



Policy & Procedure

2023-2024

Frederick East Classical Board of Directors

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Our Mission

Our Mission at Frederick East Classical involves three C's:

1. **First, we are Christian.** We seek to be a community of believers that works together to educate our children, prays for one another, and speaks truthfully and respectfully to build one another up in the faith. We focus on the person of Jesus Christ and His teaching as we grow in virtue and Christian character.
2. **We are 'Classical.'** We employ the classical trivium which recognizes that children learn and think differently as they grow. Using this classical approach to learning, we teach children to enjoy rigorous study, to love virtue, and to seek what is good, true, and beautiful. For more information, read Susan Wise Bauer article entitled "What is Classical Education?" at <https://welltrainedmind.com/a/classical-education/>.
3. **We are 'Cooperative'.** We work together to support one another, teach our children, and guarantee the day-to-day operation of Frederick East Classical. By our love for one another, we hope that the world will see our faith and love for Christ. (John 17:20-23)

Statement of Faith

As partners with one another in the education of our children, it is necessary to ensure that we are in agreement regarding our expectations of one another. Therefore, we have set forth the guidelines below to ensure that we are like-minded concerning the following doctrines of our faith and the instruction of our children.

- We believe in one God who is eternally present in three persons: God the Father, God the Son, Jesus Christ, and God the Holy Spirit. (Mark 1:10)
- We believe that God is the creator of the vast universe, and His handiwork is evident in His people and in all of creation. (Genesis 1:1)
- We believe the Bible to be the infallible word of God and useful for teaching, rebuking, correcting, and training in righteousness. (2 Timothy 3:16)
- We believe that all “fall short” of the glory of God and that Jesus Christ is the ONLY way of salvation. We believe that to be a faithful disciple of Christ one must have a personal relationship with Jesus Christ our Savior. (Romans 3:23, John 14:6, and Acts 16:31)
- We believe that human life is sacred from the moment of conception until natural death, and we profess a pro-life worldview. (Psalm 139:19)
- We believe that God has ordained marriage to be between one man and one woman. (Mark 10:7)

Although we may disagree on other points of doctrine, we agree to be respectful of the different Christian faith backgrounds at Frederick East Classical and agree to be in healthy conversations that grow us into faithful disciples of the Lord Jesus Christ.

FEC'S Position Statement on the Origin of Man

FEC does not take a position concerning the timing of creation. We believe the Bible to be the infallible and inerrant Word of God and that God Himself created the universe and everything in it with intent and purpose.

Our science teachers will present varying viewpoints and will leave interpretive issues concerning the timing of creation to students' parents and church. We believe that GOD CREATED humans in His image and likeness for His glory. (Genesis 1:26-28)

Our goal at FEC is to encourage our students to think for themselves and ask questions. Therefore, all questions from students with regard to this issue will be addressed with respectful dialog as well as a challenge to each student to continue research and discussion with their parents. We further encourage each family to allow faith, reason, and God's Word to work together according to his will to form an educated and logical position on the origins of man.

Code of Conduct

One of our goals at Frederick East is to support one another in forming well-educated students, who also have a joyful, grateful, and obedient heart in accordance with God's word. To this end, we require certain codes of conduct by which the students must abide and pursuit of Christian moral standards in our students. Our philosophy is to encourage and guide each student to take responsibility for their own actions whenever possible. The students will be expected to abide by the following standards, in conjunction with the policies that have been set forth and agreed upon through FEC's Social Interaction Policy:

1. Honor and Respect. Be respectful of teachers, peers and property.

Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God (**Romans 13:1**).

Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you. (**Hebrews 13:17**)

2. Diligence. Students should come to class prepared on time, with completed homework and a positive attitude.

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward (**Colossians 3:23-24**).

So whether you eat or drink, or whatever you do, do all to the glory of God (**1 Cor. 10:31**).

3. Consider Others. We come from different family backgrounds, have different learning abilities and disabilities, and exhibit the 'creativity' in God's creation.

Jesus answered, "The most important is, 'Hear, O Israel: The Lord our God, the Lord is one. And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these" (**Mark 12:29-31**).

Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others. (**Philippians 2:3-4**)

4. Honesty. Students enrolled at FEC are to perform their academic work according to FEC standards and integrity.

You shall not bear false witness against your neighbor (**Exodus 20:16**).

Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another (**Ephesians 4:25**).

