

# **Faith Outreach Education Center**



## **Handbook**

**3105 West Mercury Blvd • Hampton, VA 23666**

**Phone: 757-838-8949**

**Fax: 757-838-4344**

**[www.fochampton.org](http://www.fochampton.org)**



# Faith Outreach Education Center Student Handbook

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## Welcome to Faith Outreach Church

### **Welcome**

I want to welcome you to Faith Outreach Education Center. We are excited at the opportunity to minister to your child. We believe God forms each of us and has a purpose and plan for every person. Our desire and aim is to help your child find that purpose and prepare them to fulfill it. Thank you for that opportunity. God Bless

Pastor Joey

### **School Scripture**

*And I am certain that God, who began the good work within you, will continue his work until it is finally finished on the day when Christ Jesus returns. Philippians 1:6*

### **Mission Statement**

Faith Outreach Education Center exist to develop students academically and to stir up their desire for God's presence and His work in their lives.

### **Vision Statement**

Our vision is to develop students who are passionate about Christ and prepared to fulfill their God given destiny.

### **Articles of Faith**

We believe there is one true God, Maker and preserver of all things; and in the unity of this Godhead are three persons, God the Father, God the Son, and God the Holy Ghost.

We believe that the Son took the form of man. He suffered, was crucified, died, and was buried, to reconcile us to the Father and make atonement for our sin.

We believe Christ rose from the dead, ascended into heaven and shall return to judge all men at the last day.

We believe that the Holy Ghost, proceeding from the Father and the Son, is at one with the Father and the Son.

We believe in the inspiration of the Bible, God's Holy Word. (66 books, Old and New Testament)

We believe that eternal life in heaven with God is the reward of the finally righteous, and that banishment from the presence of God and unending torment in hell is the wages of the persistently wicked.

We believe Jesus shed His blood for the remission of sin, for the regeneration of penitent sinners, and salvation from sin.

We believe and teach justification by faith alone.

We believe that Jesus shed His blood for the complete cleansing of the justified believer from all indwelling sin.

We believe that the baptism of the Holy Spirit is obtainable by faith by the fully cleansed believer.

We believe in divine healing as in the atonement.

We believe in the imminent, personal premillennial second coming of Jesus.

We believe it is the responsibility of believers to dedicate their life to the carrying out of the Great Commission.

## Philosophy and Objectives

### Philosophy

Faith Outreach Education Center operates with a traditional philosophy toward education. By traditional education we hold to the following:

- The teacher is in charge of the classroom.
- The teacher is responsible for providing a structured atmosphere of order in which the students will learn.
- The teacher has the authority to administer discipline according to the process of discipline.
- Homework is assigned regularly and expected to be completed on time.
- The curriculum is Bible-centered, teaching spiritual truths, morality, and patriotism.
- The curriculum is paced for the student of average intelligence.
- Drill work and memorization are key tools in instruction, especially in the elementary grades.
- Reading is taught by phonics, and math is traditionally taught.
- The teacher is professional in manner, but servant-minded.
- The parents and teacher partner to lead students in their spiritual and academic successes.

### Objectives

Spiritual maturity and academic excellence are the objectives of Faith Outreach Education Center. We believe that the Christian ought to do a better job than the non-Christian at any endeavor he undertakes for the glory of God. The following is a summary of the basic objectives of Faith Outreach Education Center.

#### Bible Teaching

The objectives of our Bible program are to win students to Jesus Christ, to teach students the contents of the Scriptures, to apply the principles of Scripture to their lives, to develop a love and respect for the Word of God, to help them hide the Word of God in their hearts and to make the Word of God the major rule of faith and practice when they become adults.

#### Academic excellence

The curriculum stresses academic excellence and encourages the development of individual talents. Emphasis is placed on the basic fundamentals. We agree that a student's education in the final analysis must be measured largely in terms of his ability to read, to interpret intelligently, to communicate effectively, to compute accurately, to write legibly, and to spell correctly.

<u>Christian Americanism</u>	We teach our students to appreciate and love America and its Christian heritage. We incorporate teaching principles of individuality, self-government, and political freedom upon which our forefathers founded this great republic.
<u>Character-building Discipline</u>	The Bible teaches that the goal for our youth is to see them “conformed to the image of His Son.” We are dedicated to the goal of turning out young people with Christian character, self-discipline, and academics equipping them to go out into a lost world and lift up Jesus Christ without fear or apology.
<u>Leadership</u>	It is our desire to instill within students the ability to distinguish between right and wrong, to take the responsibility personally to do right and exercise initiative in leading others in the right direction. We believe that a great need of our nation and world today is well-trained Christian leaders.
<u>Manners and Courtesies</u>	Unconsciously practicing good manners and etiquette is our goal for students. Good manners and courtesy are the consideration of the rights and feelings of others and not drawing attention to oneself.

### **Pre-School Information & Objectives**

#### K-2 Thru K-4

FOEC is a preschool that provides before and after school childcare. All pre-school classes begin at 8:30 a.m. Children are in a traditional classroom setting during the morning hours. All pre-school children remaining for after school care nap in the afternoon. Before School Childcare fees include breakfast from 6:30 to 7:35. Tuition fees include a morning snack. After School Childcare fees include lunch and an afternoon snack.

