



School Procedures/Parent Handbook

Elementary (Grades K5-6th)

2023-2024

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Staff Directory

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Core Principles of FBCMI Academy

Heart: We care for the heart of each child and family. We want to minister well to the heart of our kids so they will thrive and know they are loved (Deuteronomy 6:4-6).

Character: We want our children's character formed by the Holy Spirit: Love, Joy, Peace, Patience, Kindness, Goodness, Gentleness, Faithfulness, and Self-Control (Galatians 5:22-23).

Knowledge: All knowledge flows from God. Proverbs 1:7
- The fear of the LORD is the beginning of knowledge;
fools despise wisdom and knowledge.

Service: We want our students to have a service mindset. Christ exemplifies the way to be great is through serving one another. We want to encourage a culture where our students serve in their classrooms and beyond (Mark 9:35).

School Day

Our Elementary classes are in session from 8:00-2:45 Monday through Friday.

Our Curriculum

We use the Abeka curriculum. Abeka is a Christian school curriculum with every subject integrated with a biblical worldview. Abeka combines solid academics with biblical principles to prepare students best for learning and life. Abeka is very phonics-focused and encourages thought and higher-level thinking and problem-solving. Also, if children are to learn, they must have first-hand experiences. Our classroom schedules are flexible, with alternating periods of activity and quietness. Our Elementary students will have specials throughout their week; these include Spanish, PE, Art, and Chapel.

Weather Schedule Information

In the case of inclement weather, school closures or delays will be communicated via social media and email.

Sick Policies

We ask that our parents and families join us in screening your child for any signs or symptoms of sickness. The program does not accept children with contagious illnesses, and will follow the DHEC guidance for exclusion from school programming and return from illness. We will monitor students daily and communicate with parents any sign or symptom of illness. If a child shows obvious and consistent symptoms of coughing, sneezing, sore throat, loss of taste/smell, fever, etc., a parent/guardian will be asked to pick up the child. Children demonstrating symptoms will be removed from the classroom and wait with our school health consultant or the director until they are picked up.

No child should come to school if they have had diarrhea, vomiting, or fever within 24 hours. Students who have a fever greater than 100.4 need to be fever free, without the use of fever reducing medication, for 24 hours before returning to school. Please help us by being a good neighbor to

those in your classroom community and stopping the spread of COVID-19, Flu, Strep, stomach virus, etc.

For all complaints/ailments during the school day, our health consultant will meet with the student and evaluate if a parent/family member needs to be contacted. A parent/family member will be contacted for any head injuries.

Medical Testing

In accordance with DHEC guidance, any student who tests positive for Covid-19 must remain out of school for five days from the first sign of symptoms and be fever free for 24 hours in order to return to school. Every family is responsible for communicating a positive test result with the school as soon as possible.

Medications

Elementary students may have over-the-counter medications held in the nurse's office for use when needed. Parents must send medication in a zip-lock bag labeled with their child's name and correct dosage. A signed over-the-counter form will need to be on file as well. If your child has an EpiPen that we need to keep on campus, it must be labeled with your child's full name and given to the health consultant. If needed, the school health consultant will have cough drops, band-aids, antiseptic, tums, and other first-aid items for your child.

Drop-off Procedure

Parents/Family members will follow the car line as marked. Please pull up to the marked area and place the car in park. A teacher/staff member will open your vehicle door for your child to exit. Please make sure your child is completely ready to exit the vehicle by having their seatbelt or car seat unbuckled, shoes on, bookbag/lunchbox, etc., within hand's reach at this time.

If your child is not ready to exit the vehicle, you will be asked to pull into a parking spot so that you may walk your child back to the staff member. If you need to help get your child out of the car please park in a parking space and walk your child in. This is extremely important to ensure that our car line moves steadily and safely.

We will begin the drop-off process promptly at 8:00 am. Front doors will be locked at 8:15 every morning. If you arrive after 8:15, you must walk your child to the front door to sign your child in. We ask that you refrain from walking your child to their classroom door. All students will be marked tardy if they arrive at their classroom after 8:20 am. Please know that class starts promptly at 8:20 am each morning.

Early Arrival

Early drop-off is not available. Teachers/Staff have devotion/prayer time every morning before school starts, and school doors will open at 8:00 AM.

