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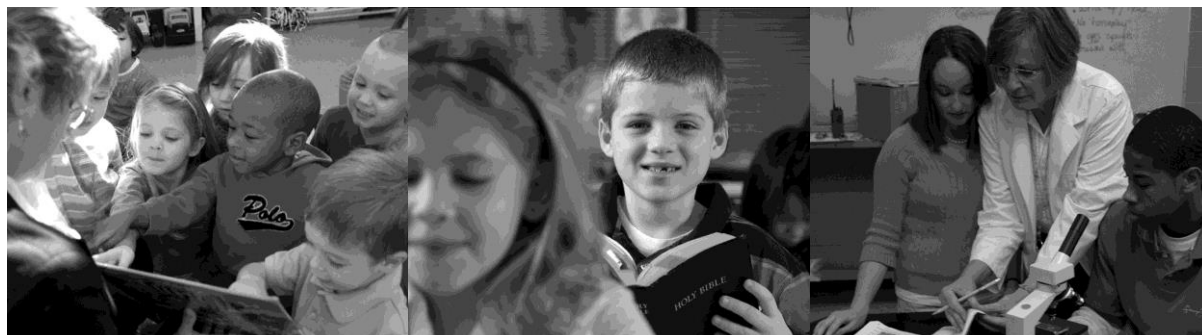
# **2018-2019 Middle School High School Student Handbook**

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**NFCS  
3000 N Meridian Rd.  
Tallahassee, FL 32312  
850.386.6327  
[nflschool.org](http://nflschool.org)**

**North Florida Christian School**  
**Founded in 1966**

***Serving students in grades 3K-12th***



**General Information**

**Phone: 850.386.6327**

All offices at the school have voice mail. If the office phone you are calling is busy, you may leave a message and someone will return your call as soon as they are available.

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**Insurance**

North Florida Christian School provides a basic student accident policy for our families. This plan is considered secondary to a family's primary health coverage. For details, you may contact the School's Business Office.

**Records**

All school records for students are under the control of the school administration. Student's records are available for inspection by the legal parent/guardian. No student's school records are available to any third party without the written authorization of both the student's legal parent/guardian and the administration of North Florida Christian School.

# 2018-2019

## Basic School Calendar

August \_\_\_\_\_  
10 First Day of School

September \_\_\_\_\_  
3 Labor Day – No School

October \_\_\_\_\_  
15 Teacher Planning Day– No School

November \_\_\_\_\_  
12 Veterans Day – No School  
19-23 Thanksgiving – No School

December \_\_\_\_\_  
21 Christmas Break Begins – No School

January \_\_\_\_\_  
7 Teacher Planning Day – No School  
8 School Resumes  
21 Martin Luther King Day – No School

March \_\_\_\_\_  
15 Spring Break Begins – No School  
25 School Resumes

April \_\_\_\_\_  
19 Good Friday – No School  
22 Teacher Planning Day – No School

May \_\_\_\_\_  
24 Last Day of School  
27 Memorial Day Holiday

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**HIGH SCHOOL**  
*(Office Hours: 7:45 a.m. to 4:30 p.m.)*  
**North Florida Christian School**  
**3000 N. Meridian Road, Tallahassee, FL 32312**  
**(850) 386-6327**  
<http://www.nflschool.org>

Head of School ..... Tom Phillips, Ed.D.  
Assistant Principal/Dean of Students .....Lynn Burgess, M.Ed.  
Assistant Principal/Guidance Director ..... Jim Lieser, Ed. S  
Athletic Director .....Mike Posey, MBA  
Director of Student Life ..... Logan George, B.S.

**VISION STATEMENT**

Guide future generations to know the truth of God’s word and His works in order to fulfill the will of God for their lives.

**MISSION STATEMENT**

The mission of North Florida Christian School is to prepare the leaders of tomorrow by providing a program of academic excellence through Christian education, thereby equipping them to glorify God.

**CORE VALUES**

**N**urturing personal growth and development of students.

**F**amily values are integrated in every decision.

**C**hrist-centered curriculum is used to encourage Biblical thinking.

**S**uccess is achieved when students live out Godly values in their present culture.

**Educational Philosophy**

North Florida Christian School was founded on the belief in the inerrant, inspired Word of God, the Bible, the only infallible rule of faith and practice. The school exists to assist parents in fulfilling God's ultimate purpose of preparing children to enter into and mature within His spiritual family and to respond to Him with respect and obedience. The school seeks to assist in the personal growth and development of students by providing an education based upon an integrated understanding of biblical principles and

academic knowledge. Education with a proper emphasis on the spiritual, mental, social, and physical aspects of life will lead to the balanced development of the whole person.

### **Educational Objectives**

North Florida Christian School provides educational programs both to prepare students for entering college to continue their education and to prepare students to enter careers of service to humanity. These programs seek to transmit and expand knowledge as well as to provide opportunities for research and service. The school will provide the kind of atmosphere which will promote the spiritual, intellectual, social, and character development of students. With a clear commitment to academic integrity and excellence, the school will fulfill its mission through the following objectives:

1. *To provide instruction by a competent Christian faculty committed to a quality academic program.*
2. *To provide students with an atmosphere that is wholesome, stimulating, and conducive to learning and to serving within the Christian concept.*
3. *To provide a balanced emphasis regarding theological beliefs, daily life and conduct, and educational philosophy and practice.*
4. *To effectively train young men and women to be servants of Christ in the church and in the world.*
5. *To provide students with a solid academic and biblical program that will help them to be leaders in areas of their own choice.*
6. *To use an approach to education that addresses the changing technological nature of our society.*
7. *To acquaint students with methods of research in order to develop habits of study for a life of intellectual pursuit.*
8. *To motivate students to think and communicate clearly, objectively, and creatively.*
9. *To offer additional opportunities for complete student development through various extracurricular activities such as athletic participation, fine arts programs, academic enrichment, and social events.*

### **Faith and Learning**

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical world view perspective. All truth is found in God and is derived from His Word and from the creation He created. In all matters, Scripture is supreme. The integration of biblical faith and learning is the responsibility and a primary function of the teacher at North Florida Christian School. The school endeavors to select the best instructional materials available from Christian publishers when available. If a text from a Christian publisher does not meet the academic standards of NFC, then we will expand our search to include secular publishers.

At North Florida Christian School, we understand our mission is to enable our students to live wholesome Christian lives in a world that many times is in opposition to their biblical world view. Together with parents, we will communicate to students that they are created in God's image and at the same time blessed with distinctive and individual personalities. Students will learn that they are endowed with special talents, which they will discover, and that God has a distinct purpose for each of them.

### **GENERAL INFORMATION**

#### **Accreditation**

North Florida Christian School holds several memberships and accreditations.

#### **Accreditation**

- Florida Association of Christian Colleges and Schools (FACCS)
- Middle States Association of Colleges and Schools (MSA/CESS)
- **Memberships** (Additional to the above)
- Florida High School Activities Association (FHSA)
- Florida Bandmaster's Association (FBA)

North Florida Christian School faculty are certified through the Florida Association of Christian Colleges and Schools (FACCS) by meeting degree requirements, as well as obtaining the necessary continuing education units for professional development.

### **Admissions**

The admissions process involves submitting the following: copies of report cards and standardized test scores for the last three (3) years, as well as a behavior/discipline report from the same period. Parental interviews with the Admission Director are a part of the enrollment process for parents and possibly students for grades 6-12.

When the academic review process, along with the required interviews, has been completed, students may be accepted into NFC. If records indicate a significant academic or behavioral problem, the student may be accepted provisionally. Once a student demonstrates the ability to be successful at NFC, the provisional status will be lifted. If the student is not able to be successful, another school placement will be recommended.

### Non-Discrimination Policy

North Florida Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. North Florida Christian School does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic or other school-administered programs.

#### Age Criteria for Admissions for 6th – 8th grade

<b>Grade Level</b>	<b>Minimum Age</b>	<b>Maximum Age</b>
6 <sup>th</sup>	11 on or before Sept. 1	No older than 12 on Sept. 1
7 <sup>th</sup>	12 on or before Sept. 1	No older than 13 on Sept. 1
8 <sup>th</sup>	13 on or before Sept. 1	No older than 14 on Sept. 1

#### Age Criteria for Admissions for 9<sup>th</sup> - 12<sup>th</sup> grade

<b>Grade Level</b>	<b>Minimum Age</b>	<b>Maximum Age</b>
9 <sup>th</sup>	14 on or before Sept. 1	No older than 15 on Sept. 1
10 <sup>th</sup>	15 on or before Sept. 1	No older than 16 on Sept. 1
11 <sup>th</sup>	16 on or before Sept. 1	No older than 17 on Sept. 1
12 <sup>th</sup>	17 on or before Sept. 1	No older than 18 on Sept. 1

***North Florida Christian follows the Florida Statute for admission into kindergarten and first grade. Any exceptions made to the age requirement not covered specifically by Florida statute would be made by the North Florida Christian Admissions Committee.***

### **After School Program**

Grades 6-8 - The After-School Care program for sixth, seventh and eighth grade students is held in our middle school building and is available to any student needing supervision from 3:25-6:00 p.m. each day. The daily rate for After-School Care is \$10.00 per day and is billed on the monthly statement. The program provides the opportunity for students to complete assignments and projects under the direction of a qualified instructor. The After-School Program is under the direction of the Assistant Principal. **Please note that if a student is not picked up by 3:25 p.m. he or she must report to the after-school program and will be charged the daily rate for After School Care.** Students will not be dismissed from After School Care to attend sporting events. Coaches will dismiss Middle School athletes to the After-school program after practices or games if a parent is not present to pick up athletes. Those in charge may make exceptions for delays if they are not reoccurring.



### **Anti-Harassment Policy**

The environment at NFC is one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation because of the unwanted or unacceptable behavior of others. It is essential to the well-being of all, that students, teachers, staff members, and parents treat each other with due respect for rights, individuality, and personal dignity.

### **Calling the School - Automated Answering**

North Florida Christian School has an automated answering service that will permit you to connect directly to the department you are calling. Frequently called offices and their extension numbers are located on the inside front cover of this handbook. When you call the school and the automated attendant answers, you may immediately dial in the extension of the office you are calling, and your call will be transferred to that department. If you do not know the extension of the office you need, the attendant will give you selections to make that will forward your call to the correct office.

### Voice Mail

All offices at the school have voice mail. If the office phone you are calling is busy, you may leave a message, and someone will return your call as soon as they are available.

### **Change of Address or Telephone Number**

Parents should notify the school immediately of any change of address or telephone number (home or business). It is important that we have correct and up to the date information in case of an emergency.

### **Changes of Information (Requested by Parents)**

We will make dismissal changes when requested by parents by phone. However, for security reasons, all changes and requests for information made over the phone must be made by giving the secretary or administrator required personal identifying information. We will not be able to make any changes or discuss any matters pertaining to a student without this information when requested by the school personnel. We will also accept notes from parents regarding changes. It is possible that school personnel may need to speak directly to the parent regarding a change even when a note is sent.

### **Communication with Faculty and Staff**

NFC faculty and staff invite communication from parents. Constructive communication is a positive help in building individual lives and organizations. Any of the following methods may be used to contact us:

1. Staff Mailboxes - Notes or letters may be left in the Middle School/High School Office to be placed in the individual's mailbox.
2. Voice Mail - All NFC administration and staff have extensions and voice mail, however faculty do not. Every attempt will be made to respond to all voicemail messages within 24 hours during the school week.
3. Email - All NFC staff and faculty have e-mail addresses. You may find e-mail addresses listed on our web site by going to [nflschool.org](http://nflschool.org). Like voice mail, every attempt will be made to respond to e-mail within 24 hours during the school week.
4. If you would like to arrange a conference, please make your request in the form of a note, or e-mail so that we may schedule the time. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators will schedule conferences around their teaching schedule and are happy to meet with you.

In seeking to solve problems or misunderstandings originating in class, students and parents should work with the teacher first, then with administration if needed. Questions involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.

**Enrollment/Resident**

For students to remain an NFC student, they must reside with their parent or appointed guardian. In the absence of a legal document establishing residency with someone other than the custodial parent, the administration will evaluate the individual circumstances to determine continued enrollment.

**Publications**

Periodically, pictures are taken of classrooms and other school activities involving students. These photos are occasionally used on our website, in school brochures, in the yearbook, and in other media formats.

**Exceptions**

On rare occasions, exceptions to a policy may be made when, in the view of the administration, circumstance(s) warrant. An exception made for one student on any policy is not an exception for any other on that policy or any other policy. All decisions regarding policies are made by the administration and are final.

**Financial Information**

Enrollment Fees

The tuition rates at North Florida Christian School are reasonable when compared to other private schools both locally and state wide. We do so to make Christian education available to families who desire it for their children. The school does not receive governmental assistance and is not endowed or supported by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of NFC.

Registration Fee (*non-refundable*) ..... \$200.00  
(Covers non-consumable textbooks, the duplication of materials distributed to students, the administrating and scoring of achievement tests, etc.)

Class and Activity Fees

The Fee Simple program includes specific fees associated with high school enrollment and this cost is included in tuition. These fees include:

- Science Lab Fee
- Technology Fee
- Grade level testing such as the PSAT and ACT

\*Special fees for selected subjects and activities are:

- Single Sport Athletic Participation Fee ..... \$100.00 per year
- Multiple Sport Athletic Participation Fee (per Sport) ..... an additional \$50.00 per year
- Yearbook Fee..... TBA
- Graduation Fee (Grade 12)..... \$75.00

Payment Schedule

School tuition, and other charges may be paid annually, by semester, or in ten or twelve-monthly installments. Those using 12 monthly installments must use either automatic bank drafts or automatic credit card payments. Those using 10 months may also utilize this convenience. Please see the current tuition and fee brochure. The first payment is due on August 1st and must be made before students can start school. The last payment is due on May 1st. Parent/Guardian(s) should mail their payment or drop it off at the Business Office. There is a drop box located by the front entrance of the Café for the convenience of stopping by after hours.

Annual and semester payments must be made in advance. Our payment schedule is as follows:

<b>Payment</b>	<b>10 Month</b>	<b>12 Month</b>
<i>First</i>	<i>August 1</i>	<i>June 1</i>
<i>Second</i>	<i>September 1</i>	<i>July 1</i>
<i>Third</i>	<i>October 1</i>	<i>August 1</i>
<i>Fourth</i>	<i>November 1</i>	<i>September 1</i>
<i>Fifth</i>	<i>December 1</i>	<i>October 1</i>
<i>Sixth</i>	<i>January 1</i>	<i>November 1</i>
<i>Seventh</i>	<i>February 1</i>	<i>December 1</i>
<i>Eighth</i>	<i>March 1</i>	<i>January 1</i>
<i>Ninth</i>	<i>April 1</i>	<i>February 1</i>
<i>Tenth</i>	<i>May 1</i>	<i>March 1</i>
<i>Eleventh</i>		<i>April 1</i>
<i>Twelfth</i>		<i>May 1</i>

The Business Office should receive tuition payments no later than the first of the month. A late payment fee of \$25.00 will be charged if tuition is received after the 10th of the month.