#### K-2

K-2 students are given the opportunity to learn to say their ABC's, to count and to recognize shapes and colors. They begin practicing motor skills, such as putting on their own coats and shoes and feeding themselves with utensils. They are taught table manners as well as respect for others. Each day they have a Bible time where they hear Bible stories and are taught various songs. They begin learning how to honor the flag and our country, as well as our Lord and Savior. Our teachers work with you, the parent, to potty train children and strive to give regular reports of how your child is doing in the K-2 program. Our K-2 program is a pre-school program in preparation to enter the K-3 learning environment.

#### K-3

In our K-3 program children are taught to recognize their ABC's out of sequence and begin learning what sound each letter makes. They also begin to recognize numbers 1-20. They practice motor skills while coloring and cutting and are encouraged to be creative, yet still learn the correct name and function of various people, animals and things within our world. K-3 students are taught to respect adults and each

other as well as correct behavior in a classroom and school setting. (See Classroom Conduct) K-3 students are taught love for God and country through saying pledges to both the Christian and American flags and to the Bible. They have a time of Bible teaching and singing songs each morning.

#### K-4

K-4 children not only learn letter and number recognition and what sound each letter makes, they also learn to blend their sounds together and should begin reading three-letter words by years-end. They continue learning motor and socialization skills and how to respect adults and each other. They learn patriotism and love for God and country through not only saying pledges to the Christian flag, American flag and Bible, but also by singing the National anthem and “My Country ‘Tis of Thee”. K-4 classes, have regular Bible teaching and song time each morning.

## School Information

### **History**

Faith Outreach Education Center began as a ministry of Faith Outreach Church for the purpose of educating children in Christian education. As an evangelistic and educational out-reach of our church, Faith Outreach Education Center opened its door to the local community for the first time in the fall of 1979. The Pastor of Faith Outreach Church or his/her designee provides spiritual oversight for the school and the church board is responsible for overseeing the financial matters.

### **About Us**

Our student demographics are 85% African-American, 14% Caucasian and 1% other. Our staff demographics are 49% African-American, 49% Caucasian and 2% other. Both the school and the church enjoy a multi-cultural environment.

FOEC is a member of the Association of Christian Schools International (ACSI). However, we are not accredited by them. Please note that accreditation is not a factor considered by other private schools or public schools when a student transfer into that school. Nor is accreditation a factor in graduating high school seniors being accepted into a college or university.

FOEC is a ministry of Faith Outreach Church. Although the church is an International Pentecostal Holiness Church, the school is a non-denominational Christian School. Our staff members come from a variety of churches.

### **Staff Requirements**

- Dedicated Christian teachers who follow Scriptural instructions and consider their positions a ministry for the Lord, not merely a job. (Therefore, they often forgo larger salaries they could be earning doing other fields in order for the school to keep its tuition rates low.)
- Our teachers are required to have a high school diploma.
- Our teachers are trained in the A-Beka curriculum by Pensacola Christian College.
- We expect all teachers to be an example of people passionate about Christ and prepared to fulfill their God given destiny

- All teachers and staff of FOEC get both a criminal background check with the Va. State Police and with the Department of Social Services.
- All staff members are required to have a yearly physical to determine if they are capable of working with children.
- They are required to get a yearly Pastoral Recommendation.

### **Christian Curriculum**

Faith Outreach Education Center is proud of what the Lord has done for our students scholastically. Each student is taught in light of God's Word. Each textbook and workbook has been written by Christian men and women with many years experience in Christian education.

For our pre-school and elementary classes through 6<sup>th</sup> grade, this accomplishment is credited to the traditional approach to education and the A Beka curriculum, which we use almost exclusively. Our program is geared for the average child. Children enrolled in K-4 will generally be reading three-letter words by years-end and K-5 will be reading sentences by years-end. We teach reading by the phonetics method. The 7<sup>th</sup>-12<sup>th</sup> grade class is a multi-grade classroom using DVD's produced during class at Pensacola Christian School and distributed by A Beka. The DVD features a teacher, teaching in a traditional classroom setting and interacting with the class watching the DVD. There is a teacher in the classroom monitoring and assisting students as needed.

<b>Admission</b>
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Neither Parents nor students are required to sign a statement of faith. Therefore, there may be students that attend FOEC who are not coming from a Christian home. Parents need to be aware that all our subjects will be taught from a Christian world view and that all chapels, praise and worship times and Bible memorization at the school are mandatory for all students.

Age – All students desiring to attend FOEC must be the class age before October 15<sup>th</sup> of the school year in which they are to be enrolled. Examples: K-2 students must be 2 years old by Oct. 15<sup>th</sup>; K-5 students must be 5 years old by Oct. 15<sup>th</sup>. Age requirement may be waived if the child has successfully completed a course of instruction in the A-Beka curriculum at the previous level.

