

Family Christian Academy



**Family Handbook
2026-2027**

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FAMILY CHRISTIAN ACADEMY

Family Christian Academy (FCA) is a discipleship ministry of Family Church, Port Charlotte, Florida. Through its academic program, FCA partners with Christian families to develop a Biblical worldview.

OUR MISSION

Family Christian Academy provides an education that:

Is Bible-centered

Is academically excellent

Equips students to engage the world for Christ

School Address: 20035 Quesada Ave.
Port Charlotte, FL 33952

Phone Number: (941) 625-8977

School Hours: 8:00 - 2:15 pm - grades PK-3
8:00 - 2:20 pm- grades 4-5
8:00 - 2:45 pm - grades 6-12

Web Address: www.fcamustangs.org

E-mail Address: office@fcamustangs.org

Administration	Mrs. Lori Johnstone	Head of School
	Mrs. Candy Jernigan	Lower School Principal
	Mrs. Petra Brandt	Upper School Principal

Office Staff:	Mrs. Mary Silva	Office Manager
	Mrs. Dara Joyce	Administrative Assistant
	Mrs. Jessica Martinez	Finance Coordinator
	Mrs. Amber Tanner	Human Resources Coordinator
	Ms. Mary Brooks	Admissions Coordinator
	Mrs. Julia Bauer	Marketing and Communications Coordinator

Accreditation

Family Christian Academy is accredited by the Association of Christian Schools International (ACSI). FCA maintains standards of excellence, allowing us to retain this accreditation continuously. This accreditation provides recognition from the state of Florida for our school as a valid educational institution. It qualifies our school for grants and other funding opportunities, certifies the validity of our graduates' transcripts and academic programs, and holds our school to a high standard of excellence in Christian education. We file annual accreditation reports, and every five years, a comprehensive self-study is completed, followed by an on-site team visit to verify the information contained in the reports. Every aspect of our school and program is integral to this process. The FCA Early Education program is accredited as part of our whole-school accreditation with ACSI and is exempt from state licensure. FCA does not participate in the state-sponsored VPK program and does not accept VPK vouchers. FCA enrolls three- and four-year-olds in our full-time educational program. FCA voluntarily submits to ongoing self-monitoring for compliance with all state inspections, laws, and regulations.

STATEMENT OF NON-DISCRIMINATION

Family Christian Academy, in the true spirit of Christ, shall admit students of any sex, race, color, national origin, ethnic origin, citizenship status, disability, or other protected status to all the rights, privileges, programs, and activities of the school, unless a particular status protected by federal, state, or local laws contradicts the sincerely held religious convictions of the school or Family Church.

Family Christian Academy does not discriminate based on sex, race, color, national origin, ethnic origin, citizenship status, disability, or other protected status in its educational policies, admissions policies, scholarships, athletics, or any other school-administered program.

Family Christian Academy reserves the right to deny admission to any individual or family that cannot benefit from enrollment due to disqualifying academic, social, emotional, or behavioral abilities or whose personal or family lifestyle is not in harmony with the school's stated philosophy and mission. The school reserves the right to admit or deny students.

FAMILY CHRISTIAN ACADEMY HISTORY

FCA was established in 1983 by Port Charlotte, Florida's First Baptist Church (now Family Church). The church's vision was to provide a Biblically integrated academic school for the children of Christian families in the area. Named initially First Baptist Community Christian School, it was Charlotte County's first Christian school, serving students in kindergarten through eighth grade. In 1995, CCS added high school classes to meet the needs of families that desired a complete secondary education experience. The first graduation class was in 1999. In 2022, the school was renamed Family Christian Academy. FCA provides its students with an educational program that is academically rigorous, culturally relevant, and spiritually robust. Today, FCA's students and parents benefit from the vision, faith, and experience of over four decades of educating our community's young people.

STATEMENT OF FAITH

GOD

We believe in one living and true God, eternally existing in three persons — the Father, the Son, and the Holy Spirit — equal in power and glory, who know, love, and glorify one another. God is the Creator of all things and sovereignly rules over the universe for His glory and our good.

SCRIPTURE

We believe the Bible, composed of the sixty-six books of the Old and New Testaments, is the inspired, infallible, and authoritative Word of God. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy.

JESUS CHRIST

We believe Jesus Christ is the eternal Son of God who became fully human through the virgin birth. He lived a sinless life, died as a substitute for our sins, rose bodily from the dead, ascended into heaven, and reigns at the right hand of the Father as Lord, Savior, and coming King.