5. Modesty. Students should dress in accordance with the directed dress code from arrival through dismissal.

Clothe yourselves, all of you, with humility toward one another, for "God opposes the proud but gives grace to the humble" (**1 Peter 5:5**).

6. Self-control in word and deed. Students and parents should exhibit self-control in word and deed. To that end, curse words and bullying behavior will not be part of the vocabulary at FEC, nor will inappropriate gestures be tolerated.

Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear (**Ephesians 4:29**).

Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving (**Ephesians 5:4**).

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1 School Day Expectations (Monday and Wednesday)

1.1 Administrators

During each school day, there will be at least one staff person on duty at St. Paul's and one at Glade. These staff members will be located in the FEC office by the back door at both locations. They can assist you in any number of situations and should be consulted first if problems arise.

1.2 Arrival

Doors open at 8:15, giving students time to drop off their things before devotions begins promptly at 8:30. All students will have devotions in the social hall of each location and 1st Grade will have devotions in their classroom. Attendance will be taken by the first period teacher and reported to the office at the end of class. Students arriving after first period will need to sign in at the office.

- Students at St. Paul's will be provided with **name stickers** upon arrival at FEC in lieu of name badges for the first 2 weeks of the year.
- Teachers and other employees, including Mandatory Service Hour (MASH) staff performing service hours, will wear their name badges at all times to identify themselves as belonging to FEC.
- Those who are not FEC members should wear a **visitor badge** in order to be properly recognized by church and FEC staff.

1.3 Lunch and Recess

For students in grades K-5, students should place their lunch boxes in the classroom or assigned eating area. Parents should place a 'cold pack' in the lunch boxes if needed as there will be no refrigeration on site. Younger students should use a thermos if they want a warm lunch. There will be no microwave usage. Once students have eaten, they should return their lunch box as instructed by the teacher. Please send your child with plenty of water, but we do have the capability to refill on site at a water fountain in each of their buildings.

- Students will be given time for lunch and recess each day. We would ask that students NOT bring toys or sports equipment from home as we will have things on site for them to use. We will have the use of the grassy area and blacktop for outdoor games.
- Students will eat lunch in the lunchrooms (unless Covid protocols prevent this) as our host churches prefer that food be in these areas and not classrooms.
- We would ask that students NOT pack soda of any kind. Students may have water bottles, but no other food or drinks are permitted in the classrooms.
- Please mark all lunch boxes and storage containers with the family name prior to beginning school and make sure to take them home with you each day.
- Students should not be loitering in classrooms or hallways during lunch but should always be under the supervision of an adult.
- All students should go outside for recess.
- Students SHOULD NOT be in the restricted areas of the facility. Students should not be in the kitchen except when scheduled for a class. They should not help themselves to food or drinks intended for the staff and teachers, or other supplies in the kitchen.

1.4 Respectful Use of Facilities

We are tremendously blessed to be able to use two beautiful facilities for our class time. Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should make every effort to protect and take care of the school's property and assist the school staff in seeking to keep the facilities properly maintained, clean, and safe for everyone. All students not on site for tutoring or cleaning jobs should be picked up and headed home by 3:45 at the latest.

We would ask students to observe the following:

- Do not write on walls, tables, or chairs. If a student notices such writing, they should let a teacher know.
- Pick up trash or lost & found items. Please put trash in trash cans and bring lost items to the office.
- Students should not loiter in bathrooms or hallways, and not wander in the buildings alone.
- Students SHOULD NOT be in the restricted areas of the facility.
- Students should not be in the kitchen except when scheduled for a class. They should not help themselves to food or other supplies in the kitchen.
- Coffee (and sometimes snacks) are provided free for our staff and parents but are not for the students.
- Students may have water bottles, but no other food or drinks, in classrooms. Younger students will have scheduled snack times.

1.5 Use of Phone and Other Technology On-site

Between 8:15 and dismissal, students will not be allowed to use phones or other electronic devices at FEC without a teacher's permission. They should be kept in a student's backpack and turned off. Any students having one of these items out without permission will be asked to turn it in to the teacher who will send it to the office. Parents will be given notice to pick it up after school. If a phone has to be confiscated two times, the student will be asked to leave it at home.