### **Non-discriminatory Policy**

Faith Outreach Education Center 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. It does not discriminate on the basis or race, color, national, or ethnic origin in administration of its educational policies, admission policies, athletics, or any other school administered programs

### **Admission Procedures**

- Tuition and Fees Schedule – Review Fee Schedule. Make appointment for a tour of the school and complete tour. (New registrations only)
- Registration Packet – If interested in enrolling your child at Faith Outreach Education Center, obtain a

registration packet.

- Thoroughly read – the contents of the Registration Packet and the Faith Outreach Education Center Student Handbook.
- Forms Completion & Registration Fee (non-refundable) – Complete and return all forms in the registration packet with the registration fee to Faith Outreach Education Center.
- Registration Confirmation – Upon receiving the completed registration forms & fee a confirmation letter will be provided to you.
- Health Records and Birth Certificate – Provide, before the first day of class, a copy of the child's immunization record and a state issued birth certificate.
- Parent Orientation Meeting – Attend Mandatory Parent Orientation Meeting.

#### **Mandatory Parent Orientation**

A Mandatory Parent Orientation Meeting is held each year, during an evening on the week prior to school starting. All K2 – G12 parents/ guardians (or an adult designated to represent them) are required to attend as well as students in 1<sup>st</sup> grade and up (no other children are allowed to attend this meeting). At the mandatory orientation meeting, parents and older students are given an opportunity to meet with the teacher in a group setting and will be given important information regarding the upcoming school year. Preschool through Kindergarten students are given an opportunity to meet their teacher and see their classroom on the Friday before school begins.

Any family not represented at the Mandatory Parent Orientation Meeting will be billed an administrative fee of \$25 to cover the costs of ensuring that the information disseminated at the meeting is provided to the family.

#### **Early Registration**

During early registration, parents are encouraged to pre-register for the fall. By pre-registering, parents will be assured of having a place reserved for their student for the fall of next school year, subject to timely payment of fees and tuition due prior to the beginning of the new school year. A special reduced pre-registration fee will be given to all returning full-time students during this period. This special pre-registration fee is valid only for those whose accounts are up to date. Pre-registration for new students begins on or about March 16<sup>th</sup>, or the first business day after March 15<sup>th</sup>.

#### **Cumulative Record**

When a new student enrolls in our school and is transferring from another school, a Request for Records form must be completed and signed by one of the parents. Our school will send this form to the address you provide of the last school attended. A student's cumulative folder contains information regarding academic progress, attendance, health, achievement tests, detention/suspension/expulsion forms and special remarks. A parent may see the contents of his child's folder by contacting the office. All information is regarded as confidential.

#### **Immunization Record & Birth Certificate**

FOEC is required to keep copies of your child's birth certificate. If a certified copy of your child's birth certificate or other approved proof of identity and age is not provided within seven (7) business days of initial attendance, FOEC is required by law to notify the local law-enforcement agency. A current immunization record is also required. Additionally, you are required to provide a copy of the child's immuniza-

## Finances and Fees

Tuition is a yearly fee for school that can be divided into installment payments based upon the installment plan selected. Tuition should not be confused with childcare costs. Prompt payment of tuition is vital to the operation of Faith Outreach Education Center.

Payment due dates and late charge policy: **Statements dated on or about the 1<sup>st</sup> of the month are due by 8:30am on the 16<sup>th</sup> of the month (i.e. statement dated Sept. 1<sup>st</sup> will be due and payable by 8:30am on Sept. 16<sup>th</sup>). Statements dated on or about the 16<sup>th</sup> of the month are due by 8:30am on the 1<sup>st</sup> of the month (i.e. statement dated Sept. 16<sup>th</sup> will be due and payable by 8:30am Oct. 1<sup>st</sup>).** You will be charged a 5% late charge on any overdue balance. If any past due balance has not been paid within 5 days following the payment due date, the student(s) will not be permitted to return to class until the account is paid. Transcripts will not be forwarded to another school or report cards given out to any student whose account is delinquent. No student will be permitted to graduate until all tuition and fees are paid. **(Other payment arrangements may be available, however it is the responsibility of the parent to contact FOEC prior to the payment due date if they wish to avoid the late charge).**

For those parents who incur childcare costs, in addition to their tuition payment, there will be an amount due on both statements each month. For these parents, it is imperative that they be prepared to make two payments a month to Faith Outreach Education Center on the 1<sup>st</sup> and 16<sup>th</sup> of the month. Overdue childcare costs will incur a 5% late fee.

Any returned checks will have a \$35.00 service charge. Two returned checks will result in making all future payments by credit card, money order, or cash.

Payments may be made by cash, check, or money order. **Payments may also be made by MasterCard or Visa debit/credit card, however, effective July 1, 2007 an additional 3% service fee will be added to the charged amount to cover the administrative fees of offering this service.**

- Registration fee – Non-refundable
- Book, Material/Bldg. & Technology Fees – Non-refundable (FOEC is not obligated to return books to the student.) Tuition primarily covers the cost of salaries. Therefore, material, building and technology fees cover all remaining costs associated with running the school (such as utilities, maintenance, administrative/classroom supplies, etc.)
- T-shirt Fee – Non-refundable. All students must purchase a t-shirt. T-shirts will be kept at the school to be worn on field trips. They will be given to the student at the end of the school year.
- Tuition - FOEC will determine if a refund is warranted on a pro-rated basis of the number of school days completed and the amount of tuition already paid.