THE HOLY SPIRIT

We believe the Holy Spirit convicts the world of sin, regenerates hearts, indwells all believers, and empowers them for godly living and service. The Spirit gives gifts to the Church for ministry and unity and continually transforms believers into the likeness of Christ.

HUMANITY AND SIN

We believe that every person is created in God's image with inherent dignity and worth. Through Adam's sin, humanity fell and became separated from God, resulting in spiritual death. Only through God's grace and forgiveness in Jesus Christ can we be restored to a right relationship with Him.

SALVATION

We believe salvation is by grace alone, through faith alone, in Christ alone. It is a free gift of God, not earned by works, but received by trusting in Jesus Christ's life, death, and resurrection for the forgiveness of sins and the gift of eternal life. Repentance and faith are inseparable results of grace.

THE CHURCH

We believe the Church is the body of Christ, made up of all believers everywhere, and expressed locally through gatherings of baptized believers who worship, grow, and serve together in love. The Church exists to glorify God, make disciples, and advance the gospel in our community and to the nations.

ORDINANCES

We believe Jesus established two ordinances for His Church — Baptism and The Lord's Supper. Baptism symbolizes new life in Christ and identification with His death and resurrection. The Lord's Supper is a remembrance of Christ's sacrifice and a celebration of His promised return.

MARRIAGE, FAMILY & HUMAN LIFE

We believe that God designed marriage as a covenant relationship between one man and one woman, intended to last for a lifetime. We affirm that the family is God's gift for nurture, love, and discipleship. We also believe that every human life—from conception to natural death—is sacred and worthy of protection, dignity, and respect as each person is made in the image of God.

MISSION

We believe God calls every believer to share the good news of Jesus and live on mission — locally and globally — through evangelism, discipleship, and acts of love and compassion.

THE RETURN OF CHRIST

We believe Jesus Christ will return personally, visibly, and gloriously to judge the living and the dead, to renew all things, and to reign forever. Those who belong to Christ will live eternally with Him in the new heaven and new earth.

STATEMENT ON MARRIAGE AND SEXUALITY

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders reflect God's image and nature. Rejection of one's biological gender is a rejection of the image of God within that person.

We believe "marriage" has only one meaning: marriage sanctioned by God, which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has prohibited intimate sexual activity outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) or advocacy of sexual immorality is sinful and offensive to God. To preserve Family Christian Academy's mission and integrity, and to provide a biblical

role model to students and the community, all school employees, students, and their families must agree to and abide by this Statement on Marriage and Sexuality.

We believe God offers redemption and restoration to all who confess, forsake, and repent of their sin, seeking His mercy and forgiveness through Jesus Christ. Everyone must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are inconsistent with Scripture and this school's policy.

SECONDARY DOCTRINES

FCA chooses to enroll families from various Evangelical Protestant denominations and is committed to teaching the core issues of the Christian faith as outlined in our Statement of Faith. This statement establishes the theological boundaries of our classrooms as students discuss doctrinal issues. Secondary doctrinal beliefs are appropriate – and even encouraged – for in-class discussion and debate.

Most common secondary issues are intentionally incorporated into the curriculum. Teacher-led discussions encourage students to learn to disagree patiently and lovingly while understanding the arguments and support for differing positions. However, teachers will not teach secondary beliefs as primary to faith. They are instructed to allow for loving debate and disagreement on secondary issues while shepherding the students in keeping with the Statement of Faith. Teachers are free to use discretion when communicating their positions on secondary teachings. Ultimately, our goal is to achieve unity on the essential issues of the Christian faith, allow for diversity on the non-essential issues, and cultivate love above all!

CHRISTIAN PHILOSOPHY OF EDUCATION

The Christian philosophy of education at Family Christian Academy is based on a God-centered view that all truth is God's truth and that the Bible is the inspired and only infallible, authoritative Word of God, containing this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and exist to glorify Him; however, because man is a sinner by nature and choice, he cannot glorify or know God. Sinful man is only reconciled to God by receiving God's gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our social aim is to provide a distinctly Christian perspective on the total worldview, from which a balanced personality and a proper understanding and acceptance of a person's role in life —both at home, at work, at play, and in worship —will emerge, all grounded in the Christian concept of love.