If a school account is not paid by the 20th of the month, the student(s) will not be allowed in class until the account is current. All charges due must be paid in full before the student(s) may return. Teachers may give home assignments to help these students stay current in class work. Students who are not permitted to attend class because of financial reasons will have the days absent be considered part of the maximum days allowed to be absent.

*For the month of December, any student whose account is not paid in full by Monday, December 3, will not be admitted to class on Tuesday, December 4. Any student whose account is not paid in full by Tuesday, May 7, will not be admitted to class on Wednesday, May 8. No school records will be released for any student when there is a balance owed on the student's account.*

If compliance with our financial policy becomes impossible, an "Exception Application" may be submitted to the Business Office. The form is available there. Once it is completed and submitted, a committee of school leaders will review it and give a decision. If you anticipate a problem, please submit your request before your child is kept from class. Each request must contain a plan for payment of the past due balance. Delinquent accounts are uncomfortable for everyone. Please understand our need to enforce our financial policy.

*Note: It is recommended that students not carry payments to school.*

Returned Checks

A returned check charge will be incurred each time a check is returned due to insufficient funds. A \$35.00 fee will be charged for all returned checks.

If you have three or more returned checks, your account will be placed on cash, money order, or cashier check basis only.

*Middle School/High School Traditional*

- First Child: \$8,180 annually or 10 payments @ \$818 or 12 payments @ \$682
- Second Child: \$7,375 annually or 10 payments @ \$738 or 12 payments @ \$615
- Additional Child: \$6,970. annually or 10 payments @ \$697 or 12 payments @ \$581

*Middle School/High School STARS*

- First Child: \$9,015 annually or 10 payments @ \$902 or 12 payments @ \$751

## Withdrawals/Tuition

### Withdrawal Policy

Enrollment is considered on an annual basis. If a family withdraws, the amount of tuition due is based upon the semester obligation. The following indicates the amount of tuition owed upon withdrawal:

#### First Semester

- Withdrawal the 2<sup>nd</sup> week of the semester--40% of the semester tuition is due.
- Withdrawal after the 2<sup>nd</sup> week and by the 4<sup>th</sup> week of the semester--60% of the semester's tuition is due.
- Withdrawal after the 6<sup>th</sup> week of the semester and by the 8<sup>th</sup> week of the semester--80% of the semester tuition is due.
- Withdrawal after the 8<sup>th</sup> week of the semester--100% of the semester's tuition is due.

#### Second Semester

- Withdrawal after the beginning of the second semester--100% of the tuition is due.

#### Exception

If parents move out of the North Florida and South Georgia area due to a job transfer or to take new employment, they may request a waiver of the withdrawal policy. If approved, only the current month's tuition would be due upon withdrawal.

If a student is withdrawn for disciplinary reasons, expelled, or asked to leave the school for any other reason, the withdrawal policy and tuition due is not eligible for consideration of an exception. Withdrawals from school must begin in the respective school office by meeting with the Principal/Assistant Principal and completing a *Withdrawal Form*. Students and parents should expect that it will take up to five school days to process withdrawal forms.

#### **Flowers/Balloons Delivery**

All flowers, balloons, etc. must be delivered to the Middle School/High School Office. The student will be notified to come by the office to see the gift. These items may be picked up after the 2:55 p.m. dismissal bell has rung.

#### **Fund-Raising Activities**

North Florida Christian School operates on tuition paid by our families. To keep the costs of tuition affordable, the school conducts two major fund-raising events each school year.

Family Fun Day/Silent Auction is planned for the fall semester. It will be a time filled with games and activities for all ages. Everyone will be encouraged to attend this fund-raising event.

Soon after the new semester begins in January, it is time for the annual World's Finest Chocolate Sale. It has proven to be a very successful fund-raising event for the school. Most of our families participate, and the profit obtained from this fundraiser goes into the operating budget of the school, thus helping NFC to keep the costs of a private Christian education affordable. All our fundraising should be done in ways that avoid door-to-door solicitations. For a variety of reasons including personal safety, we ask that the practice of door-to-door be excluded.

The school may also conduct special fundraising events for designated purposes.

### **General Statement of Policy**

North Florida Christian School retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, with or without prior notice. It is understood that NFC behavior expectations for our students spans twenty-four hours a day, not just the time spent at school.

Students are expected to represent North Florida Christian School in a positive manner even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to NFC in a negative manner. Negative actions, which cause notoriety, could result in a student's dismissal from the school.

### **Library/Media Center**

The school's library/media center is for student use for research and study related assignments. All books are a part of the school's computerized system. Using the Athena system, students may search for books in the school's library holdings. All books are checked-out using this computerized system.

Students in grades 6-12 also have the *Questia* on-line system available for their use. Students are given a password at the beginning of the year and may use this research tool anywhere they have Internet access. *Questia* is a comprehensive on-line library of books and research information allowing the student to create his/her own holdings of books for various projects.

We depend upon parent volunteers to assist our librarian in the Library/Media Center. Volunteers can assist in the processing of books and other areas that facilitate the use of the library.

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the NFC Library/Media Center. If you have concerns, please see our librarian. It is important when objections are raised, that we follow a biblical pattern of going to the person in charge. Any parent, faculty, or staff member may challenge materials he/she deems objectionable by following the procedures outlined.

NFC supports the rights of parents to monitor their child's reading and instructional materials. However, those rights extend only to their children. Individuals are not free to define what is appropriate for all students or teachers to read, view, or hear. The school retains the right for students to have available materials that follow the NFC Mission Statement, Educational Philosophy, and Educational Objectives. When materials are challenged, the following procedure is to be followed:

Formal objections to library materials may be made by filling out a *Request to Review* form. This form must be signed by the individual raising the challenge, and it must be filed with the school librarian.

Upon receipt of a request, the librarian shall refer it to the Library Review Committee. This committee includes the school librarian, designated faculty member(s), and a member of the administration.

The Review Committee will review the reason for challenge, review the materials in question, and decide to keep or remove the materials from the library.

The individual asking for the review will be notified of the decision of the Review Committee.

### **Lunch**

As an option for parents, The Eagle Café uses the convenient and technologically advanced RenWeb prepaid lunch system for student meals. Students who wish to purchase food in our Eagle Café may use the prepaid lunch system or bring cash daily. Each school office has more detailed information on how you can use this system.

The Eagle Café lunch prepaid program is available to families so sending money each day is not a necessity. It is the family's responsibility to keep funds available for lunch and to replenish as needed. Lunch account balances can be monitored through the ParentsWeb section of the RenWeb system.

There are two on-line options for depositing funds into the student's Eagle Café Prepaid lunch account. The first option is payment through RenWeb, via electronic check (ACH). This option is recognized in the lunch account in RenWeb immediately. The second option available is through PaySimple which accepts credit card and electronic check (ACH). With this option, the funds will be available in the lunch account within 5-7 business days. Payments will always be accepted on campus at any of the school offices which will be recognized the same day in the lunch account.

**The lunch system is a prepaid program not a credit program, however, in the event of an overdrawn account; the student will be provided a specific meal for that day.** The student will bring a voucher home which notifies the parent of the lack of funds available. Accounts must be brought current upon receipt of the voucher. Accounts not brought current when notified will result in Eagle Café lunch privileges being suspended until the account is paid.

### **Off-Campus School Activities**

Off-campus activities involving small or large groups, representing NFC teams, clubs, classes, or any other organization, must be approved by a School Administrator. Parents asked by students to sponsor or support these activities are to contact the school administration for verification. Distribution of printed materials not approved by the school administration is prohibited.

### **Office Procedures**

#### Visitor Sign-In

All visitors to the school campus must sign-in and out at the Middle/High School Office. Upon signing-in, visitors will receive a visitor's badge to be worn at all times while on campus. At the end of the visit, all visitors must sign-out and return their badge to the office.

#### Student Visitors

Students who are not enrolled at North Florida Christian School are not permitted on our school campus during the school day without permission. Prospective students who wish to visit for a day will need to be approved by the Admissions Office. A minimum of 24 hour notice, and an interview with the parents by the Director of Admissions, is required before a student is scheduled to visit the campus.

#### Lost and Found

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost and found items will be kept in an area designated by the Middle/High School Office. At the end of each nine weeks, all items remaining will be donated to Goodwill.

### **Orientation**

#### New Students

There will be a special orientation session on Tuesday, August 7, at 7:00 p.m. just for those who are new to North Florida Christian School. This will allow for extra time to become familiar with the school and location of classes and offices. Textbooks will be available to purchase at orientation.

#### Returning Students

Orientation will be divided into different times on Wednesday, August 8. Parents and students will be notified of details in a letter that will be sent out near the first of August as to the separate times on this day when their specific orientation will occur.

## **Parental Involvement**

Parental involvement at NFC is welcomed and encouraged. Become a member of the North Florida Christian School Parent Volunteer Program. Contact the Preschool office, the Elementary office, or the Middle/High School office for information on how to help as a parent volunteer.

## **Parents Web**

RenWeb is our web-based program which places all our school functions in one software package and gives us many added benefits through the on-line grade book, school directory, account information, and much more. ParentsWeb is a private, secure site that allows parents to access grades, homework, attendance, and other information in their child's record. Since this is a web-based program, all information appears in "real time." Complete information about RenWeb and the NFCS ParentsWeb will be provided at orientation in August.

## **Re-Enrollment/Enrollment**

During the month of February or March, applications will be accepted from current and new students for the fall term. Applications for new students will be processed immediately after the re-enrollment period concludes.

## **School Closings**

The most likely event that results in possible school closings in our area is related to weather events. When making the decision to close the school, the administration will try to have the best information available to make such a decision. We will notify various media outlets in the Tallahassee area which make such announcements. Information about school closing will be given by the administration to these outlets, but we do not control the timing they may use to make such an announcement. Some of the media outlets we will notify include:

### Television

- WCTV - CBS affiliate local channel 6, Comcast cable 9.
- WTXL - ABC affiliate local channel 7, Comcast cable 7.

### Radio

We will notify a variety of radio stations whose practice it is to make school closing announcements in a timely and frequent way.

## **Statement of Morality**

We believe that God commands that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual perversion including but not limited to homosexuality, lesbianism, bisexuality, adultery, and pornography are perversions of God's will regarding sexual intimacy. According to the Bible, God made us the gender He chose, and any attempt to alter one's gender is deviant from His will. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; Heb. 13:4). We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23). *Anyone involved in or the promotion of such lifestyles as described above is out of harmony with God's design, the standards set forth for North Florida Christian School, and is subject to corrective action.*

## **Student Health/Immunizations**

### Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home. Sick children (fever of 100 degrees or higher, vomiting, diarrhea, frequent trips to the clinic, etc.) will be sent home from school. For fevers less than 100, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. In some cases, a doctor's note may be required before the student returns to school.

Students with an infectious condition, fever, or persistent runny nose, green mucous, cough, or sneezing should not be sent to school. Parents will be asked to pick up their child if he/she is found to have conjunctivitis ("pink eye") or head lice. In the case of head lice, the child will be readmitted to school only after he or she has been treated with the proper lice-killing shampoo and is checked in our Clinic.

### Clinic

The clinic is available to all NFC students on school days from 7:45 a.m. to 3:30 p.m. A qualified clinic assistant is on duty during that time to assist students with medication needs, illness or minor injuries, or medical emergencies. When the Clinic is closed, personnel are assigned to administer first aid.

### Clinic Medication Procedures:

#### *Prescription Medication*

If a child is to receive any prescription medication during the school day, the parent or guardian must have an authorization form on file in the clinic office. The *Authorization for Administration of Medication* form is available in the Clinic, Elementary or Middle School/High School Office. (*It is to be completed each school year*). The medicine to be dispensed will be kept in the clinic and dispensed according to the doctor's instructions. Medicine must be properly labeled. If your child requires medication during school hours and we do not have a signed authorization, it will be necessary for you to come to school and personally give it to him. Teachers cannot be held responsible for carrying out these duties, nor should a student keep medication in his lunch box or locker. If the clinic assistant is to administer the medication, it will have to be in the original container labeled with the student's name and time of administration. Prescription medication must be in the pharmacy container. The student or parent will be responsible for picking up any medicine which needs to be taken home before the clinic closes at 3:30 p.m.

#### *Non-Prescription Medication*

The Clinic does not dispense any nonprescription medicine other than Acetaminophen, Ibuprofen, and Tums. You must authorize the school to dispense these medications by completing the *Medical Release Form* and returning it to the school.

#### *Allergic Reactions and Benadryl*

For an apparent allergic reaction, the Clinic will dispense Benadryl if the appropriate permission has been given.

### Health Form and Certificate of Immunization

Florida law requires all students attending school in Florida for the first time to have a physical examination within the twelve-month period prior to entering a Florida school.

If the physical examination and immunization records are from outside the state of Florida, the physical examination report as well as the immunization records must be submitted to the Leon County Health Department for verification that they meet Florida's standards. If the physical examination and immunizations are up to date, you will receive the official record forms required for students in the state of Florida.

It will be necessary to bring your child's health reports as stated above to the Middle School/High School Office by the first day of attendance. No child may be admitted to class until this is completed as required by law.

### Student Health Records

Checklist of Requirements:

*For students attending school in Florida for the first time:*

- Physical Examination (within a twelve-month period before entering a Florida school).
- Documentation of this physical exam must be presented to the Middle School/High School Office on the first day of attendance.



- Florida Certificate of Immunization. If entering from out of state, immunization record must be verified by a Florida physician or the Leon County Health Department. Either the physician or the health department will issue a Florida Certificate of Immunization which must be presented to the Middle School/High School Office on the first day of attendance.

*For all students:*

- Up-to-date immunizations are required for all students. Parents should be familiar with all necessary immunizations required to attend school in the State of Florida.
- If immunization records are not available, you must get a Temporary Certificate of Immunization from the Leon County Health Department.