- A clerical fee of \$20 will be charged for any research or clerical work needed for an account when requested by the parent.

#### **Pro-Rating Fees**

Tuition will not be pro-rated due to holidays, illness, etc. All monthly extra curricular fees are automatically applied as described in the registration form completed for the class. We do not pro-rate charges if any of these services are missed, dropped, or added during any month.

<b>Uniform Dress Codes</b>
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Students coming to school improperly dressed will have their parent notified and proper clothing brought in from home. Students will not be admitted to classes until they conform to the above standards. Appropriate school dress is required at all school functions unless otherwise specified.

**K2-K4 students** do not have a dress code or required uniform, but all clothing items are required to adhere to the Pop/Rock Culture Policy found in the FOEC handbook.

#### **Lengths & Other Dress Code Standards for All K5-G12 Students**

- Must adhere to the Rock-Pop Culture policy at all times.
- Shorts (& skorts for girls), may not be more than 4 inches above the top of the knee in length.
- A belt must be worn if the garment has belt loops.
- Garments such as coats, dress jackets and sweaters may only be worn in the classroom if the student is cold and the outer garment is neat, clean, not baggy or tight and does not have any writing or characters/emblems, etc. Additionally all items worn under the garment must meet dress code/uniform standards.
- Faddish hairstyles/hair colors/etc. are not permitted.
- No jeans or cargo pants styles which includes outside seams with double stitching along the leg and across the back and patch pockets on the back or legs.
- No tight fitting clothing that conforms to or adheres snugly to the body's curvatures (such as spandex and leggings) is permitted unless it is covered by a skirt, dress, jumper or shorts.
- For girls: low-cut shirts, blouses and dresses are not permitted (no part of the collar line may fall more than 2" below the collarbone) and blouses and shirts must fall below the waistline sufficiently enough to cover the midriff and small of the back when bending over or reaching up.

#### **Uniform Code for K5 through 12<sup>th</sup> Grade:**

(Must also adhere to Lengths & Other Dress Code Standards stated above)

#### Acceptable Uniform colors are as follows:

- Shirts, blouses, turtleneck shirts, and sweaters: Any solid color
- Pants, shorts, skirts, jumpers, Capri pants and skorts: Navy blue, black or khaki. Only uniform brand items are permitted.

Acceptable uniforms are as follows:

Boys

- Short or long sleeve oxford or polo uniform shirts, turtle neck shirts or sweaters and uniform trousers or shorts. (no jeans or cargo pants styles which includes outside seams with double stitching along the leg and across the back and patch pockets on the back or legs).
- Only dress & casual dress pants are permitted & must be fitted at the natural waist (not on the hips) and must not sag in the buttocks. Only collard and casual dress shirts are permitted (no t-shirt styles allowed) and must be tucked in.
- Hair cuts must be neatly trimmed and off the ears and must not fall below the top of the collar. Braids must not fall below the bottom of the collar.
- Jewelry for boys: No more than one earring may be worn in each ear. Finger rings are limited to one for each hand. Neck chains, wrist and ankle bracelets are limited to one per item and must not draw attention to the individual. Pocket chains are not permitted.

Girls

- Short or long sleeve oxford or polo shirts, or Peter Pan uniform blouses, turtle neck shirts or sweaters and jumpers, skirts, skorts, pants, Capri pants or shorts.
- Skirts, dresses, and jumpers may not be more than 2 inches above the top of the knee in length. If a skirt or dress has a slit in the hem, the slit must not extend higher than the required dress length.
- Jewelry for girls: No more than two earrings may be worn in each ear. Finger rings are limited to one for each hand. Necklaces, wrist and ankle bracelets are limited to one per item and must not draw attention to the individual. Toe rings are not permitted.

Footwear

You are responsible for the safety of your child in regards to their footwear. Please remember children go up and down the steps and play outside as part of their daily routine and some sandals, large heeled shoes and/or slip-on shoes can be dangerous for these types of activities. Therefore, each student must have a pair of gym shoes or tennis shoes at school for recess and PE times if they have not worn them to school that day.

Free Day

K5-12<sup>th</sup> grade students of FOEC are given a few days where they are free to wear regular street clothes such as jeans and t-shirts. Free days are on Fridays, class party days and fall/Christmas picture days. However all clothing must adhere to uniform & dress code length and type standards, as well as the Pop/Rock Culture Policy found in the FOEC Handbook.

**Body piercing and tattoos: Any tattoo must be covered. The only approved body piercing location is in the ears.**

**Pop/Rock Culture Policy**

We realize many students have favorite characters (both fictional and non-fictional) that are a result of the

influences of TV, Music, Movies or Books. However, we believe that there are certain influences that are not conducive to either our academic, spiritual or disciplined atmosphere. We do not consider these items to be “sin”, but it is our goal to enhance, polish and pour into your most valuable treasure (your child), therefore we believe that it is of no educational or spiritual benefit to have some of the “Pop-Culture” favorites influencing the school.