As specified in the Social Interaction Policy, students who use social media need to do so in an appropriate fashion. Any student contributing to the disruption of FEC operations or a negative representation of the school, its staff, or students will face disciplinary action. Please be vigilant when it comes to your child's presence on social media. Dialogue with them about what is and is not appropriate to post publicly on these sites. They should represent themselves in a positive and Christ-like manner.

1.6 Dress Code

In accordance with the Bible's command to "do all to the glory of God" (1 Cor. 10:31), FEC has established a dress code for the following purposes:

- To present ourselves in a beautiful, modest way with a unified school identity.
- To emphasize that we are part of the same team striving for excellence in our academic pursuits.
- To help with the security of our students. A teacher can more easily keep track of everyone and can clearly identify students from outsiders.

FEC students are required to wear school uniform on Mondays and Wednesdays, unless otherwise specified by the administration for special occasion or circumstance, such as dress down day at the end of each academic quarter or a holiday. The uniform requirements at FEC are as follows (preschool is exempt from this requirement):

- **Uniform pants:** Khaki, navy blue, black or gray Dockers style only; Jeans, skinny pants, or leggings worn as pants are not permitted. Uniform style shorts may be worn during 1st and 4th quarters for boys. NO basketball or athletic shorts.
- **Skirts, Skorts, Jumpers, and Dresses:** Solid color polo shirt dresses, or skirts and jumpers in navy, black, gray, or khaki color for girls. These should be no shorter than 2 inches from the middle of the knee. Girls should wear shorts or leggings under their skirts or jumpers.
- **Polo shirt (collared) or collared button-down dress shirt:** Any solid colors, no writing or large logos.
- **Fleece jacket or solid-colored sweater:** NO HOODS and NO WRITING on jacket/sweater, except for the FEC issued crewneck sweatshirt.
- **Outerwear:** No other outerwear may not be worn in the classroom. Regular coats or jackets may be worn outside at recess and during arrival and dismissal time at FEC. No hats, gloves, or scarves are to be worn in the classroom.
- **Shoes and stockings:** No open toed shoes, crocs, sandals or flip flops but otherwise, wear comfortable shoes at the parent's discretion. Stockings should be solid colored.

While FEC occasionally observes non-uniform 'Dress-down Days' at the end of each academic quarter or a holiday, students are still required and expected to dress in keeping with the spirit of FEC's general uniform policy. Clothing such as spaghetti straps, tight leggings/jeggings, mini-skirts and such will not be allowed.

1.7 Grooming

Students are to have a neatly groomed appearance in keeping with the spirit of the uniform policy. Hair should be kept neat and in natural hair color. Facial hair should be well-groomed. Jewelry, nail polish, and make-up should be modest and not distracting. Nail polish and makeup are permitted for girls only. Facial piercings are not permitted.

Facemasks: In the event that facemasks are mandated by the church(es) or the government, please use masks that are tasteful (no distracting words or inappropriate messages). Paper or cloth masks are acceptable.

1.8 Sick Policy and Student Absences

In the event that your child(ren) is sick, please observe the following:

- If your child has a temperature of 100.4 degrees or above, please keep him/her home. Once he/she has been fever free for 48 hours, it is fine to return. If your child requires antibiotics, please do not send him/her back to school until 24 hours after you have started antibiotics.
- If your child vomits or has diarrhea, please KEEP HIM/HER HOME UNTIL THERE HAS BEEN NO VOMITING OR DIARRHEA FOR 48 hours.
- If your child has an aggressive contagious disease like pink eye, impetigo, head lice, etc. please let the administration know ASAP. Identifying information will be kept confidential, but other families will be alerted.

- Please make every effort to administer all medication at home. However, in the event that your child needs to take medication during the school day, please label all medication, keep it in the original container, and send it to the office. Specific instructions should also be provided.
- **First Aid:** General First Aid supplies will be kept in the office and sick room. When students require over the counter medication, parents will be contacted before giving the medication or staff will reference the student's medical card for permission to administer the drugs.
- **Student Absences:**
When your child is sick, it is your responsibility to obtain your family mail and to contact the teacher about the work covered in class. Most of this information will be available on Sycamore, but please contact the teacher with questions. Any planned vacations should be communicated to the teachers, and you should also let the teachers know your plan for excusing or turning in the work missed.