Communicable Diseases, Health, and Immunizations

North Florida Christian School maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises because of specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Principal and Athletic Office. The reportable diseases include the following:

AIDS	Human Immunodeficiency Virus (HIV)	Rocky Mt. Spotted Fever
AIDS Related Complex (ARC)	Legionnaire's Disease	R. Rickettsia
Amebiasis	Leptospirosis	Rubella (including congenital)
Animal Bite to Human by Potentially rabid animal	Lumphogranuloma Venereum	Salmonellosis
Anthrax	Malaria	Schistosomiasis
Botulism	Measles (rubeola)	Shigellosis
Campylobacteriosis	Meningitis	Smallpox
Chancroid	Meningococcal Disease	Syphilis
Dengue	Mumps	Tetanus
Diphtheria	Paralytic Shellfish Poisoning	Toxoplasmosis acute
Encephalitis	Pertussis	Trichinosis
Giardiasis	Pesticide Poisoning	Tuberculosis
Gonorrhea	Plague	Tularemia
Granuloma Inquinale	Poliomyelitis	Typhoid Fever
Hansen's Disease (Leprosy)	Psittacosis	Typhus
Hemorrhagic Fevers	Rabies	Vibrio Cholera
Hepatitis	Relapsing Fever	Vibrio Infections
Hestoplasmosis		Yellow Fever

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with communicable diseases for which immunization is not available shall be dismissed from school while ill. If the nature of the disease and circumstances warrant, NFC may require an independent physician's examination of the student to verify the diagnosis of communicable disease. NFC reserves the right to make all final decisions necessary to control the spread of communicable diseases within the school.

**Supervision**

Members of the administration are on duty at 7:35 a.m. and teachers are assigned designated areas of supervision at that time. In the afternoon, teachers and administrators are outside providing supervision until 3:25 p.m. for the pick-up of students. Unless students are in a scheduled school activity after school,

there is no general supervision provided after 3:25 p.m. Administrators and teachers are unable to be in every location at one time to supervise.

### **Technology (*Acceptable Use Policy*)**

The NFC network and computer equipment is available for students, faculty, and staff for research, study, and other educational purposes. The goal of providing access to these technological resources is to promote educational excellence and innovation and to facilitate communication and creativity in the expression of ideas and information.

The use of the NFC technological resources (network, hardware, software, etc.) is a privilege granted by NFC. Students are expected to abide by standards established by the school. If a user violates any of these provisions, his/her privilege may be terminated, disciplinary action taken, and future access may be denied.

#### Acceptable Use

The use of the school network and computing equipment by a NFC student must be for educational purposes only and must be consistent with the objectives of NFC. NFC reserves the right to place restrictions on materials that users access through the school network.

#### Unacceptable Use

Users will not attempt to gain unauthorized access to the NFC network or go beyond their authorized access on the network. These actions are illegal, even if only for the purpose of browsing. Unauthorized access includes attempting to log on through another person's account or access another person's files. Users are responsible for their individual network account and should take all reasonable precautions to prevent others from using their account. Students should not provide their network password to any other student.

Users will not make deliberate attempts to disrupt the operation of the NFC network or vandalize any of the technology equipment. Vandalism is defined as any attempt to harm or destroy hardware or software, another person's data files, or any other networks connected to the NFC network. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. Vandalism will result in the cancellation of technology use privileges and disciplinary action.

The transmission of any material in violation of any U.S. or State of Florida regulation is prohibited, including, but not limited to copyrighted material and threatening or obscene material.

### **Tutoring/Extra Training**

Anyone providing any extra training or tutoring to NFC students who are not school staff must register prior to the training in the appropriate school office and have approval in writing granted by the Administration.

### **Yearbooks**

The yearbook tradition at NFC is a proud one. Each year, the Applied Communications class produces our yearbook. You will want a copy of *The Eagle* (covers grades 6-12). It shows the students and their important activities during their middle and high school years. The yearbook is something that students will likely keep throughout their adult lives and be able to reminisce over during their adult years. Yearbooks will be billed in two installments on your regular monthly statement. The cost of the 2018-2019 Eagle will be announced at the beginning of the school year and will be billed to your account in October and November. If you prefer not to purchase a yearbook, you may indicate so on the October statement and the charge will be removed from your account. It is not likely that yearbooks can be purchased later after the final count is given to the publishing company. If any yearbooks are available later, they would be at a higher price than those purchased prior to the commitment given to the factory.

## ACADEMICS

### Academic Achievement

There are three levels of designated Academic Achievement:

- The Principal's Academic Honor Roll - this distinction is for those students earning all As on their report card.
- The Academic Honor Roll - this distinction is for those students earning all As and Bs on their report card. At least one 'A' must be earned in a required core academic subject.
- The Honor Roll - this distinction is for those students earning all Bs on their report card.

All students who qualify for the above listed honors will receive a ribbon each nine weeks.

*Note: Students making the above-mentioned honor rolls will qualify for an off-campus lunch activity.*

### Bible

Bible study is recognized at NFC as of fundamental importance and is a required subject. The study of the Bible augments the study of English, history, geography, and science as well as the other academic subjects. Without the knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of books."

Knowledge of the Bible is one of the greatest educational assets any man can have. Resulting from its study are the important values of morality and right living. Character development is the most important work of a school. No other course offered in the school affords such great opportunities for laying the foundation for Christian character as the Bible course. Knowledge is important, but of more importance is the life that displays what has been learned.

Because of the importance North Florida Christian School places on the study of the Bible, a student who fails Bible two consecutive semesters will not be permitted to return the next semester.

### Dropping and Adding (Grades 6 - 12)

Permission from the Director of Guidance, Principal, or Assistant Principal is required for students to drop or add a course after enrollment. No course may be dropped or added after the second week of school. After this date, a student dropping a course will receive a grade of F in that course. There are no refunds on class fees if the course is dropped.

### Grading Scale

Point Range	Regular Courses	Honors	AP/College
90-100 = A	4.0	4.5	5.0
80-89 = B	3.0	3.5	4.0
70-79 = C	2.0	2.5	3.0
60-69 = D	1.0	1.5	1.0
0-59 = F	0.0	0.0	0.0

### Help Classes

Students who are making a grade below "C" in any subject may be required to attend an after-school help class. The classes will be held from 3:05 p.m. until 3:45 p.m. as follows:

- Monday – History and Foreign Language
- Tuesday - English and Math
- Thursday - Science, Bible, and Electives

A teacher who coaches a sport may select an alternative time for help class. Students can expect the teacher to be in their classrooms on the day assigned to give special help. No appointment or pre-arrangement is required. A teacher or a student may request additional days beyond those listed.

### **Homework**

Homework is an important part of the student's academic progress. Homework will be checked for completeness, accuracy, and neatness. Homework assignments may be given on Monday, Tuesday, Thursday, and Friday. Completing homework in a responsible way is a good way to obtain good grades in each subject.

Homework is given for the following purposes:

- **For drill:** We believe that most students require repetitive drills to master material essential to their educational process.
- **For practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.
- **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that broaden the student's perspective and are frequently the subjects of homework.

If a student is present in class when a homework/daily assignment is made and present in class when the assignment is collected, the work must be turned in or a ZERO grade will be recorded. NO make up work will be allowed unless the student presents an excused absence from the MS/HS office and he/she presents the work due in a time frame equal to the number of days absent.

### **Correction of Math Daily Work**

The main reason for allowing students to correct math assignments is to give them the extra added practice that they need so that they can continue to learn and to apply new concepts. Students, who make an 89% or below on any homework assignment, will be given the opportunity to make corrections to the homework. This will help the students experience the needed practice and raise their grades. If a student reworks and corrects the missed problems showing all of his work, the teacher will add incentive points to the student's original grade equal to one-half the credit for each correctly worked problem. Example: the student's original score is 70% and he reworks and corrects all the missed problems. The teacher will add  $(100-70)/2=30/2=15$  points to his original grade. The student's recorded grade will be 70 + 15 (incentive pts.) = 85%. After corrections are made, the final grade cannot exceed 90%.

### **Parent-Teacher Conferences**

Parents are encouraged to make appointments with teachers regarding the progress of their child. Conferences should be scheduled through the teacher, but parents may leave a message with the Middle School/High School office (386-6327, ext. 122). Conferences are held during the teacher's planning period, before school, or after school unless otherwise initiated by the teacher.

### **Patriotism**

Patriotism is defined by Merriam Webster as "love for or devotion to one's country. " At North Florida Christian School, patriotism is taught in the classroom and is seen from time to time in chapel programs. Being loyal to our country is a biblical principle that we do not take lightly. In Mark 12:17 it says, "And Jesus said to them, "Render to Caesar the things that are Caesar's, and to God the things that are God's." And they were amazed at Him." As a way to honor this example, we begin each week by standing and reciting the pledge to both the American Flag and the Christian Flag showing our allegiance to the God we believe in and the country we represent and love. Further, we expect our students at all time to show respect for the American flag and for the country it represents. To that end, *all students, student-athletes and spectators are expected to stand during the playing of the National Anthem at all school events, sporting or non-sporting, without any gestures of demonstration or protest. Any student in*

*violation of the policy concerning the National Anthem would be referred to the school discipline committee on a case by case basis. Discipline could be up to and including dismissal from school.*

### **Plagiarism**

Plagiarism will be defined as student submission of any written work (essay, book report, project, research paper, or report of any kind) that is copied word for word from another source and presented as his or her own work. It includes any written work that has been summarized into the student's own words without proper citation and/or bibliographical information giving credit to the source of the material. Any student that is discovered to be plagiarizing will be in violation of the NFC student Honor Code and will be referred to the Dean or Discipline Committee. A grade of zero on the assignment, demerits and Saturday School will be given to those guilty of plagiarism. Repeated violations will result in dismissal from NFC.

### **Reports for Parents**

#### Progress Reports

Students' grades are available on the school website under the NFC ParentsWeb program. Grades are updated daily. Parents are encouraged to keep current on their children's progress through the website. To receive the on-line report, you will need your email account and password.

\* Progress reports will be emailed on the available on-line on the following dates:

September 11	January 29
October 2	February 19
November 6	April 16
December 4	May 7

#### Report Cards

At the end of each nine-week term, students will receive a report card listing letter grades and averages for all classes. Report cards given second (2nd) and fourth (4th) nine weeks will list not only the nine-week averages but also the semester averages and credit given (grades 9-12).

### **School Day**

The school day starts at 7:55 a.m. and dismisses at 2:55 p.m. The regular school day schedule is as follows:

First Bell	7:55	5 <sup>th</sup> Period	11:45 – 1:05
1 <sup>st</sup> Period	8:05 - 8:55		(lunch is during 5 <sup>th</sup> period)
2 <sup>nd</sup> Period	9:00 – 9:50	6 <sup>TH</sup> Period	1:10 – 2:00
3 <sup>rd</sup> Period	9:55 -10:45	7 <sup>th</sup> Period	2:05 – 2:55
4 <sup>th</sup> Period	10:50- 11:40		

### **Semester Exam Exemptions**

#### Perfect Attendance Exemption

A student who has attended school every period of every day and who is not tardy to first period more than three times in a semester will be awarded the privilege of exempting one exam during the semester that he/she has perfect attendance. Tardies to school do not go beyond first period. **Any student who arrives after first period is considered absent, not tardy, and will lose the perfect attendance exemption.** Class missed due to a funeral will not count as time missed from school for this exemption. Rehab sessions due to an athletic injury must be approved by the Athletic Office prior to the appointment (if the injury is school-related).

This exemption can only be used one time each semester, regardless of the number of classes in which a student has perfect attendance.

In addition to achieving perfect attendance, the following requirements apply:

- The student must have at least a "C" average in the class to be exempted.
- The student can have no more than three referrals during the semester and no more than one referral for dress code violations (Gum fines and written warnings count as referrals.).

A student who serves any time in Out-of-School-Suspension or Saturday School loses this exemption privilege.

#### *Procedure*

Each home room teacher will be given a list containing the names of students who qualify for the perfect attendance exemption along with the required forms. It is the responsibility of the student to complete the exemption form and have the teacher of the class he/she is requesting to be exempted from to record and sign the form verifying that the student has a "C" average. The student will then turn the form into the MS/HS Office. The MS/HS Office will review the student's disciplinary record and approve or disapprove based on the number of referrals received. After the MS/HS Office has checked the necessary information, the teacher will be notified, and the student will be informed if he/she has or has not been exempted.

#### "A" Exemption

This exemption can be used up to two times each semester by students who maintain an "A" average in the subjects they wish to exempt. In addition to the "A" average, requirements listed as bullets 2 and 3 above must also be met.

#### *Procedure*

It is the responsibility of the student to complete the exemption form and have the teacher of the class he/she is requesting to be exempted from to record and sign the form verifying that the student has an "A" average. The student will turn the form in to the MS/HS Office for review. The exemption will be approved or disapproved based on the number of referrals. After the MS/HS Office has checked the necessary information, the teacher will be notified, and the student will be informed if he/she has or has not been exempted.

#### General Information Regarding Exemptions

Exemption forms will be available from teachers the week before to exams. Students must meet the deadlines given for turning in forms to the MS/HS office. Students are allowed to exempt three exams per semester and may exempt the same exams more than once if desired. Students do not have to be present for exam reviews or attend school during the exam period, but if they are on campus, they must report to that class for that period. Students who leave campus during an exam review or exam period must have completed a "Permission to Leave Campus" form and must have returned it to the appropriate teacher.

A student may wish to take the exam and keep the score if it improves his or her grade.

Option: A student who is not eligible for the perfect attendance exemption but does have an "A" in a third course may exempt the third exam with the "A" average. All other qualifications for exemption apply.

#### **Semester Exam Schedule**

The Middle School/High School Academic Office will issue the Exam Schedule several weeks prior to the actual exams. Expected exam dates are December 19-21 and May 28-30. You should consult the published Exam Schedule for the time of each exam.

## **SOCIAL MEDIA POLICY**

### **Introduction**

North Florida Christian School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- NFC makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional. We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

### **Please do the following:**

#### **Use good judgment**

- We expect you to use good judgment in all situations.
- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

#### **Be respectful**

- Always treat others in a respectful, positive and considerate manner.

#### **Be responsible and ethical**

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

#### **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

### **Don't share the following:**

#### **Confidential information**

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

#### **Private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.

- Always respect the privacy of the school community members.
- Please be cautious with respect to:

### **Images**

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (co-workers, etc.) without their permission.

### **Other sites**

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

### **And if you don't get it right...**

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

### **Netiquette**

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember **not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.



### **Examples of Acceptable Use**

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

- **Examples of Unacceptable Use**

- I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

### **Limitation of Liability**

NFC will not be responsible for damage or harm to persons, files, data, or hardware.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within North Florida Christian School.
- Removal of student from North Florida Christian School..
- Additional consequences determined by Administration.