In the past we have made an attempt to specify which kinds of saying and characters were not acceptable and which were acceptable. However, with the ever changing culture and increased secularization of our children, this has become increasingly more difficult. Therefore, all backpacks, school supplies, clothing, coats, shoes and other accessories must not bear any characters, persons, sayings or logos unless they are Christian. Manufacturer’s tags or logos (such as Elmer’s glue, or Eastport) are acceptable on backpacks and school supplies, but not on clothing items. This includes clothing worn on Free Fridays.

## Academic Standard

### Classroom Conduct

Self-discipline is an essential part of the learning process. In our classes, we teach students to be neat orderly, honest, courteous, etc.

- Students learn to reply to the teacher in a respectful manner. (Yes, sir; No, sir; etc.)
- Students learn when and when not to talk in class (talking with permission only).
- Students learn to organize their books, materials, and personal items.
- Students learn to be on time. Constant tardiness cannot be permitted.
- Students learn to do their own work and ask only the teacher or an authorized peer if help is needed.
- Students learn to stay in their chairs until given permission to get up.
- Students learn respect for God, country, adults, school, others, and themselves through the classroom learning process.

### Homework

Homework is a vital part of each child’s education. All grade levels will be assigned homework by their teachers. Parents are not in any way to do homework for the student; however we do expect parents to ensure that their child completes their homework.

It is our belief that homework should not be given to students to teach them unfamiliar material. Purposes for homework are as follows:

- For drill
- For practice
- To complete work not finished in class
- For remedial work
- For special projects
- For character building in responsibilities

#### Some ways you can help your child with studies:

- Parents should see that the student has a composition notebook to record homework as given by the teacher. Parents should teach their child that the student is responsible for copying the assignment,

and both parent and teacher expect it to be done.

- Be sure your child is provided with a quiet, selected study place.
- Keep distractions to a minimum (especially television).
- The hours reserved for homework should be scheduled and kept as consistent as possible.
- From time to time, parents should check to see how much and what kind of work is being done. Showing this interest can be a help and encouragement. Make certain, however, that the child is working independently.

### **Recreation & Physical Education**

Each K2-G3 class has an assigned recess every day. For G1-G12 scheduled PE classes will work on motor coordination, physical fitness, fun games and competitive games, therefore students must wear gym shoes during this period.

### **Report Cards & Grading Scale**

Number grades are given to students for class work. Report cards are given out each nine weeks. Progress reports are also sent home. Each student must complete all work to be promoted to the next grade. For K5 and above, failure to pass two main subjects may result in a student being held back.

#### *Grading Scale*

A+	99-100	C+	84-85
A	96-98	C	79-83
A-	94-95	C-	77-78
B+	92-93	D+	75-76
B	88-91	D	72-74
B-	86-87	D-	70-71

### **Honor Roll**

“A” Honor Roll: Each student must have all A’s. A “B” in any area will disqualify the student from the “A” Honor Roll.

“A/B” Honor Roll: Each student must have a “B” or higher. A “C” in any area will disqualify the student from the “A/B” Honor Roll.

<h3><b>School/Before and After Care Hours</b></h3>
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6:30 a.m.	Before School Childcare opens
8:00 a.m.	Morning Car Line begins (before school childcare costs stop)
8:30 a.m.	All classes begin
12:00 p.m.	Pre-school dismissed (K2-K4 after school childcare costs begin)
3:30 p.m.	Grades K-G12 dismissed (Afternoon Car Line begins)

3:45 p.m. Afternoon Car Line ends (K5 & up after school childcare costs begin)

6:00 p.m.\* After School Childcare closes\*\*

\*FOEC will close at 5:00 pm on certain occasions. Please be sure to refer to your school calendar for early closings. The administration reserves the right to change the hours of operation or close the school early at their discretion.

**\*\*Beginning at 6:01 p.m., a late charge of \$15.00 for the first 4 minutes will be posted to the account of any remaining children. Beginning at 6:06 p.m. a \$2.00 per minute charge will incur. If by 6:10 pm a child has not been picked-up and the after school staff have been unable to reach the parent or emergency person or the parent has not contacted us regarding their delay, FOEC will contact the Child Protection Division of Hampton City Social Services for instructions.**

## Discipline

Attendance at Faith Outreach Education Center is a privilege and not a right. The goal of the school is not to reform but to train its youth in the highest principles of responsibility, personal integrity and good citizenship. High standards of morality and behavior are expected of students. Because attendance is a privilege, the school reserves the right to dismiss a student if the conduct of the student or parent is in open conflict with the standards of the school or the Covenant of Commitment.

Discipline is a balance of love and control. Discipline and order are necessary in the traditional educational process. Our faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions. Faith Outreach Education Center believes that discipline for improper action is a form of learning. Several types of discipline may be used depending upon the offense of the school rule, and the circumstances surrounding the incident.

- Explanation of right and wrong
- Speaking directly to the student
- Time-out
- Withholding privileges
- Assignments
- Seating arrangement change
- Demerits
- Sent to principal
- Detention\*
- Conference with the parents
- Paddling (by parents or principal when such authority has been given by the parents)
- In-School Suspension\* or Out-of-School Suspension\*\*
- Expulsion (by administration) Expulsion will always be a last resort in disciplining a student.