1.9 Teacher Absences and Substitution Policy

- When a teacher will be absent, they should make every effort to find a substitute on their own. An email can be sent to the FEC group or post a question on the FEC Facebook group asking for a sub. All teachers should identify a "sub" buddy early in the school year whom you can call on when a sub is needed.
- The teacher should also contact the Department Chair and the Building Manager with the information about the absence and who is coming in your place. DO NOT contact the Department Chair and Building Manager to find your sub.
- In addition, teachers should provide plans for the class to the substitute teacher. This information can be sent digitally to the substitute or sent into class with a co-worker or parent.
- The teacher is responsible for paying the substitute individually at \$11/hr. If the substitute teacher is not paid, or a teacher does not show up and a MASH person has to step in, the teacher will be charged to their account. FEC will not cover sick pay.

1.10 Dismissal

Students will tidy up their last period classroom at 3:25, gather their belongings, and prepare for dismissal at 3:30. Parents of Middle & High School students will come down Fulton, turn left into the first driveway at Glade and go around to the back lot. Parents will then proceed to St. Paul's for Elementary student pickup and will turn into the driveway to the left (if you must wait in line, please do NOT block any driveways!). You will proceed through the car line. At the end of the St. Paul's driveway, please turn left if you are leaving town and turn right if you need to pick up at the Parish Hall (1st grade). Parents of 1st grade students should pull into the parking lot and a teacher will help the student exit the building. If there are multiple cars, please pull into a parking space to wait for your child.

It is more important than ever that you use your name label in the carpool line. Your family mail and your children will be delivered to you in the carpool line. Please double check that you have your mail and that each child has their belongings before leaving. It is also a good idea to look through the lost and found on a regular basis to see what we have collected. This will be displayed outside at each pickup location.

2 Academic Policies and Practices

2.1 Homework Assignment and Expectations

Students will be assigned homework to complete on ‘at home’ days (**Tuesday, Thursday, and Friday**). In order to be successful in the program, students **MUST complete 85%** or more of the homework. We realize there will be occasional ‘excused’ homework (for illness or vacation), but students should strive to turn in ALL assignments. Please note that parents can make a request to the teacher in writing to excuse **2 homework** assignments per quarter (no quizzes, tests, major writing assignments or projects can be excused or modified) for elementary and middle school students. High school students **MAY** ask for an extension, but assignments may not be excused. If a student is falling below the completion of 85% of work, parents will be contacted by an administrator and the teacher to schedule a conference.

In order to better manage ‘home’ days, please use this as a reference to estimate how long each class’s work should take. Each student works at their own pace but general weekly homework expectations are as follows:

- **K-2nd**: 1-2 hours of homework on Tues and Thurs; 2nd grade will have math, grammar, and writing homework on Fridays
- **3rd-5th**: 3-4 hours of homework on Tues and Thurs, with additional math and literature homework on Fridays
- **6th-8th**: 4-5 hours of homework on Tues and Thurs, with additional math homework on Mondays, and math and literature homework on Fridays
- **9th-12th**: 5-6 hours of homework on Tues and Thurs; math homework on Mondays, and 4 hours of homework on Fridays

IF your student is falling behind, or you are still finding it difficult to complete work at home after talking with the teacher, please schedule an appointment with the Department Chair or with an administrator. Sometimes there are modifications or alternative work assignments that can teach the student particular skills using strategies that work better for him or her. Refer to the ‘Modification Suggestions’ at the end of this document.

2.2 Parent and Student Responsibility

Parents should print the Homework Assignment Sheet (HAS) from the ‘Sycamore Site’ each weekend. These will be posted by Sunday evening and will not be given out in class. Parents should review each HAS to determine the expectations of the teacher for the week and oversee the completion of the work. Parents should also help students to organize binders and have work ready to be turned in on the next school day.

2.3 Auditing and A La Carte Policy

- **Auditing**: Students in any grade may request to audit up to 2 classes per academic school year by submitting the Audit Request Form. Approval shall be granted on a case-by-case basis. Full tuition must be paid for the classes that are being audited. The approved auditing student shall sit in on the class that is being audited and work quietly and independently on other schoolwork. Proper in-class behavior is expected. Independent study halls will not be available. Students will not be entered into the Sycamore roster or receive a grade for the audited class. While auditing students do not have access to Sycamore for the classes they are auditing, parents have the option to request for worksheets and handouts to be made available via email or in-class distribution in the Audit Request Form.