### **Summer Reading – Middle School/High School**

Every North Florida Christian School middle and high school student who will enter grades 6-12 in the upcoming school year is expected to complete the summer reading assignment. Be sure you complete the assignment for the course you will be taking during the 2017-2018 school year. All students must read the selections for the appropriate grade and complete a double entry reading log for each selection. The summer reading assignment will count as **one (1) test grade** of the first nine weeks' English grade. The assignment is due **Friday, August 17, 2018**. Late assignments will not be accepted.

### **Summer School**

NFC offers Summer School for grades 6-12 through the Florida Virtual School. One credit may be earned in summer school courses. A student may take a course to advance their credits if desired. The Guidance Department must give approval.

### **Test Schedule**

Students will not normally be required to take more than two tests on any given day. In the case of a short week, the testing schedule will be adjusted. The missed subject test will be given on the closest convenient day. Students taking more than one elective may be required to take more tests. The following schedule is customary, although it could vary with administrator approval for a particular course:

- Monday: Vocabulary, Spelling, and Electives
- Tuesday: History, Science, and Foreign Language
  
- Wednesday: English and Math
- Thursday: None
- Friday: Science, History, and Bible

### **Transfer Credit (Home School)**

Transcript grades earned by a home school student will be recognized and awarded if the student's transcript is from an accredited Christian/Private school that has a home school umbrella program. If a student is registered with a local home school association and the association regulates testing and provides an official transcript, the transcript will be recognized at the time of transfer.

If the conditions above are not met, a portfolio assessment will be used to determine acceptance and placement of the student. This includes documentation provided to NFC from the parent. Documentation must include:

- Curriculum used (names of text and publisher per grade level)
- Daily Lesson Plans
- Assessment/Evaluation - daily quizzes, weekly and quarterly tests, book reports, term papers, projects
- Annual achievement testing scores (Stanford, Iowa Basic Skills, etc.)

### **Middle School/High School Academics**

#### **Academic Probation**

In grades 6-12, a student will be placed on Academic Probation when the cumulative GPA falls below a 2.0 at the end of any term. A student placed on academic probation will be required to have a meeting with the Guidance Counselor and/or the Assistant Principal. A secondary meeting will be held to evaluate the student's progress.

### **Course Offerings**

#### **Sixth Grade**

Bible  
English 6  
Science - Observing God's World  
Math 6 - Course 1 / Course 2  
New World History and Geography  
Physical Education ½ / Keyboarding ½  
Elective

**Requirements for Grades 7 and 8**

Bible	2 courses
English	2 courses
Mathematics	2 courses
Science	2 courses
History	2 courses
Physical Education	1 course
Contemporary Life Skills	½ course
Study Skills	½ course
Electives	2 courses

**Recommended Course Selection for 7<sup>th</sup> and 8<sup>th</sup>**

<i>7<sup>th</sup></i>	<i>8<sup>th</sup></i>
Bible	Physical Science
English	Pre-Algebra/Algebra I
Life Science	American History
Math 7/Pre-Algebra	P.E./Contemporary Life Skills
World History	
P.E./Study Skills	

**Electives for 7<sup>th</sup> and 8<sup>th</sup>**

Band	Band, Chorus, Drama
Chorus	Beginning Spanish (7)
Leadership Class	Spanish I (8)
Art	Intro to Computer (7)
Drama	Algebra I (8)
	Basic Computer (8)

**Required High School Courses (Grades 9-12)**

<i>9<sup>th</sup></i>	<i>10<sup>th</sup></i>
Introduction to Bible (Old Testament)	
English 9/English 9 Honors	English 10/English 10 Honors
Algebra I/Algebra I Honors	Geometry/Geometry Honors
Geometry/Geometry Honors	Algebra II/Algebra II Honors
Geography (1 semester)	World History/World History Honors
Earth Science/Earth Science Honors	Biology/Biology Honors
Introduction to Computer (1 semester)	Life Management (1 semester)
Physical Education/HOPE	Speech (1 semester)
<i>11<sup>th</sup></i>	<i>12<sup>th</sup></i>
English 11/English 11 Honors	Philosophy-Christian Perspective
American History/American History Honors	English 12/ENC1101 and ENC1102
Algebra II/Algebra II Honors	Senior Government (1 semester)
	Economics (1 semester)
MAC1105	Trigonometry/Statistics/Pre-Calculus/MAT1033 and

**Other High School Courses (Grades 9-12)**

- Computer-- Web Design, Computer Applications I and II (On-Line)
- Fine Arts-- Band, Chorus, Drama
- Foreign Language--Spanish, I, Spanish II, Spanish III (online), Latin I, Latin II, Latin III (online)
- Math--Consumer Math (online), Trigonometry/Statistics, Pre-Calculus, AP Calculus
- Science-- Anatomy/Physiology, Environmental, Chemistry, Physics (online)
- Other Courses—

- Psychology (online)
  - Applied Communication
  - Art
  - Weight Training and Team Sports
  - Other Special Electives, i.e., Office/ Teacher Aide
  - Dual Enrollment—
  - English Composition (ENC 1101); Writing Argument (ENC 1102) – offered on campus
  - Intermediate Algebra (MAT1033; College Algebra (MAC1105) – offered on campus
- Additional Dual Enrollment classes are available. See the Guidance Director for information.

**Recommended Progression of Math Courses**

<b>PREVIOUS COURSE</b>	<b>RECOMMENDED GRADE</b>	<b>NEXT COURSE</b>
	B	Algebra I Honors
Pre-Algebra	C,D	Algebra I
	F	Repeat Pre-Algebra
		Geometry Honors
Algebra I	C,D	Geometry
	F	Repeat Algebra I
	B	Geometry Honors
Algebra I Honors	C,D	Geometry
	F	Repeat Algebra I
		Algebra II Honors
Geometry	C,D	Algebra II
		Repeat Geometry
	B	Algebra II Honors
Geometry Honors	C,D	Algebra II
		Repeat Geometry
	B	Trigonometry/Statistics, Pre-Calculus
Algebra II	C,D	Consumer Math
		Repeat Algebra II
	B,C	College Algebra (dual enroll)
	B	Trigonometry/Statistics, Pre-Calculus
Algebra II Honors	D	Consumer Math
		Repeat Algebra II
	B,C	College Algebra (dual enroll)
	B	Pre-Calculus
Trigonometry/Statistics	C,D	College Algebra (dual enroll)
	F	Repeat Trigonometry/Statistics or take Consumer Math

	B	Calculus AB
Pre-Calculus	C	College Algebra (dual enroll)
	F	Repeat Pre-Calculus or take Trigonometry/Statistics

\* Students placed in Honors classes must be approved by Math Department Chair and Guidance Director.

**STARS - Students Training for Achievement and Reaching Success**

Some STARS students may spend much of the school day in the regular classrooms, while being in the STARS classroom for small group instruction in specific academic areas. Other STARS students may need the small group instruction for most of the school day. Students will be considered for the STARS option based on the following requirements:

- New Student Testing
- Academic Evaluation
- Recommendation of the Administration

**Grades 6 through 8** - The term Students Training for Achievement and Reaching Success (STARS) is the name for a curriculum that is designed for a more independent work style. We make this unique curriculum available as a supplement or second option for some students.

Its uniqueness permits students to work at various levels in different subjects while at the same time varying the pace of their work. We use this curriculum in various situations that may permit us to better meet the educational needs of each individual student. Students may be considered for the Student Directed option based on the following:

- Motivated learners who want to take courses which require more independent work (Administrative approval required)
- Students who need to take a course(s) not in alignment with their current schedule (Administrative approval required)
- Students who may need more direct personal assistance from the teacher.

Students are enrolled in this program through academic evaluations and recommendation of the administration. It is possible for a student to utilize this curriculum and learning style in one academic subject and at the same time be in other subjects in a traditional classroom.

Those students taking a course with an Education Module must complete a minimum of (5) Education Modules each semester. Any Education Modules not completed during the semester will be averaged as a "0".

Student Transfers - No NFC students may transfer in or out of the STARS program except by permission from the administration.

**Ignitia**

Ignitia is a computer-based curriculum engaging multi-media tools and quality Christ-centered lesson content. This may be utilized by students that have scheduling conflicts or for other purposes. Administrative authorization is required to take any courses through Ignitia. A comprehensive course listing is available on the website of NFC Academy. The current cost for each Ignitia unit is \$12.60 and courses range in size from 10 to 12 units.

**Dual Enrollment**

After completion of the tenth-grade year, students can take classes at North Florida Christian School and Florida State University, Tallahassee Community College, or Florida A&M University through the dual enrollment program. The student must have a 3.0 GPA and the required test scores on either the SAT or

ACT for both the math and English areas along with permission of the Guidance Director. The student must maintain a minimum of a 3.0 GPA to continue in the dual enrollment program. If the student drops below the minimum, they will no longer be eligible for any dual enrollment courses

Charges for dual enrollment classes are determined by the institutions. The student will earn credit on both the high school and the college level. NFC offers both English and Math dual enrollment classes through Tallahassee Community College on our campus taught by our instructors.

### **The Florida Virtual School**

The Florida Virtual School is a Florida Department of Education Program, and NFC is an affiliate school. On-line learning is available to qualified students who may, in consultation with and approval from the NFC Guidance Director, select a course to take on-line. Success in this program would be determined by self-motivation and proper goal-direction. Applications are available in the Guidance Office.

It is important that on-line classes be finished on schedule at the end of each semester. Students must pace themselves so that they end up completing half of the course by the end of the semester. A ten-point deduction will be taken off at the end of a semester for courses not completed on schedule. If the course is not completed at the end of the final semester, an "F" will be given on the report card and will be used in calculating the GPA.

- Language Arts - English 1 (Grade 9); English 1 Honors; English 2 (Grade 10); English 2 Honors; English 3 (Grade 11); English 3 Honors; English 4 (Grade 12); English 4 Honors; AP English Language; and AP English Literature.
- Math - Algebra I; Algebra I Honors; Geometry; Geometry Honors; Algebra 2; Algebra 2 Honors; Pre-Calculus and AP Calculus AB.
- Science - Earth Space Science; Earth Space Science Honors; Biology; Biology Honors; Marine Science; Marine Science Honors; Chemistry; Chemistry Honors; Physics; Physics Honors; and AP Biology.
- Social Studies - Global Studies; World History; World History Honors; American Studies; American Studies Honors; American History; American History Honors; American Government; American Government Honors; Economics; Economics Honors; AP Macro Economics; AP Micro Economics; AP American Government; AP American History
- Computer Education - Web Design I (Comp. Appl. II); Web Design 2 (Appl. Comp. Tech.); Computer Programming Basic 1; Computer Programming Basic 2; AP Computer Science A; and AP Computer Science AB.
- Foreign Language - Latin I, II, and III; Spanish I, II, and III.
- Health - Health 1/Life Management Skills.
- Miscellaneous - SAT Prep/Critical Thinking Skills.
- Business Technology - Practical Keyboard Skills; Emergent Computer Technologies; Business Systems Applications; Business Systems Technology; and Business Computer Programming 1.

NFC's participation as an 'Affiliate School' is determined by the Florida Legislature as it funds The Florida Virtual School On-Line. Any changes made by the Florida Legislature may not be reflected in this handbook.

### **Grade Classification**

To be classified as a ninth grader, the student must have completed the eighth grade; to be classified as a tenth grader, a student must have accumulated 6 credits; to be classified as an eleventh grader, a student must have accumulated 12 credits; to be classified as a twelfth grader, a student must have accumulated 18 credits. All course selections must be approved by the administration.

### **Graduation Activities**

NFC holds two services in honor of our graduating seniors: the first is our Baccalaureate Service and the second is Commencement. Both services are well-planned events for our students, their family members,

and guests. Attendance at these activities is required of all graduates (students wear cap and gown for both events).

### **Graduation Agreement**

Each graduating senior will complete a Graduation Agreement at the beginning of their senior year. This document will give information to both the student and parents that will guide them through this final year of study. Included in the information will be a review of credits earned toward graduation and the necessary credits that must be earned during the senior year. The agreement will also include material concerning the various end of the year activities and expected conduct at all commencement activities.

### **Graduation Requirements**

North Florida Christian School requires 24 credits for graduation from high school. In grades 9-12, credits are awarded for work done in a one-half credit earned system which shall include courses provided on a full year basis and courses offered on a half-year basis.

Students have the responsibility to know and meet the requirements for graduation. Included in the 24 credits there must be: 4 in English, 3.5 in history, 4 in math, 3 in science, 1 in physical education (including .5 in Team Sports and .5 in Personal Fitness), .5 in Life Management, .5 in Introduction to Computer Science, .5 in Speech, and 1 in Bible for each year a student is at NFC in grades 9-12. All students must have a minimum 2.0 GPA to graduate.

Pre-requisites are required in the selection of some courses. Ninth grade students must have a "C" average in Pre-Algebra to register for Algebra I. Biology and Algebra I are pre-requisites for Chemistry. Algebra I is a pre-requisite for Geometry. Algebra II is a pre-requisite for Trigonometry and Physics. Students who lack more than one (1) academic credit may not participate in graduation exercises. One credit may be taken or made up in NFC's summer school. Summer school courses require the approval of the Principal or Assistant Principal.

### **Honors Class Criteria**

For a student to enroll in an honors level class, the student must have Guidance Department approval, have an A in the previous course, and have a core grade point average of 3.0. To remain in the Honors track the student must maintain a B. Failure to do so will require the student to move back to the regular course offering.

### **Honors Classes**

Honors classes, along with AP classes and college classes, will use a weighted grading scale. Students can enter only at the beginning of the semester and must remain in the course until the end of the semester.

### **Promotion Policy**

- Students in the sixth, seventh and eighth grades who make an "F" in two or more required courses will repeat the grade unless all but one of the subjects is made up in summer school.
- Students in the 9<sup>th</sup> through 12<sup>th</sup> grades, who make an "F" in a required course either semester, must repeat that course for that semester. Credit may be acquired by attending summer school at NFC or by repeating the course the following year.
- Once a student is enrolled at NFC, courses required for graduation must be taken at this school.

### **Valedictorian/Salutatorian/Top Ten Honors**

For a student to be eligible for these honors, he/she must have attended NFC for his/her junior and senior year. Further, at least half of the grades and credits earned must be earned while enrolled as a student at NFC whether of campus, through the Florida Virtual School, or/and dual enrollment classes.

If a student transfers to NFC during his/her junior or senior year and has earned credits and has an accumulative GPA high enough to be considered a Top Ten student, they may ask the High School administration for consideration of this honor. For consideration, students must have completed courses and earned credits in an academic program equal to the courses taken by those who are currently ranked in the Top Ten of their class. This would include honors and dual enrollment courses. For consideration, a student must have attended an accredited school before transferring to NFC. Accrediting organizations would include FACCS, ACSI, and regional accrediting organizations (SACS) or (CITA).

