lines in the dropping off area. The parents that have students in elementary school must stay in the right lane, and the parents that only have students in middle and high school must take the left lane. If you want to park and walk your child to any of the building entrances, park your car on the west side and the center area only. Teachers are not allowed to have conferences with parents during drop off or dismissal.

Emergency Procedures

FFS follows the Miami-Dade County Public School emergency procedures for closures, dismissal, and re-opening of the school, in case of any catastrophes (hurricanes, tropical storms, eclipses, etc) and/or lock downs.

Statement of Nondiscrimination

Faith Fellowship School does not exclude families based on race, color, national or ethnic origin. However, Faith Fellowship School is a distinctly Christian organization. The administration reserves the right to disassociate in areas of religious belief and affiliations.

The purpose of our policies, procedures and statements is to create an organized and safe environment, where everybody is encouraged to honor God, and to give Him the glory that He deserves.



FAITH FELLOWSHIP SCHOOL

Establishing the kingdom of God with a new generation

Acknowledgement of responsibility

Each parent/guardian of a student and each student enrolled in Faith Fellowship School must sign and return this page to Faith Fellowship School to acknowledge receipt of the Parent Handbook. The school will maintain records of the signed statements.

As a parent, I acknowledge receipt of the Parent-student Handbook and I have read it in its entirety. I understand that I must support all the policies of Faith Fellowship School through my actions and words, and I must require that my child(ren) comply with all the policies in actions and word. I agree to do so in order to partner with Faith Fellowship School in the education of my child(ren) and I pledge my full cooperation.

Parent/Guardian's Signature

Date

As a student, I have read the Parent-student Handbook in its entirety. I understand that I must support all the policies of Faith Fellowship School through my actions and words. I agree to do so and I pledge my full cooperation.

1st Student Name (Printed)

Student Signature

Date

2nd Student Name (Printed)

Student Signature

Date

3rd Student Name (Printed)

Student Signature

Date

4th Student Name (Printed)

Student Signature

Date