- **A La Carte:** Middle school and high school classes may be offered as an a la carte option on a case-by-case basis based on enrollment and space availability. A la carte students shall arrive on time for their classes but may not remain on campus once the class period of their enrolled class has ended. Exceptions may be made at the discretion of the Executive Director.

2.4 Grading

Each assignment will be graded (or marked complete) and scores will be entered into the online grading system (Sycamore). As much as possible, teachers or assistants will grade and return the homework weekly so that students have immediate feedback.

Students must turn in work on time. Points will be deducted for late work in 7th grade and above. 5% is deducted per school day late. After two weeks, the work will not be accepted and will be counted as '0'. However, in case of absences, the student will have the number of school days they were absent to make up the work without penalty. It is expected that students must maintain an average of 72% or above in each class. Failure to meet this requirement could lead to suspension from the program.

2.5 Testing

Tests may be given in class or at home. We recognize that the successful mastery of information is crucial to a classical education and students will be held to the standard of 85% on tests.

- **Test Corrections.** If permitted or arranged by the teacher, students may make open note corrections to earn back points at 50% of the original rate, up to a maximum grade of 85%. This is applicable in 3rd-12th grades. In some cases, a student may be retested on the material if the grade falls below 85%. Retesting (and the subsequent final score) will be done at the teacher's discretion.
- **Testing at Home.** Occasionally, tests will be given at home. A student in middle or high school will sign an 'honor code' at the end of each test to clarify that the work was their own and that they did not use any resources other than those that were recommended by the instructor.

"On my honor, I have neither given nor received unauthorized aid on this _____

Signature

2.6 Academic Honesty

One of the purposes of classical education is to become a life-long learner, and the chief end of classical education is to become a person of virtue who loves truth, goodness, and beauty. Martin Luther King, Jr. said, "The function of education is to teach one to think intensively and to think critically. Intelligence plus character—that is the goal of true education." Academic integrity is foundational to the learning community of Frederick East Classical.

It is expected that students will complete their assignments with honor and integrity, therefore academic misconduct will not be tolerated at FEC. Cheating is the act of gaining an unfair advantage to complete an assignment, typically by using unauthorized outside assistance. Plagiarism is taking credit for the ideas, images, work, or words of someone else as your own, or not properly crediting your source. Academic dishonesty can also include (but is not limited to) helping someone else in their efforts to cheat or plagiarize, as well as hindering another person by sabotaging or destroying their work.

Students found violating this policy will meet with the teacher/DH and the Executive Director who will determine a course of action on a case-by-case basis. Disciplinary action may include

(but is not limited to) a warning, re-doing the assignment, failing the assignment, academic probation, failing the class, suspension, or expulsion from the program.

2.7 Sycamore On-line Grading Program

FEC uses online services to keep records of homework completion and testing for each class in the third grade and above. Each family will be given a username and password to sign into this program. Parents or students should sign on at least once a week to make sure that homework has been appropriately marked and to ascertain the students' progress. Any discrepancies should be communicated to the teacher. Additionally, the teacher may use this program for handouts, quizzes, games, vocabulary and other tools.

2.8 Grade Reports

Parents can check grade reports at any time. Report cards will be posted in a student's Document section on Sycamore quarterly. Parents may print the report if desired.

2.9 School Heading

Teachers should require that students use the appropriate heading on their papers. All headings are in the left upper corner and include the Name, Date and Class.

For general daily homework assignments completed on notebook paper, students in grades 3-12th grade should head their papers in the following manner in the top left corner:

Name (First and Last)
Class Name
Date
Name of Assignment

For research papers, students in high school should head their papers using the following MLA format in the top left corner of the paper:

Name (First and Last)
Teacher Name
Class Name
Date (23 Sept 2019) – notice that the date comes before the month

2.10 Typing

Beginning with the 6th grade (and in lower grades per parent communication with the teacher), the children will occasionally be given the opportunity to type their work. By 7th grade, students may, if they desire, type papers in MLA format. Students should be proficient in typing and NOT ask their parents to type unless there are extenuating circumstances. In addition, students should continually be working on improving their cursive writing.

2.11 IEW Writing

FEC uses the Institute for Excellence in Writing (IEW) curriculum in the Grammar and Writing classes. In order to assist parents in learning the program, videos are available for check out as your students complete various units of the program. In addition, on-line sources will be provided. For additional assistance, parents should contact the Grammar and Writing Department Chair for further recommendations or training.