### **Guidance**

The Guidance Office serves to guide and advise our students in preparing for post-secondary education or career plans. Student/Parent Nights are conducted at each grade level to give parents information about their student's academic progress, selecting courses for the upcoming year, preparing and planning for college, applying for scholarships and financial aid, and signing up for the appropriate assessment tests.

### **Assessment Testing**

NFC is preparing our students by using an integrated series of assessment programs that when used together, offers educators a powerful, interrelated sequence of instruments to measure student development from eighth through twelfth grade.

ACT Assessment, typically taken in eleventh or twelfth grade, is for college-bound students.

### **ACT Test Dates**

September 8, 2018  
October 27, 2018  
December 8, 2018  
February 9, 2019  
April 13, 2019  
June 8, 2019

### **SAT's assessment programs offered to our students are these:**

- PSAT, for all eleventh graders and optional for tenth-graders, is used as an initial screening for the National Merit Scholarship program officially for students in their junior year. Sophomores have the option of taking the PSAT unofficially as practice and must retake the test as juniors to enter the Merit Program. The test date for the PSAT is Wednesday, October 10, 2018.
- Assessment, typically taken in eleventh or twelfth grade, is for college-bound students.

### **SAT Test Dates**

August 25, 2018	March 9, 2019
October 6, 2018	May 4, 2019
November 3, 2018	June 1, 2019
December 1, 2018	

Juniors also take the ASVAB, a multi-aptitude test that is used to identify their different academic and occupational abilities. A student's scores can qualify them for training in the Armed Forces.

Students are encouraged to register for scheduled SAT and ACT testing. Colleges use their own criteria when evaluating prospective students, but a student's grade point average and SAT/ACT test scores are the most important. Students may register to take these assessment tests as many times as they wish because colleges usually consider the best verbal and math scores when determining admission or placement. Registration materials are available online and in the Guidance Office. By the end of the junior year, all students should have taken at least one or both tests. There are many steps involved and



deadlines to meet as a student prepares for college or a career, and appointments with parents or students are welcome.

The Stanford Achievement Test Series is administered to grades 6-11 in the spring of each school year. The SAT is a multiple-choice assessment designed to assist educators and parents. The results of the tests provide reliable data to evaluate progress toward meeting educational goals and high expectations. The SAT is a nationally normed reference test which is recognized as one of the best tests of its kind.

The Otis-Lennon School Ability Test (OLSAT) is administered to students in grades 7, 9 and 11. The OLSAT measures the cognitive abilities that relate to a student's ability to learn in school. By assessing a student's abstract thinking and reasoning abilities, OLSAT supplies information to enhance insight that traditional achievement tests provide. OLSAT can assess students' thinking skills and provide an understanding of a student's relative strengths and weaknesses in performing a variety of reasoning tasks.

### **Florida Bright Futures Scholarship Program**

The Florida Bright Futures Scholarship Program is the umbrella program for two scholarships based on academic achievement of high school students. Students may become eligible for the Florida Academic Scholars Award which currently pays \$100 per credit hour for tuition or the Florida Medallion Scholars Award which currently pays \$75 per credit hour for tuition during the fall or spring terms. (These awards are subject to change as the legislature makes new rules each year.) Each of these awards is for eligible students who enroll in a Florida public post-secondary education institution. Currently, to earn the Florida Academic Scholars Scholarship, the student must have at least a 3.5 weighted GPA in core classes and either a 1290 SAT or 29 ACT score along with 100 hours of community service. For the Florida Medallion Scholars Scholarship, the student must have at least a 3.0 weighted GPA in core classes and a 1170 SAT or 26 ACT score and 75 hours of community service. Eligibility requirements about specifics may be obtained through the Guidance Office and the Florida Department of Education Bright Futures website.

For Florida's Bright Futures Scholarship Program, additional weight may be assigned to grades earned in courses identified in the Florida Department of Education's Course Code Directory as Honors, Advanced Placement, and dual enrollment courses, which must be in the areas of mathematics, language arts, science, and social studies. This assignment of additional weight is to provide an incentive to students to enroll in high-level courses while pursuing the Bright Futures Scholarships.

Students are encouraged to complete community service hours to include on college and scholarship applications. The Bright Futures Academic Scholarship has a 100-hour senior high community service requirement and the Florida Medallion Scholarship requires 75 hours. As with any program of the state, it is subject to change by actions of the legislature. The legislature does not usually complete those actions by the time this book goes to print.

### **NCAA**

The Guidance Office also works with our athletic program in helping athletes know the specific criteria as set forth by the NCAA. It is very important for athletes to meet with the Guidance Director and Middle School/High School Principal in addition to the Athletic Director as early as the eighth grade to obtain information on all the NCAA requirements.

### **ATTENDANCE**

Classroom attendance is essential for every student. Learning lost due to absences and tardiness can never be experienced in the same way again. A lost moment in time can never be replaced or repeated. Being present and on time for school is a vital part of training our children to be good stewards of their time for the Lord.

## **Absences**

Only nine absences per class per semester will be allowed (excused and unexcused combined). Parents are encouraged to use wise discretion regarding their child's absences. Students who miss ten days per semester will be considered as failing the course in which the absences occurred.

Notes from parents/guardians are required from each student who is absent (full or partial day). If a note is not brought in on the day the student returns to school, the student has three school days to bring in the note. If the note is not brought in during that time frame, an Administrative Detention is assigned for missing school. If the note is brought in the next day after a detention is given, the absence will be excused or unexcused based on the reason, but the consequence (Administrative Detention) will stand. A student must bring a note in the next day after receiving an Administrative Detention or the absence will be considered skipping and the student will be issued a Saturday School. If the student brings the note after they are given a Saturday School, the absence will be excused or unexcused based on the reason for absence, but the consequence (Saturday School) will remain.

*Absences are excused for the following reasons:*

- Student illness and injury
- Medical appointments (Three hours are allowed for appointment unless the doctor's note states a longer time was required.)
- Death of a relative
- Legal proceedings
- Unusual circumstances, as determined by the administration
  
- Planned absences approved by the administration
- Extended or excessive absences with professional documentation (Documentation is required for the current school year.)

*All else, such as the following, are considered unexcused:*

- Appointments for haircuts, etc.
- Shopping, off-campus lunch, car trouble
- Family socials, outings, community events, out-of-town trips, and business events (without getting pre-approval)
- Out-of-town guests
- Over-sleeping

**NOTE:** For each unexcused absence in a class, two points will be deducted from the student's final nine weeks grade and zeros will be given on all class work missed on the day of the absence. Students who miss ten days per semester in a class will be considered as failing the course in which the absences occurred.

### Absence for a Portion of the School Day

If a student misses an announced test or quiz because of an absence for a portion of the school day but is well enough to be in school for the remainder of that day, the student must make up the missed test or quiz by the end of the following day. If no study hall time is available for making up the test or quiz, the student must make it up after school. Failure to make up the missed test or quiz on the assigned day will result in a grade of zero; a zero will automatically be given if the absence was considered unexcused.

### Absence for a School Activity

Any student who misses a class due to an extracurricular activity is responsible to make up all assigned work. Students are expected to turn in all homework and take all scheduled quizzes and tests. The work must be made up within the same number of days that the student was absent. (Example: If the student was absent for two days for a school function, he/she must have all work made up by the third day of

his/her return). If all work is not made up within the allotted time, zeroes will be given. *In unusual circumstances, the administration can allow extra time for the student to complete the work.* It is of utmost importance that the student sees the teacher prior to the absence to get all assigned work.

#### Athletic/Fine Arts Attendance Policy

Students must attend all classes during the school day to participate in after-school activities such as athletic contests, band, and chorus programs. Students who are absent from school are not allowed to attend any after school practices or scheduled events. If they do, the absence will be counted as skipping school. Doctor appointments will be considered excused and students may participate. Other valid reasons will be considered. The student's attendance and tardy record will also be taken into consideration.

#### Make-up Work due to an Absence

Students who receive an excused absence from class may make up work missed. The work must be made up within the same number of days that the student was absent. (Example: If the student was absent for two days and received an excused absence, he/she must have all work made up by the third day of his/her return). If all work is not made up within the allotted time, zeroes will be given. *In unusual circumstances, the administration can allow extra time for the student to complete the work.*

#### Procedures following an absence

When a student has been absent for any reason, he/she must bring a written note stating the cause of the absence. No absence will be excused at any time without this written excuse. If the student is absent from school due to a medical appointment, a note from the doctor is required. Students are to report to the middle school office upon their return to school. The office will issue an "Admit to Class" (excused or unexcused based on the reason for the absence). Students are to have each teacher sign the admit slip at the beginning of each class.

If a note is not brought in on the day the student returns to school, the student has three school days to bring in the note. If the note is not brought in during that time frame, an Administrative Detention is assigned for missing school. If the note is brought in the next day after a detention is given, the absence will be excused or unexcused based on the reason, but the consequence (Administrative Detention) will stand. A student must bring a note in the next day after receiving an Administrative Detention or the absence will be considered skipping and the student will be issued a Saturday School. If the student brings the note after being given a Saturday School, the absence will be excused or unexcused based on the reason for absence, but the consequence (Saturday school) will remain.

If the student is seen away from home for any reason other than going to the doctor on the day for which the excused absence is requested for illness, the absence will be ruled unexcused and a zero will be given for missed work in all classes.

Excused absences, including planned absences, will not be given during the following times, except for medical or family emergencies:

- Semester exam days
- The week of achievement testing
- Class trips
- Spiritual Emphasis Week

### Procedures for a Planned Absence:

Students are to have a written note (no e-mails; parent's signature required on notes) stating the reason for the absence and must turn it in to the Middle School/High School Office three school days before the requested absence for this consideration. This will give the office time to check the student's absentee report to determine if the absences can be excused. Student planned absences must not exceed the nine days allowed per semester. If the student has been absent nine days or if the days requested make him/her go over the allowed nine days, the planned absence will be unexcused.

If the absence is not approved, it will be considered an unexcused absence. Planned absences will not be approved during semester exam days, the week of achievement testing, class trips, and Spiritual Emphasis Week.

Planned absences are included in the nine absences maximum each semester.

### **Tardiness**

If at all possible, please schedule all student-related appointments after school. If a student misses class (es) due to tardiness to school, it is considered an absence from the class missed.

### Tardy to School (during period 1)

Students are expected to be on time to classes and all school activities during the day. Any student who comes to school late should go directly to the Middle/High school office upon arrival. A note explaining the reason for the tardy is required when the student signs in, or the tardy will be considered unexcused. A student is allowed three tardies during a nine-week grading period (including excused and unexcused).

When a student reaches his/her fourth tardy to school, the student will be issued an Administrative Detention and a notification letter will be sent to the parents reminding them of the academic consequences for additional tardies to school. Starting with the fifth tardy to school, one point will be deducted from the student's final nine weeks grade average for each tardy (3 tardies - no points deducted; 4 tardies - no points; 5 tardies - 1 point; 6 tardies - 2 points, etc.). Points will be deducted at the end of the grading period.

### *Excessive tardies to first period*

*When a student reaches six tardies, in addition to points being taken from the first period class grade, a meeting with the Dean of Men/Women is required. If additional tardies occur, an Administrative Detention will be issued each time the student is tardy (beginning with the 7<sup>th</sup> tardy).*

*(Exception: After the third tardy, students late to school due to medical appointments or physical therapy sessions will not have points deducted from their grade, nor Administrative Detentions given, if they have a note from the doctor indicating the time and date of the appointment. Physical therapy sessions scheduled during the day due to a sports related injury must be approved by the Athletic Office.)*

### Tardy to Class during the School Day

In all other periods (2-7), the student is tardy if he/she is not seated at his assigned desk when the tardy bell stops ringing. A student who is tardy disrupts the classroom and distracts other students. A student who receives an unexcused tardy to class will be assigned a detention to be served with the teacher after school on a designated day. On the second unexcused tardy to class, an Administrative Detention will be assigned. For each subsequent unexcused tardy, one point will be deducted from the student's final nine-week grade average. Points will be deducted at the end of the grading period.

### **Signing Out Before the End of the School Day - Grades 6-12**

Students in grades 6-12 who must leave campus before the end of the day must sign out in the Middle School/High School Office. Students must have a note from their parent/guardian stating the reason the student needs to leave campus. If the reason for signing out is an excusable reason (see Attendance),

the student will be given an excused absence from class when he/she returns to school. If the reason is unexcused but the student has a note to leave campus, he/she will be allowed to leave, however, the absence from class will be unexcused and two points will be deducted from the final nine weeks grade in each class missed. **The office will not accept phone calls for check out purposes. Parents much send a note or come in to check out the student.**

If a student signs out for medical appointments, he must bring a note from the doctor's office to have the absence excused. Any student who fails to check out in the appropriate office prior to leaving campus will be given a Disciplinary Referral for skipping school.

## **HONOR CODE OF CONDUCT**

### **Honor Code**

A person of character is said to have many qualities, some of which we define here as:

#### *Trustworthy*

- Honesty - Tell the truth. Don't deceive or mislead. Don't steal or cheat.
- Integrity - Possess the right beliefs in what is right and wrong and do not be ashamed to be different for the sake of right living.
- Promise keeping - Keep your word. Honor your commitments.
- Loyalty - Support your family, your church, and your school. Don't violate Biblical principles to keep or win a friendship.

#### *Respectful*

- Be courteous and polite.
- Be tolerant of those who may be different from you.
- Don't manipulate or take advantage of others.
- Act Responsibly.
- Accountable - Accept responsibility for the choices you make and their consequences. Don't make excuses or blame others for your mistakes.
- Pursue Excellence - Do your best. Keep trying and don't quit or give up easily. Be diligent and industrious.
- Self-Control - Exercise self-control. Be disciplined. People who are disciplined and demonstrate self-control would restrain themselves from any type of cheating.

#### *Fair and Just*

- Treat all people fairly. Be open-minded. Listen to others and what they are saying.

#### *Caring*

- Kindness - Show you care about others, through kindness, caring, and compassion. Live by the Golden Rule. Be charitable and not insensitive.

#### *Good Citizenship*

- Play by the rules and obey all laws. Respect authority. Help your community, which includes the school.

Each person in the NFC community is responsible for these character traits and actions as a part of the North Florida Christian Honor Code of Conduct. Being honest is an agreement that implies faith and trust

in each other. Adherence not only includes refraining from such conduct as lying, stealing, and cheating, but also requires that one understands the type of conduct that is acceptable as well as those prohibited by the code. While honor is a value, being honorable is a decision that must be made time and time again.