\*Detention and In-School Suspension may be of two natures: either "Physical" (meaning physical labor or exercise) or "Academic" (meaning written work is to be done). This will be at the principal's discretion. It may be related to the offense

but must be considered discipline by the child (depending on his/her nature). For In-School suspension, the student is still required to complete their class work for that day as homework that evening.

\*\*Out-of-School Suspension may be necessary in more serious matters of misconduct. A student who is suspended automatically receives a zero on any test, quiz or homework assignment in all subject areas. These grades will be averaged to determine academic standing on report cards. The principal determines the length of the suspension. Three suspensions will result in automatic expulsion.

### **Standards of Conduct**

Students at Faith Outreach Education Center are expected to maintain Christian standards of courtesy, kindness, language, morality and honesty. This standard is to be maintained on and off campus. Students should avoid questionable character in dress, conduct and attitude.

### **Preschool through 2<sup>nd</sup> Grade Discipline**

The following guidelines are followed when disciplining students in grade K2 through the 2<sup>nd</sup> grade so consistent standards may be maintained.

- The first offense will result in a time out.
- The second offense will result in a missing activity
- The third offense will result in parents being called and a discipline report.
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### **3<sup>rd</sup> through 6<sup>th</sup> Grade Discipline**

There will be disciplinary reports sent home and placed in a student file for each incident that requires disciplinary actions. This will help communication between teachers, administration and parents.

#### Level One Offense

- Disrespect, rudeness to other students and adults.
- Dress Code Violations
- Gum
- Possession electronic devices including cell phones, MP3, etc...
- Public Display of Affection
- Disruptive Behavior, Horseplay or Inappropriate behavior/language
- Unprepared for class
- No Hall Pass

A disciplinary report will be sent home and placed in a students file.

#### Level Two Offense

These violations are more serious and will be met with more serious consequences

- Profanity, Cursing, dishonesty or lying
- Plagiarism/ Forgery or Cheating
- Harassment
- Inappropriate Internet usage
- Property damage or injury to another student
- Four offenses from level one

Detention will be issued for these violations

#### Level Three Offense

In school suspension will be issued for these violations

- Fighting
- Stealing
- Vandalism
- Pornography
- Alcoholic and Tobacco use
- Two level two offenses

#### Level Fourth Offenses

These violations may result in expulsion

- Confrontation and defiance of school authority.
- Repeated suspension or violations.
- Incident involving police intervention even in off campus activity.
- Threats or physical confrontation with a teacher.
- Possession of matches, fireworks, lighters, knives, firearms or similar items.
- Possessions of drugs of any time.
- Sexual immorality or harassment.
- Other conduct deemed serious by school authority.

#### Zero Tolerance

- Threats of Violence will result in an automatic two days suspension with zero's on all work.

Because some of our disciplinary action is accumulative and we believe in rewarding good behavior any student who receives no disciplinary action against them for an entire quarter will start the next quarter with a clean slate.

#### **Harassment**

Any and all harassment including sexual and bullying physically, emotionally or by the use of electronic device will not be tolerated.

#### **Searches and Interrogations**

The school holds the right to search student possession including outer clothing, pocket, purses, book bags and also to question students about incidents or events. We also hold the right to search electronic devices including laptops, cell phones, PDA's, MP3 and other devices found on campus.

## Student Life

### **Cell Phones and other electronic devices**

Students are not allowed to carry a cell phone or other electronic devices on their person. If requested by the parent and approved by the principal, a student may bring a cell phone to school in their book bag or purse, but it must be surrendered to the teacher during the school day. They may not make any cell phone calls during the school day without expressed permission from the teacher or principal. Violations will result in immediate confiscation of the cell phone and loss of the privilege to bring it to school for the remainder of the school year.

### **Chapel and Praise & Worship**

We want our staff and students to be desperate for the presence of God, hungry for the word of God and thirsty for the manifestation of God's power and glory. Therefore, our daily morning Praise and Worship time and monthly or special chapels are designed to assist everyone to this end. Parents are always welcomed and encouraged to attend these inspirational events.

### **Class & Birthday Parties**

Classroom parties are held several times a year as indicated on the school calendar (i.e. Thanksgiving, Christmas, etc.). Parents may contact the class teacher if they wish to help with the party. Each teacher is responsible for their class parties; **therefore please pay for these parties in cash to the teacher and not to the office.**

From time to time parents ask to bring birthday cakes, cookies or cupcakes to school. Please notify the teacher in advance if you plan to bring items to school for your child's class to celebrate his or her birthday. The teacher will advise you of a time that is most convenient for the class to participate in celebrating your child's birthday.

### **Computer Sign-In**

Students are signed in and out of school on computer. This is the way we track your child's time at school. Therefore, it is very important that your child be signed in and out every day. FOEC does provide carline as a service to you. If your child is dropped off between 8:00am and 8:20am, or picked up between 3:30pm and 3:45pm, a teacher or staff member will check them in or out. However, prior to or after drop-off/pick-up times, you are responsible to be sure your child is checked in or out. Please be sure any other adult authorized to drop-off/pick-up your student is aware of this procedure as well. If you or an authorized adult forgets to check your child in or out, please see the secretary or principal before the end of the week to report accurate times of arrival or departure. If your child is not signed in or out, you will be charged from the beginning of the day through the end of the day, which may involve childcare charges for time your child was not here.