2.12 School Closings

A full year calendar has been provided to you. Please note the various times that FEC is closed. In the event of inclement weather, we will normally follow FCPS guidance. We will make an independent final call for school/no school by 7:00 am. In the event that FEC will be closed (due to inclement weather, or other emergency), this will be communicated through email, Facebook and the Remind alert system. Please contact an administrator if there is any question of whether or not we will open BEFORE you leave your home.

Snow Day Homework

On school days (M and W), when FEC is closed one day because of snow, students will not have homework. On 'at home days' (T and TH), if FEC is closed, students are expected to keep up with their Grammar and Writing and Math homework. Teachers of other subjects are encouraged to modify homework assignments and email parents as soon as possible each day. In the event of wide-spread power outages, there will be no homework assigned. PLEASE NOTE: This subject always brings great confusion. Please email parents to clarify expectations of homework and classwork in the event of closures as those expectations may need to be adjusted depending on the length or number of closures.

For emergency closings other than inclement weather, teachers must provide homework assignments by email for that day and the following day directly to the families by 10 am. Students cannot be penalized for assignments received after 10 am. Teachers will receive alerts through the Remind alert system. Generally, an email will be sent the night before impending bad weather so that teachers can prepare a plan for at home learning.

PLEASE NOTE: Occasionally, there will be a Tuesday or Thursday that is listed as a No Homework Day. These days are designed to help your student catch up OR they are helpful if you are attending a field trip. Literature reading and math homework will still be assigned on these days.

3 Miscellaneous

3.1 Tuition and Fees

In order for FEC to operate effectively, all tuition and fees should be paid promptly. There will be several methods for payment including paying by check (all checks will be post-dated and collected prior to the first day of school), a Zelle recurring checking or debit card payment. In the event there is a returned check, there will be a \$35 charge added to your account. If you fall behind in tuition, PLEASE contact someone on the financial team immediately to work out a payment plan.

3.2 Fundraising

FEC fundraising is designed to raise money for special equipment or for scholarships for students who may not have financial resources to attend. Fundraising initiatives are varied and creative, and families may be asked to participate even at small levels of giving.

3.3 Books and Fees

Class fees were charged to your family account at your summer meeting. These fees provide for class activities and supplies. However, FEC will purchase some books in bulk and will bill the families for those books. Also, science and math books will be provided at a rental cost. Those book related purchases will be on the family invoice. There are additional charges for the National Latin Exam and graduation. Some elective classes may also have an extra charge.

3.4 Record Submission Fees

There is a \$25 charge to have records submitted to another institution by FEC. In many situations, we are asked to complete forms for medical or educational professionals (for ADD, ADHD, Dyslexia, disability testing). There will be a fee of \$10-\$30 to cover the time needed to complete these forms and to cover postage to have them sent via USPS. Digital forms do not need a postage fee. Please note that if a parent requests for a transcript after a student has withdrawn from FEC, there will be a \$25 fee.

3.5 Transcripts

FEC does not provide a transcript, but parents may use the information provided on Sycamore. A parent desiring a printout of previous grades will be charged \$10 (the fee charged by Sycamore to access previous years).

3.6 Graduation

To participate in a FEC graduation ceremony, students must be enrolled and attend at least one class on-site in the current school year.

3.7 Nursery

A nursery is available for teachers and staff working on site. There is no after care option for preschool. If a parent leaves the premises, they must take their child(ren) with them unless they are acting in an FEC staff capacity.

3.8 Library

A library is available. FEC will be using Sycamore to catalog our resources. Our collection includes both the textbooks that are rented to students as well as teacher resources. If you have a resource that you would like to check out, please check in the St. Paul's storage area, and then complete the checkout process so that we can check out the item to you in Sycamore. Books will be monitored through Sycamore and anything not returned by the end of the year will be charged to your account.

3.9 Conflict Resolution

Frederick East Classical seeks to establish a vibrant community culture of learning and yet it recognizes our proneness to sin against one another. Accordingly, whenever conflict and misunderstanding arise, FEC will ask its administrators, staff, families, teachers and students to follow the principles of reconciliation Jesus gave us found in Matthew 18:15:

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.”