It is essential for everyone's growth that all dishonorable conduct be identified and appropriately dealt with. Each person has a responsibility to discourage dishonorable conduct and to report any acts of such conduct. When a violation occurs, it is the duty of every student and teacher not to tolerate such behavior. Upon becoming aware of such a violation, one should report it to a member of the school administration, a teacher, or a member of the Discipline Committee.

### **Honor Referrals**

The responsibility for honor referrals will fall to the Dean and/or Discipline Committee, which will be directed by the Assistant Principal or Guidance Director. The Discipline Committee, after considering all the evidence, will determine an appropriate outcome, which will be one of the following:

- **Violation** - If the student is found to be in violation of the honor expectations at NFC, the committee will determine the consequences. Included in the consequences to be considered will be Saturday school, out-of-school suspension, community service, removal from any student office, and restitution. All cheating offenses will record a grade of "0" as an assigned grade. The Honor Committee may determine that a particular violation of the Honor Code should be referred to the NFC Discipline Committee.
- **No Violation** - The committee has determined that there is no violation of the honors expectation at NFC.
- **Warning** - The committee may determine that there were elements that did not give evidence sufficient for a violation, but there exists sufficient reason to issue a warning. When a warning is given, it is the decision of the committee if a lesser penalty should be applied. A student who receives three honor warnings will not be permitted to return to NFC the next semester, and if any other warnings are given during the current semester, the student will be dismissed from NFC.
- **Offices** - No student who receives more than one warning or is found in violation of the honor code may hold or run for any elected or appointed office of student leadership.
- **Commitment** - Every student will be expected to sign the Return Slip in the back of this handbook indicating they have read its contents and that he/she will live a life that promotes the honor code of North Florida Christian. In addition, they will actively encourage honorable conduct from other members of the student body and when necessary, report all violations to an administrator, teacher, or member of the Honor Committee.

### **CONDUCT and CONSEQUENCES**

Our goal in personal conduct for our students is to teach them the importance of personal self-discipline. Personal self-discipline requires self-restraint and respect for order in situations that might present a challenge to such conduct. We have also found that there may be situations where the loss of control is deliberate and planned, which requires appropriate consequences. While many factors can help establish order, promoting self-discipline and rules of discipline are effective as tools in creating such an environment.

It is not practical or possible to create an exhaustive list of behaviors/actions which are considered inappropriate conduct, although in this section, some are listed which are important both in the classroom and in our relationships with others. Please keep in mind as you review this section that this information is not intended to be exhaustive, but representative of behaviors considered inappropriate.

Effective discipline is one of the key ingredients necessary to maintain a quality-learning environment. The discipline policy at NFC is designed to achieve this goal, but it is also for teaching character and self-discipline to the students.

While we will tell students to do certain things, our attitude, position, and action for discipline in our classrooms will be designed to help students learn to do what they are supposed to do on their own.

We believe that it is necessary to publish what is expected in key areas, so everyone understands expected behavior. While it is not reasonable to attempt to list all behaviors that may not be acceptable, the following paragraphs will outline major areas of conduct.

North Florida Christian School uses various methods to direct student behavior. Many of those methods use positive opportunities that reward those students who are consistently working toward the goals of NFC. In addition to positive methods of awards for appropriate behavior, the school also uses several disciplinary methods that are designed to correct and warn students of inappropriate behavior. Included in these methods of classroom management procedures used by the faculty, Dean, and Assistant Principal are monetary fines, a detention system, a demerit system, Saturday school, out-of-school suspension, and expulsion from the school.

## **Classroom Management**

### **Teacher's Detentions**

Classroom management – To maintain a proper learning environment, we expect students to conduct themselves appropriately. The teacher is in charge of the class and will maintain the classroom behavior of students. Certain behaviors are not acceptable and will not be tolerated. We believe parents bear the primary responsibility for teaching their children right behavior and attitudes, and we will depend heavily on parents to help if there is a behavior problem.

The following are behaviors which hinder the classroom goals and do not demonstrate responsible behavior. A student would expect a minimum of a 30-minute teacher detention and a least three demerits for this type of conduct.

- Talking without permission
- Throwing things in class
- Disturbing classmates
- Sleeping in class
- Unprepared for class
- Required papers not signed
- Personal disruptive behavior
- Rude or discourteous

Failing to serve a teacher's detention will result in a 60-minute teacher's detention.

Not serving a 60-minute detention will also result in a referral to the Dean/Assistant Principal and an Administrative Detention will be required.

Consistently failing to serve teacher's detentions will result in a meeting with the teacher, parents, and Dean/Assistant Principal.

### **Administrative Detentions**

There are times when certain conduct requires more than a teacher's detention to promote the best interests of the classroom and create an environment of self-discipline. These infractions result in an Administrative Detention. Administrative Detentions are served on Tuesday (Middle School - Grades 6-8) and Thursday (High School – Grades 9-12) immediately after school. Administrative Detentions will be held in an assigned classroom beginning at 3:05PM and lasting until 4:15PM.

Students will need to come to detention in dress code and will need to bring with them the necessary books and other materials. Any student who fails to follow these guidelines will be asked to leave detention and will receive a Saturday School. Likewise, failure to serve an Administrative Detention will

result in a day of Saturday school. Conduct which will result in the minimum of an Administrative Detention and a minimum of 3 demerits are:

- Dress Code Violation
- Out of class without a pass
- Littering on school property
- Failure to pay fines on time
- Failing to keep locker locked
- Failure to report to MS/HS office when referred by a teacher
- Inappropriate display of affection
- Disturbing chapel

### **Book Bags/Books (Security)**

Students are to keep their books in their assigned locker or in their book bag. Books or book bags are not to be left in any open space on campus, including hallways, stairways, the gym floor area, or outside sidewalks/seats. With the teacher's permission, books/book bags may be left in a classroom between chapel and the next scheduled class. Books and/or book bags left unattended will be taken to the office where the student may check to pick them up and where he or she will receive a referral, demerits (3), and an administrative detention.

### **Saturday School**

For some inappropriate conduct and for failure to serve an Administrative Detention, the student will receive Saturday School. Failure to report to Saturday School on time or disruptive behavior during Saturday School will result in further disciplinary action. If a student misses Saturday School, he/she may face the Discipline Committee and could be suspended. Parents will be notified of a student's Saturday School. Saturday School will be from 8:00 a.m. to 11:00 a.m. Students attending Saturday School must:

- Arrive in dress code at 7:55 a.m.
- Pay \$20 upon arrival
- Bring supplies (pen, paper, and school work) for a silent study hall and/or work detail (trash pick up)

Students who arrive after 7:55 a.m. or fail to bring their \$20 payment will not be permitted to stay for Saturday school.

Below is a partial list of conduct which will result in a Saturday School and for which a student may be required to go before the Discipline Committee. Demerits will be assigned for the inappropriate conduct.

Failure to serve an Administrative detention or being dismissed from an Administrative detention	5 demerits
Leaving campus without permission	10 demerits
Skiping class	10 demerits
Horseplay that leads to a fight	10 demerits
Skiping a full day of school	10 demerits
Deliberately damaging school, church, and/or faculty or staff property	15 demerits

### **Out of School Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of the NFC Code of Conduct. An administrator always has the authority to suspend a student. The administration will determine the length of suspension. All work missed during the suspension is to be made up. Students will receive a "0" in each course for daily assignments and quizzes for each day of suspension. Very specific changes in attitudes and actions will be expected prior to readmission. Disciplinary probation may be invoked when a student is suspended from school. Students are not permitted to participate in extra-



curricular activities while on suspension. Students suspended during a semester will not be allowed to exempt any semester exams.

### **Personal Code of Conduct**

Some inappropriate conduct may occur either in the classroom or outside, but the location does not change the conclusion that the behavior fails to support classroom learning goals or an environment of personal self-discipline representative of a Christian school and its students. The following descriptions provide some further explanation in hopes of clarity and understanding the need for responsible behavior.

Bullying/Harrassment: Harassment and bullying of students will not be tolerated by the North Florida Christian School administration. North Florida Christian is committed to providing all students with a safe school environment in which all members of the school community are treated with respect. NFCS prohibits harassment and bullying others. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures as deemed by the Deans and/or Discipline Committee as warranted.

Harassment and bullying means any electronic, written, verbal, or physical act or conduct toward a student that is based on any actual or perceived trait or characteristic of the student. Electronic bullying includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other circumstances that have the purpose or effect of causing injury, discomfort, fear, or suffering;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing discomfort, fear, or intimidation
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury or fear;
- Unreasonable interference with a student's performance or the creating of an intimidating situation.

Cheating: Students are responsible, for preventing the giving or receiving of assistance (written, oral, or otherwise), on tests, examinations, final examinations, or class assignments which are to be graded as the work of a single individual. Cheating also includes lying, plagiarism, or forgery. Students will receive a "0" on the assignment in question. Cheating is an Honors Committee decision. The minimum is a Saturday School and 10 demerits.

Computer and Internet Use: Computer/internet/cell phone/electronic device use including but not limited to, online journals such as Facebook, Snap Chat, Live Journal, Twitter, Instagram, blogs, email, web pages, pictures, chat, and texting that is deemed by the school administration to be immoral, harmful, threatening, demeaning, defaming of the reputation of others, or other conduct and/or content that is inconsistent with school policies and biblical teaching can result in dismissal from school. Students may not perform any of the following activities using school computers while on campus: download or upload any computer file without faculty permission; use the network for illegal activity; use the network system for financial gain; create, display or transmit hateful, violent, threatening, racist, sexist, obscene, or harassing language and /or pictures or materials; invade the privacy of others including data/information or use the password of another user; vandalism and mischief that incapacitates, compromises, or destroys NFC resources and/or data; any use that would not be consistent with the NFC handbook or overall mission statement.

Any student who is discovered to be in violation of this policy will be referred to the Discipline Committee. Demerits, OSS, and punishment up to dismissal from school will be given to those who violate the

school's Internet Use Policy. Please see the school's statement on the use of computers and the Internet in this manual.

Conduct resulting in arrest: If the student is permitted to remain in school, he/she will be placed on behavioral probation immediately pending the decision of the Discipline Committee. There will be a minimum of 5 days out-of-school suspension with demerits up to expulsion.

Drug/Substance Abuse: The possession, use, or distribution of drugs and/or alcohol is prohibited. Any student in possession of, use of, or distributing drugs or alcohol will be dismissed from school. Any student who attends an event where minors use drugs/alcohol will receive five days of suspension, be assigned demerits, be referred to the Discipline Committee, and could be expelled.

Cell Phone Policy:

Electronic mobile devices include, but are not limited to:

Smartphone/MP3 players	Other mobile/cellular phones	Tablets
E-readers/iPads	Portable media devices	PDA's
Portable gaming devices	Laptop/notebook/Ultrabook computers	

NFC prohibits the use of all telecommunication devices, including cell phones and tablets, at school and school-sponsored or school-related activities on or off school property during the instructional day. Tablets are allowed for instructional purposes only and only when instructed by teachers.

Students shall be allowed to bring cell phones to campus; however, such devices will be stored in teacher classrooms in an assigned area for each class period and retrieved at the end of class.

Students may use their phones between classes and at lunch. Phones will be confiscated if found in the classroom and returned according to the policy below.

Any student who refuses to comply with a request to turn in their phone will be referred to the Dean for challenging authority and disciplinary action will be taken.

Any student found to be using their phone inappropriately while at school, or causing a disruption to the school in general, will also be subject to school discipline. Repeated infractions regarding tablet usage in the classroom can and will result in the student losing their right to use a tablet for their textbooks. When this occurs, parents will be responsible for securing consumable textbooks.

***Violation of the above policy will result in the following:***

**1<sup>st</sup> Infraction:**

Warning - Misconduct – Phone will be confiscated and turned in to the MS/HS office. Student will be given phone at end of school day with an administrative warning.

**2<sup>nd</sup> Infraction:**

Administrative Detention - Cell phone will be taken and a referral to the Dean issued by the teacher. An Administrative Detention will be served according to school policy on either Tuesday or Thursday as assigned. Phone will be returned to student after meeting with the Dean.

**3<sup>rd</sup> Infraction:**

Administrative Discipline – Student will receive one day of out of school suspension for disrespect and device will only be returned to parent after discipline has been assigned.

***Unacceptable Use:***

Students will not have access to the NFC network on their mobile device. Students with data connections or hot spots may not access online materials unless given permission by a teacher. Unacceptable use of mobile devices during the school day includes, but is not limited to, the following:

- Taking pictures or videos without the teacher's permission
- Transmitting pictures or videos without the teacher's permission
- Non-educational gaming or videos
- Inappropriate background pictures
- Any type of social media
- Using sounds or music without teacher's permission
- Mobile devices are not allowed to be used during chapel services
- Charging mobile devices in class

***Taking Photographs or Recording Video:***

The taking of photographs or the recording of videos, whether by cell phone or any other device, in places where privacy is a reasonable expectation is strictly prohibited. Using cell phone cameras or cameras on other devices to record altercations on school grounds or at school events is prohibited. Uploading/publishing or transmitting of videos or photographs of this nature is prohibited. In such cases, phones or devices may be confiscated as evidence and the responsible student(s) may be subject to additional penalty including out of school suspension and/or expulsion.

**Dress Code Violations**

**Correct Dress**

Students not dressed according to the dress code must correct their dress or they will not be permitted to attend class. Students will be required to change from the Dean's closet and leave their clothes with the Dean until the change of dress is returned. If clothing is not available, they must call their parents to bring clothing to correct the violation.

NFC is not the place to 'make a statement' with the style of your hair, other than a reasonable conservative style that is consistent with the school. The administration will make the final decisions on any questionable styles.

- 1st Offense - The first referral will result in a written warning during the first week of school. After the first week of school, students will receive an Administrative Detention and 3 demerits.
- 2nd Offense - Administrative Detention plus three demerits
- 3rd Offense - Two Administrative Detentions plus three demerits
- Additional dress code violations will result in Saturday school. Continued violations will be brought to the Discipline Committee.

Continual referrals for dress code will indicate an unwillingness to cooperate, and student may be asked to withdraw.

Fighting: Students are responsible for settling confrontations in a peaceable manner and without the use of violence. Fighting will not be tolerated. Students are reminded that fighting results in suspension. After the first offense, there must be a parent conference with the dean before the student returns to school. The minimum suspension is 2 days but can be up to expulsion. A second offense will result in expulsion.

Fire Safety/Security: Violations of fire regulations include tampering with fire alarms, using matches, lighters, or fireworks. This also includes any tampering with school surveillance equipment. The minimum penalty is one day of out-of-school suspension and 10 demerits. Students could be expelled or required to withdraw from school.