### **Field Trips**

In order to supplement the learning of our school or social interaction with classmates, the students will

take occasional field trips. Parents will be notified in writing prior to each field trip as to when and where the class is going, cost of the trip, dress code and any other pertinent information. Parents will also be given an opportunity to attend the trip as an approved chaperone. On field trips **requiring** a chaperone in which you are unable to attend, you may appoint **one** responsible adult that represents you and meets the approval of the School Board. When you enroll your student, one of the forms you sign is a permission slip for your student to go on field trips. This permission slip will be placed on the vehicle before leaving the premises. Occasionally, the school vans cannot adequately accommodate all the students and chaperones that will be attending the trip. Therefore, at times, chaperones will use their privately owned vehicles (POV) to transport students to the event. If you do not want your child riding in the POV of an approved chaperone, please contact the teacher prior to the trip to request that your child only ride the school van to and from the event or to specify a chaperone that your child is allowed to ride with.

#### **Telephone Calls**

Students will not be permitted to use the school telephone except for emergencies. Students will not be called to the phone, but message will be conveyed to students when necessary.

#### **Personal Property**

Students are not to bring personal property to school. Most of the time, they become a distraction to the class, are misplaced or become damaged. The only exception to this would be days of “show and tell”. Parents should check with the teacher to determine which day of the week this will be. Students should never bring *live animals* to school.

### **General Information**

#### **Attendance/Tardy Policy**

We believe in order for students to receive the best education, they need to be in attendance and on time. Students who have unexcused absences equaling more than nine days for a semester will not be allowed to advance to the next grade level. School begins at 8:30 a.m. and students are expected to be in their seat and ready for the day. Any student not in their class will be considered tardy. Four tardies equals one absence. In cases of sickness and other extreme circumstances the final decision will be made by the principal and school board.

#### **Calendar**

The school year schedule is issued at the beginning of the school year. The schedule indicates such dates as holidays, report cards, PTF meetings, progress reports, and special events. Additional copies may be obtained from the school office for a \$1.00 fee or at no charge online at [www.fochampton.org](http://www.fochampton.org).

#### **Conferences**

Teachers are always open to input and suggestions from the parents. If you wish to discuss student progress with a teacher, you may call the school office and leave a message for the teacher to return your call. No teacher will be called out of the classroom except for emergencies. Conferences are by appointment only, so please do not try to speak with a teacher about your child without contacting them in advance.

### **Graduation**

At the close of each school year, we have separate events for K5 and G12 students to celebrate their accomplishments. At the close of the programs, each graduating student receives their diploma.

There are graduation fees to cover the cost of these special events. These programs are the highlight of the year. It is a good time to bring your family, other relatives, and friends to encourage and congratulate the graduating student.

### **Hall Passes**

Students are to have hall passes stating the time they departed the classroom, the date, and their destination. Any student without a hall pass will receive a disciplinary report.

### **Illness**

For the welfare of our school family, all children who are sick must be kept at home. The school requires that children **must be fever free without medication for 24 hours** before they can return to school. In case of contagious illness, please call the school as to the nature of the illness and length of time your child is expected to be out of school. Any child absent due to illness for three or more days must have a doctor's note in order for them to return to school. All medicines to be dispensed at school are to be accompanied by a signed medication form, which may be obtained from the office or online at [www.fochampton.org](http://www.fochampton.org). All medicines will be kept and administered by designated personnel.

### **Leaving School Grounds**

At no time may a student leave the school grounds without confirmed parental consent. Unless otherwise approved, parents must send a note or pick up students personally for a student to leave school.

### **Library**

FOEC has a library. Teachers may take their class to the library and allow the children to check out books. You must fill out a library card application for your child to check out books. You are responsible for any books checked out by your child. A late fee is charged for books not returned on time. You will be responsible to replace books lost or damaged.

### **Lost and Found**

Lost and found boxes are placed in the school entrance way during normal school hours. If your child has lost an item, please check there. At the end of the school year, items remaining in the boxes will be donated to charity.

### **Lunch & Breakfast Program**

We have cold breakfast and hot lunch programs at FOEC. Our kitchen facilities have been approved by the Dept. of Health and our cook is a licensed food handler. Breakfast and lunch may also be brought from home or supplied by their parents. However, students may not order out or have meals delivered

without the Principal's permission.

Meal tickets for Breakfast/Lunch/Drinks are to be purchased in advance in increments of \$15, \$30, or \$60. If your child did not bring his or her lunch and does not have a meal ticket, they will be provided lunch at the school. However, the lunch fee will be billed to your account and will also incur a .35 cent administrative fee. Additionally, if breakfast is billed to your account you will also incur a .35 cent administrative fee. If both breakfast and lunch for the same day are billed you will incur only one .35 cent administrative fee.