- 1) In general, if there is a more minor conflict that arises between two parties, please seek to address the matter privately first between the two parties only;
- 2) If the conflict cannot be worked out between the two parties, or is of a more serious nature, please inform an administrator and or the director of the nature of the problem, who will then seek to assist in the resolution of the conflict;
(*resolve/resolution—achieved when all parties reach mutual agreement or understanding)
- 3) Please do not engage in the sins of gossip or slander about other persons within the FEC community. This is harmful and destructive and disrupts the health, love, and unity of our community.

4 Modifications for Grammar Stage Homework

Because we all come from different backgrounds, student skills and abilities could be greatly varied. In order to provide an excellent educational system for all children, consider the following suggestions to best fit your child's particular needs:

1. At the first sign of frustration, please communicate with the teacher or an administrator. DO NOT wait until catching up seems impossible. If a child is consistently taking long periods of time to complete the work, contact your child's teacher before you modify assignments. The teacher can guide you in the best way to meet the goals of the assignment and needs of the child. Unless the parents contact teachers to discuss modifications first, teachers will grade for the whole assignment.
2. Read through each HAS for each class for your student(s) and help them to plan out their day. It is suggested that they do the homework that is MOST difficult first (when they are fresh) and work toward the 'lighter' homework later in the day. In addition, make sure to provide a good work environment. If your child works better spread out on the dinner table, then provide that environment. However, if your child works better at a desk in a quiet room, then provide that situation.
3. If your child is having difficulty reading and responding to questions in writing, consider asking and answering the questions orally and write down their answers. Let the teacher know that you assisted your child this way.
4. If the assignment seems long and could be done better by 'extending' the assignment to give your child more time, please contact the teacher. Communicating with the teacher is the key to success at FEC.
5. For younger students, who may find it difficult to write longer assignments, allow your student to dictate every other sentence. If a student is able to type, they may use the computer to complete their assignment but parents should not do the work for the student.

5 Discipline Policy

In accordance with our Mission statement and to further the development of our vision of working together for the purpose of educating our children, the FEC Board of Directors has adopted the following discipline policy, which will serve as a guideline should any student fail to meet expectations set forth in the Code of Conduct and the Social Interaction Policy.

5.1 Discipline for Inappropriate and/or Disruptive Behavior in the Classroom

When behavior violates the FEC Code of Conduct, teachers or staff will follow the disciplinary steps below:

- 1) Student will be given a verbal reminder
- 2) Student will be given a second verbal warning if the student is not responsive to the first verbal warning
- 3) Student will be removed from the classroom if the inappropriate and/or disruptive behavior continues after the reminder and warning and sent to the office to speak to the building manager or Executive Director. Teachers should fill out the Office Quick Pass and send it with the student to aid the manager and director in handling the situation. The director or building manager will talk with the child about their behavior, pray with them, remind them of the expectations. Depending on the situation, the student may return to the classroom with the signed Office Quick Pass.
- 4) Disrespectful or disruptive behavior may include but not limited to the following (also outlined in the FEC Communication and Behavior Form):

<ul style="list-style-type: none"> • Talking in class • Touching other students • Throwing objects • Disrespectful or defiant behavior • Note writing • Skipping class or in “off limits” part of building 	<ul style="list-style-type: none"> • Destruction of property • Tackling/wrestling • Inappropriate language • Wearing out of uniform clothing • Pushing others • Cheating or plagiarizing on tests or assignments
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- 5) If there has been a specific incident in class and a child has been sent to the office, the Building Manager will begin a ‘Communication Form’ and will have the teacher complete any information still needed on the form. This will be placed in the Family’s Mail by the end of the day.
- 6) In the event that the disruptive or inappropriate behavior becomes a pattern and a student is making regular visits to the office, an appointment will be scheduled with the teacher, (or teaching team), and Executive Director. Further courses of action may include in school detention, parent joining the student in class for a specified time determined by the Executive Director, suspension or expulsion from the program.
- 7) In the event that a child is not able to handle the FEC environment, a parent may need to accompany him to classes. FEC reserves the right to suspend or expel any student from the co-op if disruptive behavior fails to be curtailed. Only the unpaid tuition will be returned to the family. Re-application to the program will be considered the following year. Any participation in future will be for a probationary period.