Pickup Procedure

Pick-up will occur in a car-line fashion with signs marking driving patterns. Please remain in your vehicle and pull up when a staff member directs. STAFF ARE NOT ABLE TO BUCKLE STUDENTS INTO CAR SEATS OR SEAT BELTS. Please pull into a parking spot if you need to assist your child with buckling.

We will keep a binder containing the authorized pick-up lists for the students. If a teacher doesn't recognize the person picking up your child, the authorized pick-up person will be asked to provide a photo I.D. Your child's safety is of the utmost importance here at FBCMI Academy!

If your child needs to be picked up from school early, please email Brooke Surface at bsurface@fbcmi.net or Margaret Tucker at mtucker@fbcmi.net. You may also send a written note in your child's folder that morning. Please note that your child may be picked up by anyone you list on your 'authorized pick-up' list. Please notify Brooke Surface or Margaret Tucker ASAP if there is anyone that you need to remove or add to your child's list at any time during the school year. Your child WILL NOT be released to anyone not listed on your authorized pick-up list without written notice from a parent. If picking your child up before noon, you must sign them out.

PLEASE REFRAIN FROM CELL PHONE USE IN CAR LINE FOR THE SAFETY OF OUR STUDENTS.

Late Pick Up

A late pickup charge is assessed for each child picked up after 2:45 PM. This charge is \$1.00 per minute. Please plan accordingly during busy times with regard to traffic.

Attendance

All teachers will take attendance daily. Any student who arrives after attendance is taken at 8:20 AM will be marked tardy. If your child arrives at their classroom after 8:20, they will be marked tardy. You must walk your child to the front door after 8:15 to sign them in. ***Please keep in mind that a student arriving late to class disrupts the classroom and the daily schedule.***

All elementary students will be allowed ten unexcused absences per school year. Please email Brooke Surface at bsurface@fbcmi.net or Margaret Tucker at mtucker@fbcmi.net to notify us when your child will be out. The email will count as their 'excuse' for that day. Students must attend for at least three hours a day to be counted as present.

Early pickup

In the case that your child needs to be picked up from school early, please email Brooke Surface at bsurface@fbcmi.net or Margaret Tucker at mtucker@fbcmi.net. You may also send a written note in the morning in your child's folder. We ask that you refrain from excessive early pickups. You may be asked to meet with school staff if you have excessive early pickups throughout the school year. Please only pick up your children early when absolutely necessary. There is a high correlation between academic success and school attendance.

Emergencies

In the event of a medical emergency, Parents/Guardians will be notified at the phone number(s) listed in the child's file. Any child having a medical emergency will be under constant supervision of a staff member and, if needed, will be transported to the closest medical facility (Waccamaw

Community Hospital E.R.). The child would be transported via ambulance (if necessary) or by the administration.

Evacuation Plan

Each classroom has a posted Emergency Evacuation plan and a map of the evacuation route out of the building. In such an emergency, your child's teacher will accompany their class to their designated 'safe area' outside. FBCMI Academy also has posted Emergency plans for the event of a natural disaster or any other threatening situation that may arise. Parents/guardians will be notified of any emergency that requires evacuation.

Substitute Policy

If a teacher must be absent, an approved substitute will teach that class for the day. All substitutes are background checked and trained by staff to appropriately lead the class for that school day.

Snacks

Kindergartners are supplied with a healthy snack daily. For grades 1st – 6th, please pack your child a small snack they can eat mid-morning. Please keep this small snack easy to eat. These 1st - 6th-grade classes have a 'working snack time,' so please keep that in mind when sending their snack. If your child has any specific food allergies, please note this on their enrollment form and notify the teacher. Please do not bring food or drink to class unless the teacher or director clears it for a birthday or special occasion. Each student is asked to bring a fresh refillable water bottle to school daily. We will have water to refill as needed.

Lunch

Your child must bring a packed lunch each day. Please do not bring anything that needs to be heated or that your child cannot prepare for themselves (i.e.-please do not send any pizza Lunchables; these are very difficult for the students to eat without heating the shredded cheese).