*A menu will be sent home each Friday for the upcoming week. In addition to the featured meal the alternative of a PB&J sandwich will be offered. If your child won't/can't eat the featured meal or the PB&J sandwich, please pack their lunch on that day.*

#### **Medications**

Effective June 1, 2007, FOEC must comply with all Code of Virginia regulations regarding administration of over-the-counter and doctor prescribed medications for a childcare center. A copy of the Written Medication Consent Form and completion requirements may be obtained at the school office or from the website [foechampton.org](http://foechampton.org).

#### **Parent Teacher Fellowship Meetings (PTF)**

Parent Teacher Fellowship Meetings are designed to give more information concerning Christian education and the needs of your child. These meetings are scheduled on Monday or Tuesday evenings at 7:00 p.m. Parents should note the school calendar for specific dates. We need each child to be represented at these meetings. Additionally, PTF sponsors several fundraising events through out the year. The funds raised are used to purchase auxiliary items for FOEC that are not in the FOEC budget.

#### **Parking Lot Procedures**

Do not park in areas that have been coned off. ***Do not park or wait in the traffic lane while signing children in or out.*** *The only time vehicles should be in the drive thru area is during designated drop-off/pick up carline times, when a staff member is present to receive or assist your child.* **Exceptions to this policy may only be approved by the principal.**

#### **School Closing**

On days when the weather is questionably bad, school may be closed or delayed. In the event of inclement weather or other unforeseen circumstances, please tune in to WTKR Channel 3 for closings or delays. We will also be consistent with Hampton City Schools for such closings/delays which are broadcast on cable TV channel 46 and their website at

<http://www.sbo.hampton.k12.va.us/schoolinformation/weather/weather.html>

#### **School Supply Purchases At School**

Mr. Arthur's Store has various items such as pens, pencils, paper, folders, chips, drinks and snacks, etc. Payment at time of purchase is required. However, the purchase of school supply items can be placed on

your account if you send in a written note giving permission for your child to purchase the items specified in the note and stating that you want the purchase placed on your account. The Mr. Arthur's Store is open from 8:20 – 8:30 a.m. daily for school supply and water purchases only. Additionally, no candy or soda pop may be purchased from the store during the school day. Items such as chips, juice and water may be purchased at lunch time to supplement home packed lunches only. All other purchases from the store during the school day are subject to both parental & principal approval. All other hours of the store are subject to attendant availability.

### **Supplies**

A list of supplies each student is to have is provided prior to the start of school. We ask that you bring those supplies with you to the Mandatory Parent Orientation Meeting. Please be sure all supplies have your child's name on them. In some classes teachers will require a certain brand or type of supply. These requirements must be followed or it could result in your child not being able to participate in activities requiring these supplies. When your child brings the correct supplies they will be able to participate again. Some classes will require a mid-term replenishment on items such as Kleenex.

### **Traffic Pattern & Car Line**

The City of Hampton requires our parking lot to flow in a certain direction to meet with city code. While this may seem unimportant, we believe that as Christians we should obey the rules of the land. Therefore, all cars entering the parking lot must enter from Aspenwood Drive and must exit the parking lot onto Woodbury Forrest Drive.

FOEC provides a car line drop-off/pick-up service for parents who drop off or pick-up children at our busiest times. Drop-off begins in the mornings at 8:00am and ends at 8:20 am. Afternoon pick-up begins at 3:30pm and ends at 3:45pm. During this time, a staff member will be available to greet your child and check them in or out of the computer. If you have questions concerning your child or any other matter, please do not address them in the drop-off/pick-up line. Please park and come in the school to address the matter. **Do not park or wait in the traffic lane while signing children in or out. The only time vehicles should be in the drive thru area is during drop-off/pick up times, when a staff member is present to receive or assist your child.**

### **Videos/DVDs**

Students and parents are not to bring videos or DVDs from home without first having them approved by the principal. If you own a video/DVD that would be **educationally** beneficial to the classroom, please see the principal, so he/she can give approval.

### **Visitors**

We welcome parents, visitors, relatives, and friends to come and observe our classes. However, a call prior to the planned visit for approval is required for everyone except parents/guardians.

Parents and other approved persons coming to the school are asked to report directly to the school office.

This includes parents that come to pick up their child or bring their child late. This keeps classroom disruptions to a minimum. Parents are not to go to their child's room unless the office has granted permission.

#### **Withdrawal Notice**

Parents of students are required to give a two week written notice if their child will be withdrawn from Faith Outreach Education Center. Should a student withdraw without the required two week written notice or be dismissed during the school year, there will be a charge of two weeks of tuition beyond the withdrawal or dismissal date.

#### **Disclaimer**

Faith Outreach Education Center reserves the right to make changes to procedures and policies at any time. Additionally, any parent/guardian has the right to meet with the principal and or administrator upon written request. Once the request has been received the requestor will be notified of the scheduled meeting date and time either in writing or by telephone. For the most up-to-date copy of this handbook please go to: [www.fochampton.org](http://www.fochampton.org) and click on the Faith Outreach Education Center tab.

<b>Forms</b>
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You will need to download the following forms

- Covenant of Commitment
- Medication Authorization Form
- Payment Plan Selection
- Registration Form
- Teacher Information Form
- Field Trip Policy