5.2 Policy to Address Bullying, Harassment, or Intimidation

The FEC Board of Directors (The Board) has adopted the policy set forth in this document to address bullying, harassment, and intimidation. Since our co-op operates in Maryland, The Board has incorporated relevant provisions of the Maryland Model Policy to address bullying, harassment, or intimidation. The Board reserves the right to change this policy at any time. The policy will be reviewed annually by the Board. The policy and any changes will be provided to teachers, employees, MASH staff, parents, and students at the beginning of each year.

SCOPE

This policy covers conduct that takes place on the premises of the FEC Co-op sites, St. Paul's Lutheran Church, Walkersville, MD and Glade United Church of Christ. It also covers conduct which may occur at any FEC sponsored activity regardless of location. Additionally, this policy pertains to the usage of electronic technology and electronic communications. This policy applies to the entire FEC community, including teachers, employees, MASH staff, the Board, parents, and students.

DEFINITION OF BULLYING, HARASSMENT, OR INTIMIDATION

As used in this policy, "bullying, harassment, or intimidation" means intentional verbal, physical, or written conduct or electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, performance, or with a student's physical or psychological well-being.

"**Electronic communication**" means a communication transmitted by means of an electronic device. Cyberbullying is a form of bullying, harassment, and intimidation. Cyberbullying means a communication transmitted by means of an electronic device and includes the use of social media sites. Cyberbullying shall include any future applications that fall under "electronic communication".

Bullying, harassment, or intimidation is Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or threatening or seriously intimidating; occurs at the FEC co-op site, or at a FEC sponsored activity or event; or substantially disrupts the orderly operation of the FEC co-op site or a FEC sponsored activity or event. There are three types of bullying—verbal bullying, social bullying/relational bullying, and physical bullying.

PROCEDURES FOR REPORTING ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION

The following procedures for reporting acts of bullying, harassment, or intimidation are presented as a guide that by no means limits FEC from implementing other additional procedures for reporting acts of bullying, harassment or intimidation.

- 1) If a student complains that he/she is currently the victim of bullying, harassment, or intimidation, the FEC teacher, employees, MASH staff, Board Member, or parent will respond quickly and appropriately to investigate and intervene, as safety permits.
- 2) If a student expresses a desire to discuss an incident of bullying, harassment, or intimidation with an FEC teacher, employees, MASH staff, Board Member, or parent such individual will make an effort to provide the student with a practical, safe, private, and age-appropriate way of doing so.

- 3) It is the policy of the Board to prohibit reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation.

MODEL PROCEDURES FOR THE PROMPT INVESTIGATION OF ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION

- 1) The following model procedures for investigating acts of bullying, harassment, or intimidation are presented as a guide that by no means limits FEC from implementing other additional investigating procedures.
- 2) Upon receipt of a Reporting, the Executive Director will immediately notify the parents of the victim and the offender of the incident in writing.
- 3) Reported incidents must promptly and appropriately be investigated by FEC Board Members or their designees, consistent with due process rights within 4 school days after receipt of a reporting form or as timely as possible for The Board members or their designees.
- 4) Neither victim nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or if a hearing may result from the ultimate outcome of the investigation. Efforts should be made to increase the confidence and trust of the victim and any witnesses. They will be informed that any information discussed and recorded will be confined to “need to know” status.
- 5) Following the investigation and a presentation of the facts to The Board, The Board members will determine whether bullying, harassment, or intimidation actually occurred, and whether others played a role in perpetuating this act. Other related complaints, if any, will be reviewed in making this determination.
- 6) With their determination of bullying, harassment, or intimidation The Board will implement consequences and/or remedial actions consistent with due process rights using the range of listed consequences as a guide. **The offender will be informed that retaliation against a victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues. Repeated offense will result in dismissal from FEC. Only the unpaid tuition will be returned to the family.**
- 7) The FEC Board or its designee will create a written record of the bullying, harassment, or intimidation incident and any disciplinary actions taken, as well as the statements of the victim, witnesses, and offender. Discussions with all parties should be documented as soon as possible after the event. Any material records or evidence will not be discarded while a criminal investigation or prosecution resulting from the incident is ongoing.
- 8) The administrator/designee should be aware that some acts of bullying, harassment, or intimidation could also be delinquent acts. If they are delinquent acts, they promptly shall be reported to the responsible law enforcement agency according to the Code of Maryland Regulations (COMAR) 13A.08.01.15.
- 9) False reporting of bullying, harassment or intimidation will result in appropriate disciplinary action up to and including suspension.