On Mondays, Tuesdays, and Thursdays you may order a "hot lunch" for your child. A monthly order form will be emailed out with instructions. Food deliveries (grub hub, chick-fil-a, uber eats, etc.) are prohibited for students.

If a parent wishes to bring lunch to their child, they must drop it off at least 15 minutes before their child's designated lunch time. Children are not permitted to finish their lunch in the classroom. Please do not send any form of soda in your child's lunchbox. Students are not allowed to bring coffee, hot chocolate, or drinks to school. Water bottles are the only acceptable beverage that students may bring into the classroom at any time.

****Please be sure your child has everything they need to eat their lunch: napkins, spoons, forks, etc. Staff are not able to pass out items to students daily. This includes paper plates.****

Toys

Children cannot bring toys from home except for "Show-and-Tell" or other special days designated by the classroom teacher. No guns or war toys are allowed.

Jewelry

Students may wear jewelry to school but must keep the jewelry on for the duration of the school day. If any jewelry piece becomes a distraction, the teacher may ask the student to remove it and place it in their bookbag. Students are not permitted to give away or trade jewelry items. NO LIGHT-UP JEWELRY IS PERMITTED ON SCHOOL GROUNDS. THESE ITEMS CONTAIN SMALL BATTERIES THAT CAN BE FATAL IF SWALLOWED. Prohibited items will be taken from the student and given to parents/families at pick-up.

What to Wear to School/Dress Code

You should consider your child's comfort and provide simple clothing free of complicated fastening. Keep in mind possible messy activities and provide washable clothing. Students will play on the playground daily; please provide sturdy clothing and shoes. Flip-Flops and any 'open-toe' shoes are not allowed. (including Crocs) This is for the safety of the children. All shoes must be secured around the back of the foot.

Our students are very active and they need to be covered appropriately for all kinds of movement, including sitting on the floor. Students are not

permitted to wear dresses with cut-outs at the midriff area. Any short skirts or dresses must have appropriate shorts worn underneath. All clothing should fit appropriately and be of appropriate length.

Students may be asked to refrain from wearing a particular article of clothing to school. If the student wears the clothing in question again, a parent will be notified and asked to bring a change of clothes for their student. No hats or hoods will be allowed in the building; they may be worn outside at recess, field days, etc. We will observe 'School Spirit Days' on Fridays by wearing our FBCMI Academy t-shirts/sweatshirts.

Birthdays

Your child will receive special recognition on their birthday by the teacher and classmates. On your child's birthday, you may send special refreshments for the class. However, it must be done at the regular snack time or other school day time as determined by your child's teacher (often done in the lunchroom). Please refrain from sending anything other than a simple dessert/snack-type item. We cannot accommodate a parent sending lunch in for a whole class.

Birthday party invitations sent for distribution at school must include the entire class (the only exception to this is if it's an all-girl or boy party, you may invite just all the girls or boys). Our class sizes are small; please be mindful of other students in your child's class. If everyone in the class isn't included in party plans, please talk with your child about not discussing the party at school.

Personal Technology Use

Students are not permitted to wear any smartwatch/apple watch/V-tech watch in the classroom. If they bring one to school, it must stay in their book bag in the hallway. They may not check it during the school day. Students are also prohibited from having a phone out or visible at school. All devices must stay in the student's book bag powered off. Electronic devices will only be allowed at school with prior permission for a special event, etc.

Elementary Students and parents are asked to sign a Technology Use Agreement at the beginning of the school year. School-supplied electronic

devices will be used frequently in the classroom and closely monitored by teachers and staff. Any violation of the signed Technology Use Agreement will result in disciplinary action.

Parent/Teacher Communication

Students receive a report card every nine weeks. Also, a newsletter or calendar will be issued weekly to inform you of units of study and any special classroom announcements. Conferences may be scheduled any time during the year if you need to talk with the teacher or school administration. Meeting with a teacher during school hours is only permitted if prior arrangements have been made. Parent/Teacher Conferences will be scheduled mid-year for parents. All teachers/staff of FBCMI Academy will supply an email address for communication. All Elementary teachers will use PowerSchool for grades and attendance. Teachers/Staff are not required to give their cell phone numbers to parents/families.

Student Needs

Each child needs a backpack/book bag large enough to send home any work, projects, or letters. Please also send a fresh water bottle each day. Please check your child's school folder daily.