Going into administrator, staff member, or faculty member personal belongings: This includes (but is not limited to) purses, briefcases, or grade books. The minimum penalty is two days of out-of-school suspension and 20 demerits.

Immorality: This includes sexual harassment, pornography, and all sexual behavior which violates accepted sacred Scripture as defined by this ministry. Such actions will be referred to the Discipline Committee. The penalty will be a minimum of 20 demerits and two days of out-of-school suspension up to expulsion from school.

Insubordination/ Disrespect: Insubordination and disrespect will result in an automatic Saturday school with possible suspension and 10 demerits. Cases of disrespect could be referred to the Discipline Committee, and in certain cases, students could be asked to withdraw from the school.

Profane Language and Disrespect: Using abusive or profane language, showing disrespect to teachers and classmates, insolence, and disruptive classroom behavior will not be tolerated and will result in disciplinary action. This includes threatening, intimidating, or causing bodily harm to any person or property. Directed profanity/disrespect could be referred to the Discipline Committee and will result in at least a one-day suspension and 10 demerits. The committee may also refer the student for dismissal from school.

Smoking/Smokeless Tobacco: Smoking or the use of smokeless tobacco is prohibited. Students in possession of, distribution, or using will be suspended or referred to the Discipline Committee. Use of tobacco will result in a minimum suspension of two days and 20 demerits and up to dismissal from school.

Stealing: Stealing is defined as being in possession of property that does not belong to you or hiding property that does not belong to you, the minimum suspension is 2 days and 20 demerits.

Truancy: Missing school without parent permission or leaving the property without permission from the Middle/High School Office is equivalent to skipping school. The penalty for skipping school is a "0" for all the work missed and a minimum of one-day suspension and 10 demerits.

Vandalism: Destruction or defacing of school property will result in a minimum of one-day suspension, full restitution (including labor and cost of repairs), and 10 demerits and could result in expulsion.

Weapons: The possession, use, distribution, or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon or appears to be a weapon. Toy items that have the appearance of a weapon will be considered as a weapon for this policy. The penalty will be expulsion.

### **Disciplinary Probation**

Students who accumulate a series of minor infractions or a major infraction will be subject to disciplinary probation. (See listing of infractions under "Code of Conduct.") While on probation, teachers and school administration will closely monitor the student's behavior. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The Administration will determine the length of the probationary period. Parents will be informed in writing of the probationary status.

If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she will be subject to immediate dismissal at the discretion of the school administration.

### **Expulsion/Withdrawal for Disciplinary Reasons**

When a student is expelled from the school, he/she loses the privilege of attending North Florida Christian School. An expelled student cannot be on school grounds or attend any school functions.

A student who has been expelled from NFC may apply for readmission after being out of NFC for one year. Families who wish to have their son or daughter attend NFC sooner than one year may be considered for early readmission by applying for the early readmission program. All students who have been expelled from NFC but would like to return must meet with the NFC Admissions Committee. The

Admissions Committee makes all decisions regarding readmission. A student returning to NFC after being expelled will do so on probationary status if approved by the Admissions Committee.

## **Discipline Policies and Procedures**

### **Demerit System**

Demerits are cumulative for each semester. Students will receive demerits for the various violations as outlined in this handbook. The accumulation of demerits up to a designated level will result in out-of-school suspension as stated below. Thus, a specific violation could result in more days of out-of-school suspension than would be given for the individual violation because the penalty for accumulated demerits will also be assessed. However, a specific violation of 10 or more demerits also carries a penalty of Saturday School as determined by the Discipline Committee. Additionally, accumulated demerits beyond 10 will result in an out-of-school suspension as outlined below:

<u>Accumulated Demerits</u>	<u>Consequences</u>
10	1 Day of Saturday School
20	1 Day of Saturday School
30	1 Day of OSS
40	1 Day of OSS and the Student placed on Disciplinary Probation
50	1 Day of OSS
60	Expulsion

### **Procedural Violations (per year)**

The following prohibited activities will result in monetary fines as well as demerits as indicated.

While chewing gum cannot be considered a bad habit, we have observed in a school environment that it can become a costly matter for the school. Removing gum from carpet and other areas is costly and on some occasions, cannot be done and preserve the quality of the facilities. For that reason, no student is to chew gum at school. Since that is an easy rule, it should not be difficult for anyone to keep.

**IMPORTANT:** Any fine not paid within five school days will result in three additional demerits and Saturday School.

#### Fines for chewing gum

1st offense	Warning signed by parent
2nd offense	\$20.00 fine plus 3 demerits
3rd offense	\$30.00 fine plus 5 demerits
Each other time	\$40.00 fine, Saturday school, and 5 demerits

### **Student Automobile Policies**

The following guidelines apply for the privilege to be able to bring a car to school. Parking spaces are reserved and assigned to seniors first. Other eligible drivers may receive an assigned parking space if parking spaces remain available.

- Students wishing to drive to school must register their vehicle by completing the necessary forms in the Middle School/High School Office. Students will receive an assigned parking space and parking permit. There is a 10.00 charge to register a vehicle.
- For safety reasons, students who drive a vehicle that the length impairs the safe flow of traffic must park their registered vehicle in the back-parking area.
- The parking permit must be displayed correctly when parking on campus.
- Careless driving on campus will result in the suspension of parking privileges for a minimum of one week.
- All vehicles and contents are subject to search at any time, with or without cause, by school officials or law enforcement officers.
- Cars are to remain parked until students leave for the day (exception: Senior Lunch).

- The following violations will result in a fine of \$20.00:
  - a. Failure to display a valid parking permit
  - b. Parking in more than one space
  - c. Blocking a driveway or access
  - d. Parking in a space other than the one assigned
- Replacement of a lost parking permit will be \$15.00.  
 If someone has parked in your assigned parking space, it is your responsibility to notify the Middle School/High School Office immediately upon arrival at school.

### **Discipline Committee**

The Discipline Committee, consisting of the Dean of Men, Dean of Women, Assistant Principals, and other faculty or administrative personnel, will evaluate discipline situations as outlined in this handbook and determine appropriate measures of discipline for each situation which is referred to the committee.

The disciplinary meetings are closed except to the student/students involved in the situation. While parents are not required to attend the discipline committee meeting, parents will have the opportunity to make a statement to the committee. Parents will be asked to leave the meeting while the student is being questioned. No student may be represented by legal counsel.

If a student withdraws from North Florida Christian School prior to the first Disciplinary Committee meeting, the Disciplinary Committee will not reach a conclusion regarding the offense, and the situation will be considered only in the event of an application for the student's re-enrollment at NFC. However, the withdrawal will indicate "for disciplinary reasons" for the reason of the withdrawal. If, however, a student withdraws from NFC at any time after the Disciplinary Committee has convened, the Disciplinary Committee may reach a conclusion as to the student's innocence or guilt. These conclusions will be noted on the student's records. If the Disciplinary Committee's conclusion is to expel a student from North Florida Christian School, the student will be considered expelled. Expulsions from North Florida Christian School may affect a student's ability to attend another school.

In the event any student discipline situation involves any review by law enforcement, the decision to withdraw the student prior to the first Discipline Committee meeting may not be available. It will be the decision of the School Administration as they review the case as to how the matter will proceed.

The Disciplinary Committee has complete discretion in determining the appropriate penalty. All matters brought before the Discipline Committee will have some differences. The Discipline Committee will consider a range of factors as they deliberate and is not bound in any manner to impose the same penalties for similar offenses.

### **DRESS CODE**

A school dress code like the one we have at North Florida Christian School provides a balance in informing students of areas of dress that are appropriate for school dress while giving substantial freedom of choice. It is expected that students will be dressed in school dress when coming on campus for school each day and will remain in dress code until they leave campus for the day.

Like most schools, the adoption of a school dress code is an effort to ensure a safe, disciplined environment that promotes a climate for academic achievement in the classroom. Modesty and appropriateness in a school setting are key factors in arriving at our dress code. The school dress, combined with our other clear character building programs, is preparing the student for both current and future success in whatever area they pursue.

The administration has established a reasonable dress code with a variety of selections. As the administration has the responsibility to enforce the dress code, they seek to minimize the areas that call for personal evaluations.

### **Chapel Days and Special Dress-up Days**

On Chapel days and other special dress-up days, students will be expected to follow a 'dress-up' appearance. That will include no jeans or shorts for boys; no shorts or capris for girls. Athletic shoes and flip flops are not appropriate on those days.

### **Dress during the Regular School Day**

#### ***Young Ladies***

#### **Dresses and Skirts**

- Dresses and skirts should be no shorter than the top of the knee. Slits in dresses and skirts should be no higher than the top of the knee. Leggings may be worn with dresses of the appropriate length.
- Frayed skirts should have a hem (above the frayed area) and be neat in appearance.
- Anything tight, backless, or low in the neckline is unacceptable.
- Halter type dresses or dresses that show bras, bra straps or bralettes are not appropriate for the school day.

#### **Pants, Capris, and "Walking Shorts"**

- Pants, capris, and walking shorts must be loose-fitting. Pants cannot have elastic at the ankle (no joggers). No knit capris are allowed.. Dress pants and khakis in all colors are preferred. Pants resembling yoga type work out pants are not allowed even on dress up days.
- Dress shorts must be no shorter than the top of the knee and should have an appropriate hem or cuff. Shorts and capris of denim or camouflage material are not acceptable for school day dress.
- Jeans and camouflage is never permitted for pants.

#### **Blouses**

- Blouses, shirts, and dresses can be sleeveless, but shoulder covering must be three inches wide. All blouses, shirts, and other tops are to be long enough to not reveal any midriff, even when bending over, reaching, or carrying a backpack. Shirts worn over other garments and used as an outer garment should be buttoned to the top normal button. Tops should also not expose bras, bra straps or bralettes in any way. No tight, see-through, or bare-midriff styles.
- Spaghetti straps may be worn with a blouse or jacket. Sweaters, jackets, or any other outerwear may not be tied around the waist of a student
- Over-blouses and sweaters made to be worn outside a skirt or dress may be worn; however, shrugs that fit at or above the midriff area are not appropriate school day dress.
- Shirts that meet the regular dress code but display a small brand name or sports name such as Florida State, etc. may be worn.

#### **Hair**

Hair should always be neat and clean. Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.

#### **Shoes**

No extreme casual shoes, crocs, plastic flip flops or shoes of a similar style.

#### **Hats**

No hats/caps may be worn at any time in any building during the school day.

#### **Jewelry**

All jewelry worn by a student is to be appropriate for a school setting and limited in number. Body piercing jewelry, other than what is considered the traditional ears pierced, is unacceptable.

### Jackets

Regular jackets are permitted and may have a hood. Sweatshirts with the NFC logo may be worn during the day. This includes hooded sweatshirts and zip-up styles.

### **Young Men**

#### Shirts

- A collared shirt must be worn tucked in and buttoned to the appropriate button.
- Boys' shirts with elastic bands around the waist may be worn outside if they are the appropriate length and have a neat appearance.
- Tank tops, T-shirts and undershirts are not appropriate as outer garments.
- Shirts that meet the regular dress code but display an appropriate brand name or sports team name such as Florida State, etc., can be worn.

#### Pants and Shorts

- Cords, Khaki pants, slacks, jeans, or "walking shorts" are acceptable dress for boys. Long jeans may be worn if they do not have holes and must be hemmed. Jeans/slacks are not to be torn or slit at the bottom. No stained, badly faded or spotted jeans are allowed. No camouflage material will be acceptable. All slacks and shorts must be worn around the waistline. Baggy slacks that are pulled down past the normal waistline will not be permitted.
- Cargo slacks or shorts are not school day dress, only prep style shorts and pants.
- Shorts should be loose fitting, come to the top of the knee and have an appropriate hem or cuff. No denim or camouflage materials.
- No sweat pants or nylon running slacks.
- Belts are to be worn.

#### Hats

Hats/caps may not be worn at any time in any building during the school day.

#### Hair

Hair may not touch the top of the collar or be below the top of the ears and must be trimmed above the eyebrows. Hair colors shall be natural in color, Sideburns are not to be longer than the bottom of the ear. Student should be clean shaven.

#### Socks and Shoes

Extreme casual shoes are not permitted. Examples of casual shoes would be sandals, flop-flops, thongs, etc. Deck shoes (canvas or leather) are appropriate shoes to be worn with shorts and may be worn without socks. Athletic shoes may be worn with shorts but must be worn with socks. Shoes are to be properly laced.

#### Jewelry

Earrings are considered inappropriate for young men and may not be worn at school or any school events. No body piercing jewelry may be worn.

#### Jackets

Regular jackets are permitted and can have a hood. Sweatshirts with the NFC logo may be worn during the day. This includes hooded sweatshirts and zip-up styles.



### **School Activities**

Students will be expected to dress appropriately and modestly at all school activities, on or off campus. This includes but is not limited to sporting events, meetings, sports signings, and other events that are held on campus or anywhere that NFC students represent our school.

### **Formal Dress at School-Sponsored Events**

To continue to encourage students to dress appropriately and modestly, guidelines for formal dress at school-sponsored events have been established. To avoid disappointment and possible confrontation, dresses are to be approved ahead of time.

#### ***Young Ladies***

- Dresses should be no shorter than the top of the knee. Slits in dresses should be no higher than the top of the knee. Spaghetti straps and strapless dresses are acceptable if the front neckline is appropriate. Backless dresses or low-backed dresses are acceptable if the dress is no lower than the mid back (bra line).
- Nothing tight, see-through or bare-midriff.
- Dresses showing skin on the sides of the waist are unacceptable.

#### ***Young Men***

- A collared shirt and tie should be worn, and shirts must be tucked into slacks.
- No jeans may be worn. Belts are to be worn with dress slacks.
- Shoes are to be properly laced and tied. Socks must be worn.
- No beards or mustaches are permitted. Students must be clean-shaven.
- Earrings may not be worn.

### **Portraying Cultures**

As a matter of who we are as a Christian School, dress that attempts to portray any culture or 'make a statement' which the administration considers contrary to the philosophy of this school is prohibited. While not limited to such, Goth culture and all its accompanying symbolism (including dress) is inconsistent with North Florida Christian School.

## **STUDENT LIFE**

### **Student Council**

This Council meets monthly with the members of the administration to discuss student related issues at NFC and make plans related to various student activities. In addition, this student group provides the leadership and work for many student-related and community related activities. Students elected as Student Body Officers and Class Officers will be selected to this committee.

### **Student Body Officers/Class Officers**

The Student Body/Class Officers and other members of the Student Advisory Committee will work as a team on various school related or community service activities promoting leadership development and Christian maturity. This program will develop leadership and decision-making ability in students. Elections for Student Body Officers are held in the fall for the upcoming school year.