Field Trips

Your child may go on educational and fun trips. If there is a charge, checks must be made payable to FBCMI Academy (a drafting option may be available). Parents may be asked to transport their children in their vehicles. If a parent cannot attend, the child may be transported by someone else from their Authorized Pick-up list. This arrangement would have to be set up by a parent.

Messages

If a message needs to be left with a teacher, please call the Academy office at 843-651-1105 or send an email to Brooke Surface at bsurface@fbcmi.net or Margaret Tucker at mtucker@fbcmi.net. Messages will be checked daily. Teachers will not answer personal calls, texts, or emails during school hours.

Withdrawal

Our school resources are allocated with our registered students in mind. Registering your child at FBCMI Academy is an annual commitment. The yearly tuition is due IN FULL at any time of withdrawal from the school.

Discipline/Misconduct

FBCMI Academy staff and teachers will maintain a firm, fair, and consistent system for handling behavioral infractions.

Teachers will handle minor infractions within the classroom. Minor infractions may include but are not limited to, inappropriate language, physical contact (minor pushing, shoving, horseplay), non-compliance, excessive talking in class, lying/cheating, minor destruction of school property, and technology/cell phone/smartwatch violations.

If these infractions become excessive or cannot be disciplined efficiently in the classroom, the student will be sent to administration for a conference. A note or meeting with the parents will be set up if the behavior persists after that time. Students with excessive infractions may also be subject to lunch detention or time-out during free time.

Anything past a minor infraction/something more serious will be immediately brought to the attention administration, and a parent will be contacted. Consequences will be at the discretion of administration. More severe infractions may include but are not limited to: abusive/inappropriate language toward a teacher/staff member, violation of the Technology Use Agreement, fighting, major pushing/shoving, major disrespect/insubordination, major classroom disruption/tantrums, a major verbal altercation between students, theft, habitual discipline. FBCMI Academy will not practice corporal punishment.

Our students will be asked to abide by the following behavioral expectations:

****I will treat everyone with kindness and respect.***

****I will treat others how I want to be treated.***

****I will keep my hands and feet to myself.***

- *I will not use inappropriate language toward anyone.***
- *I will never tease, cause harm, name-call, or bully another student.***
- *I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.***

To Our Parents

We have an open-door policy at our school. If you have any specific questions or concerns, we ask that you call our school office to schedule a meeting to discuss them.

Confidentiality

FBCMI Academy Staff will not discuss or share personal information about the students with anyone outside our staff. This includes but is not limited to full name, address, phone number, behavior, or health. Any staff member found to be breaching this policy will be reprimanded accordingly. This pertains to any time during or after employment.

Registration

A non-refundable fee is required when a child enrolls in our program. This is an annual fee.

Fees

All tuition, aftercare fees, hot lunch fees, and field trip costs can be set up for automatic draft. Automatic draft is our preferred way of payment. If you cannot use the draft option, please speak with admin at the beginning of the year.

Tuition is drafted on the 5th of each month. If paying by check, payments are due on the 5th of each month. Checks should be made payable to FBCMI Academy. There is a \$35.00 fee for any returned check or insufficient funds for a draft. Cash payments can only be accepted in the exact amount owed and should be in a sealed envelope with the child's name, date, and amount written on it. Any hot lunch drafts will be done on the indicated due date listed on hot lunch order forms.

Tuition is based on an annual fee which can be paid all at once or divided into ten equal monthly payments. There will be no reduction in rates for months that contain holidays. Any families enrolling (3) or more children at

the same time in a given school year will be given a 20% discount off of the third child's tuition, and any children after that from the same immediate family in the same given school year.

Additional Tuition information

Please do not hand checks, cash, or envelopes to any teacher/staff member during drop-off or pick-up. There is a locked drop box to the left of the main Academy door if you need to drop off money. Tuition is due even when a child is out because of illness.

In the case of a child who is absent for four consecutive weeks (one month) without parent communication and tuition not being paid, the child will be discharged, and a registration fee will be required for readmission. We can not guarantee that your child will be readmitted. Their spot in class may go to the next student on the waiting list.

****The BEST gift you can give your child, their teacher, and classmates is to have your child at school every day and on time!****