### **Student Leaders - Responsibilities**

Any student who has received two or more days of suspension during the school year will forfeit the opportunity to hold any elected position at the school. Such positions would include, but not be limited to those associated with Homecoming activities, Sweetheart Week, Student Body Officers, Class Officers, National (Junior) Honor Society, and the Student Advisory Council.

### **Student ID Cards/Lunch Cards/Magnetic Security Device**

A student photo ID card will be required for all students in grades 6-12. This card enables the student to enter all home games. Attached to this ID card is the magnetic security device which allows student entrance to school buildings. The student must have his or her ID card in his or her possession always when on school property or on school related trips. Giving a Student ID to another party will be considered a serious violation of school policy and will be referred to the Dean. Replacement cost for a lost card is \$25.00. Repeated failure to have your ID and fob with you on campus, can result in a referral for not being prepared.

### **Student Lockers**

Each student will be issued a locker. The school will provide a lock for the student to use. Lockers must be kept locked at all times. Students may not use personal locks on their assigned lockers. Students are expected to keep all their materials either in their locker or carry it with them. No material is to be left outside the student's locker. The assigned lockers will be jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. If a student loses or damages his/her lock, he must pay a replacement fee of \$15.00.

### **Search Policy**

On certain occasions the administration may deem it necessary to search a student's locker, book bag or review the content on a student's cell phone. The locker is the school's property and will be searched without the student(s) being present. A book bag will be searched with the student present along with another employee. If the student does not consent to the search of their book bag, an administrator will contact the parents. If after speaking with the parents a student does not consent to a search of their book bag, the student will be dismissed from the school.

The school will conduct a search of any property of a student or other person with or without permission, if the administration believes the over-all safety and security of the school community is best served by such a search. In addition, the administration will conduct a search of any student's property or others' property with or without permission, if the administration concludes there could be a possible violation of law.

When on school trips, the school personnel are authorized to search all student belongings and student rooms with or without the student present.

### **School Sponsored Trips**

As part of the school experience, students will take field trips as scheduled by certain classes to broaden their perspective while interacting with their peers. Additionally, the school takes grade field trips, which again offer the students a new experience, which is both educational and enjoyable. It is an opportunity to see areas that they might otherwise not see, while also learning important aspects about relationships as they interact with their classmates on these extended trips. There are opportunities for students to earn money designated for their trip by participating in special fund-raising opportunities scheduled by the school.

Extended trips are planned each year for the following grades:

- 6<sup>th</sup> Grade
- 8<sup>th</sup> Grade
- 10<sup>th</sup> Grade
- 12<sup>th</sup> Grade

#### *Procedure to be taken prior to trips*

- Parents will be sent written information about the trip and must return the form signed. While we hope, every student will participate in these opportunities, the form must be returned signed even if the student chooses not to participate.

- The dates of the trip are considered regular school days and any student who does not participate on the trip must attend school. No permission will be granted during any trip times for planned purposes. If a

student is absent during any day of the trip, to receive an excused absence they must have a doctor's excuse form.

- Sufficient chaperones will be solicited to supervise the groups. The number will depend on the group and the activities planned for the trip.

- Please review all information sent about the trip. Once a commitment is made and a payment schedule is established, there are no refunds of payments made.

- Parental permission is required for a student to participate in the trip. This will include a medical release and waiver of liability to be signed by the parent. The waiver of liability will be similar to the following statement:

*Both parents and students understand and hereby agree to assume all the risks which may be encountered with the student's participation in the above-named activities, including preliminary and subsequent thereto, including transportation to and from events and all other actions of the student on the trip. I do hereby agree to hold North Florida Baptist Church and North Florida Christian School and its agents and employees, harmless from all liability, actions, causes of actions, claims, expenses, and damages because injury to my child or property, which I now have or which may arise in the future about any activity or participation in any other associated activities.*

Other forms are required by some vendors for certain trips with similar wording that apply directly to their business, i.e. skiing, snowmobiling, and other activities. We have no control over their requirements and students/parents will need to complete their forms to participate in those specific scheduled activities.

If a student is on disciplinary probation during the time of a trip, he or she will lose his or her eligibility to take the trip. If deposits are made prior to being placed on probation, all deposits remain non-refundable. If additional deposits are required by the schedule of deposits for the trip, they will be waived.

## **ATHLETICS**

An interscholastic program of athletics is open to all interested students. There are varsity and/or junior varsity teams in football, cross-country, basketball, baseball, cheerleading, track, golf, softball, volleyball, wrestling, and tennis.

Current middle school teams include football, volleyball, cross-country, track, cheerleading, basketball, softball, and baseball. For starting dates and tryout information, please contact the athletic department.

Participating teams are determined by the number of interested participants and at times may alter the list above.

Additional player packages which can include jerseys, warm-ups, etc., are determined by the coach and are an extra expense for athletes.

### **Athletic Academic Eligibility**

Athletes are expected to maintain the academic and discipline code of NFCS. Athletes will be eligible under criteria outlined by the Florida High School Activities Association (FHSAA) and North Florida Christian School.

Below is a partial list of requirements from the FHSAA handbook. For more information or criteria not listed here please contact the NFCS Athletic Office.

- Students must maintain a cumulative 2.0 GPA in grades 9-12 and a 2.0 each year in grades 6-8. Students may only compete 1 year each in grades 6-8 and 4 years once entering 9<sup>th</sup> grade.

- Students who have already entered 9<sup>th</sup> grade and/or have participated/attended another high school must complete an Affidavit of Compliance form (G04). That form may be obtained from NFCS when enrolling to play sports.
- Students cannot turn 19 before Sept 1 to be eligible to participate in high school sports or turn 16 prior to Sept 1 to participate in middle school sports (grades 6-8).
- Students who are accepted and participating must follow all the rules and guidelines of NFCS and the FHSAA.
- Students not making sufficient academic progress or in violation of NFCS guidelines may be suspended or dismissed from a team with no refund of athletic fees.

A student athlete who is academically ineligible will remain ineligible until the end of the semester. Academically ineligible students may practice but will not be allowed to participate in games or miss school to travel with the team. They may not wear the team jersey to school or at the athletic event. Students can also be dismissed or suspended from a team for excessive referrals, school suspensions, absences/ tardiness to school during the semester.

North Florida Christian School is a member of the Florida High School Athletic Association (FHSAA) and complies with the standards governing member schools. Any changes made by the FHSAA could change NFC's policy in athletics to comply. A complete listing of eligibility guidelines such as years of participation, residence, transfer, age, etc. is outlined in the annual FHSAA manual. If you have questions concerning these guidelines, please contact our Athletic Director.

Any athlete, once the season has started (first game), that is dismissed from a team while displaying an uncooperative attitude, will not be allowed to participate with another team that is in progress. He/she must wait until the current sport season has finished before joining another team. If a participant quits a team, but has displayed a cooperative spirit, he/she may be allowed to begin participation on another sports team, with the endorsement of both the coach he/she is quitting and the coach he/she will be joining

#### **Athletic Participation Fee**

Each student who participates in any athletic sport will be charged an annual fee of \$100.00. Those students who participate in multiple sports during both semesters will be charged an additional \$50 per sport per year. This fee is used to budget/improve the athletic program and entitles the varsity student (those participating at the end of the varsity season) to attend the varsity sports banquet without additional cost. Fees are due in full after the student has participated in the first contest, unless a season ending injury occurs and approval has been given by the administration to drop the fee. A qualified physician's note may be required.

#### **Attendance during the School Day**

For a student to participate in an after-school event (practice or game) the student should attend every period of the school day. Exceptions to this guideline may include:

- Students with documented medical appointments.
- Funerals or medical emergencies within the family, documentation may be required.
- Individual exceptions granted by the administration.

*Returning late from an out of town event is not considered an excuse unless approved by the administration.*

***Students with excessive absences and/or tardies may be suspended or dismissed from a team by the administration.***

## **Physical Education**

Students who are scheduled for a physical education class are required to wear a school PE uniform during classes. This uniform is purchased through the school. If a uniform is lost in the middle of the year and school uniforms are not available, the instructor can assign appropriate clothing. Lockers will be provided and should be used during class. Overnight storage of valuables in the PE locker is not permitted. Each high school student in grades 9-12 must take ½ year in team sports and ½ year in personal fitness to graduate.

## **Physicals/Insurance/Permission Forms**

NFC students that wish to try out for an NFCS athletic team must provide the school with a current doctor's physical and signed parent consent forms prior to tryouts or participation. These forms may be obtained from the athletic department.

Parents that have students in physical education classes are verifying that their student is in good condition and able to participate without physical limitations. Any limitations or non-participation (even during the school year) should be documented by the parent with a qualified physician's note.

Physicals are good for one year, but consent forms must be updated each school year. Students that are involved in an off-season conditioning program (such as weight training) should also complete a physical and parent permission form. It is recommended that all students have current medical insurance. North Florida Christian School/North Florida Baptist is not responsible for the medical costs for students injured in school sponsored athletics/activities. NFCS does carry limited medical insurance on NFC full time students involved in athletic/activities but this is secondary insurance with lower limits. It is not designed as primary insurance and may not cover the student athlete's medical costs. Please contact the athletic office for more information.

## **BOOKS AND SUPPLIES**

### **Consumable Book List**

Certain workbooks, textbooks, novels, and other reading material are required to be purchased. Most are purchased at orientation in August. While the list is generally comprehensive, occasionally there are a few changes as new editions are released and in some cases new books may be added and others dropped.

### **General Supply List**

Bible (English Standard Version)  
White notebook paper (wide rule)  
Folder/Notebooks  
4 pencils #2  
3 blue or black pens  
2 red pens  
Notebook  
1 box Kleenex  
1 roll paper towels  
1 container Lysol wipes  
1 container of hand sanitizer

The classroom teacher may require additional supplies and will notify parents at orientation.

STARS students should wait to purchase supplies.

NO spiral notebooks unless indicated by teacher.

**6<sup>th</sup> Grade** (Regular Class Schedule)

Bible  
Reading 6 Reading/Thinking Skills  
Writing and Grammar 6  
Science 6  
Science 6 Activity Manual  
Math 6  
Arithmetic Tests and Speed Drills  
Fundamentals Math 7 (Advance Class)  
History – Student Map Studies and Review  
New World History Text  
PE Uniforms  
Novels – *Hatchet*  
*Wonder*

**7<sup>th</sup> Grade**

Bible  
Grammar for Writing 7  
Literature: Explorations in Literature  
Fundamentals of Math 7  
Pre-Algebra (Advanced Class)  
Life Science Student Text (3<sup>rd</sup>)  
Life Science Student Activities  
History of The World  
Study Skills (eight workbooks)  
P.E. Uniform (Shorts and Shirts)  
Novels – *The Lion, the Witch and Wardrobe*  
*Hoot*  
*Dr. Jekyll and Mr. Hyde*

**8<sup>th</sup> Grade**

Bible  
Grammar for Writing 8  
Literature: Excursions in Literature  
America: Land I Love  
Physical World Student Text  
Physical World Lab text  
Pre-Algebra Text  
Health in a Christian Perspective  
P.E. Uniform (Shorts and Shirts)  
Novels – *The Hound of the Baskervilles*  
*Ben Hur (in textbook)*  
*The Giver*  
Novel of Choice

**Electives (Grades 6 - 8)**

Beginning Spanish – 7<sup>th</sup> grade  
Spanish I - 8<sup>th</sup> grade  
Beginning Keyboarding – 6<sup>th</sup> grade  
Leadership Class – 6<sup>th</sup> grade  
Intro to Computer – 7<sup>th</sup> grade  
Basic Computer – 8<sup>th</sup> grade  
Middle School Chorus  
Band  
Middle School Art  
Drama

<p><b>9<sup>th</sup> Grade</b>  Bible – Life of Christ  Grammar for Writing Grade 9  Fundamentals of Literature  Vocab – Workshop Level D  Space/Earth Science Student Text  Cultural Geography  Total Health  P.E. Uniform (Shorts and Shirts)  Novels – <i>The Red Badge of Courage</i>                    <i>The Old Man and the Sea</i>                    <i>The Diary of Anne Frank</i>                    <i>Treasure Island*</i>                    *Honors Class Only</p>	<p><b>10<sup>th</sup> Grade</b>  Bible –Behold Your God  Elements of Literature  Biology Student Text (3<sup>rd</sup>)  Biology Lab Manual  World History w/Student Activities Text  Sound Speech  Life Management under God  Novels - <i>Alas Babylon*</i>                    <i>To Kill a Mockingbird</i>                    *<i>Night</i>                    <i>Novel of choice</i>                    *Honors Class Only</p>
<p><b>11<sup>th</sup> Grade</b>  Bible - Experiencing God (Sem. 1)  Bible –The Inner Man (Sem. 2)  American Literature  Vocab.- Workshop Level F  United States History, plus Student Activities  Manual for United States History  Novels - <i>The Pearl</i>                    <i>The Scarlet Letter</i>                    <i>The Insiders</i>                    <i>A Land Remembered</i>                    *<i>The Grapes of Wrath</i>                    *Honors Class Only</p>	<p><b>12<sup>th</sup> Grade</b>  Bible – Understanding the Times  British Literature  Vocab. – Workshop Level G  Amer. Government Textbook and Student Activities  (Sem. 1)  Economics Textbook and Student                    Activities (Sem. 2)  Novels – <i>Mere Christianity</i>                    <i>A Christmas Carol</i>                    <i>Macbeth (in textbook)</i></p>
<p><u>High School Electives</u>  Spanish I  Spanish II  Latin I and II (online class)  Psychology (online)  Chemistry (Textbook and Lab Manual)  Anatomy-Dissection of the Fetal Pig Workbook and  Structure &amp; Function of the Body Textbook and Workbook  Physics (online)  Consumer Math (online class)  Trigonometry/Statistics</p> <p>*This list is subject to change and additions may be added as needed.</p>	



**Middle School/High School Student Handbook**  
**Please complete and return this page to the**  
**Middle School/High School Office**  
**2018 - 2019**

I have read the NFC Middle School/High School Handbook for students in grades 6-12 and the policies of North Florida Christian School and will abide by these policies and others that may be adopted by the school.

I have also read the school's Honor Code and will abide by its expectations.

\_\_\_\_\_  
*Student's Name (print legibly)*

\_\_\_\_\_  
*Parent's Name (print legibly)*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

**North Florida Christian School Picture Release**

As the parent/guardian of the following children, I consent that candid pictures, names, portraits or other likenesses of my child(ren)

\_\_\_\_\_, \_\_\_\_\_, and

\_\_\_\_\_, may be used in the yearbook, newspaper, electronic or school related publications by the school.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*