This philosophy promotes high academic standards while helping students develop creative and critical thinking skills through an integrated curriculum and the use of available materials. The objective of our instructional program is to enable students to pursue the post-secondary education of their choosing, whether in college, university, or vocational training.

The student encompasses the spiritual, mental, intellectual, physical, social, and emotional aspects. These areas are inseparable, and the thread of spirituality runs through them all. Therefore, we must strive to resist the tendency to teach the Bible in a compartmentalized or purely intellectual manner.

This philosophy requires that we cooperate closely with parents at every stage of the student's development, always helping them understand FCA's purposes.

CORE VALUES

1. We value obedience to God's Word in every detail of a Christian's life.
2. We value Godly correction when we stray from obedience, intentionally or unintentionally.
3. We value the formation and development of a Biblical worldview.
4. We value high academic standards that are integrated with biblical principles and truths.
5. We value a Christian testimony exhibited by character, mutual respect, and professionalism.
6. We value a community that displays a nurturing family environment rooted in integrity and biblical principles.
7. We value the servant leadership modeled by our teachers and staff, which our students reciprocate.
8. We value the wise stewardship of God's resources.

STUDENT OUTCOMES

The following outcomes have been established for prospective and current FCA students. They support the school's mission statement and provide a basis for evaluating how well it fulfills its mission.

Know, Grow, Serve

1-Academic (Know) 2- Spiritual (Grow) 3- Service (Serve)

Know

- 1.1 Exhibit measurable academic growth across the academic program, as evidenced by growth in knowledge and skills.
- 1.2 Commit to life-long learning, and discover their unique, God-given abilities.
- 1.3 Know how to utilize resources, including technology, to solve problems and make wise decisions.
- 1.4 Successfully access next-tier opportunities in line with individual abilities and interests.

Grow

- 2.1 Understand and commit to a personal relationship with Jesus Christ.
- 2.2 Know and apply God's word as a reflection of an understanding of their identity in Christ.
- 2.3 Share their unique, God-given abilities to love, encourage, and build up others.
- 2.4 Possess apologetic skills to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- 2.5 Manage their spiritual, physical, social, and emotional health in a way that brings honor to God.

Serve

- 3.1 While actively involved in a church community, carry out the Great Commission, locally and around the world, in a culturally sensitive manner.
- 3.2 Genuinely love others and express this love through an authentic care and stewardship of relationships and God's creation.
- 3.3 Honor God with decisions concerning finances, time, and effort.
- 3.4 Students seek to impact the world for Christ as young men and women of integrity who strive to do their best in whatever they do.

PARTNERING WITH PARENTS

Agreement with What We Believe

Parents must agree to support teaching that includes FCA's Statement of Faith. When parents disagree, they should teach their children why they disagree, but not in a divisive manner.

Communication

Communication between FCA and parents will be conducted through various methods, including, but not limited to, email, telephone, parent meetings, and weekly newsletters. We will share updated reports on FCA activities, including progress updates, upcoming events, and service opportunities for students. Parents are responsible for checking their email for updates and important information. In cases where communication preferences are specified by custody agreements, parents must provide an official letter stating to whom communication should be sent. For example, which parent/guardian should receive information and updates on academics, behavior, upcoming events, etc.

Parent Involvement

- Volunteering in the classroom, student activities, and sports
- Attending school events
- Share with the school an active interest in their students' schoolwork and personal development

Photographs and Videos

Students at Family Christian Academy are regularly photographed and videotaped. These photos and videos can be used to promote the school by showing many of our activities. If a student or family does not wish such pictures to be used in school publications or promotions, please complete the Opt-Out form and submit it to the office. Consent is implied through the application and re-enrollment process, unless a completed Opt-Out form is submitted. The Opt-Out form is available in the Facts Family Portal.

Custody Information

The school requires contact information for both parents or guardians in the family. If there is no joint custody agreement, the school must have a copy on file to be aware of any limitations. Otherwise, the school will communicate with both parents or guardians on file.

Routines

Establish routines that enable students to attend school regularly and on time, thereby complying with attendance policies and procedures.

Discipline

Assist and support the school in implementing disciplinary actions as necessary.

Authority

Establish respect for authority, everyone's rights, private and public property, and the legal system.

As a school community, FCA desires to model Christian qualities of redemption and responsibility in the lives of teachers, staff, and students. Therefore, everyone is responsible for their conduct and needs the opportunity to learn and grow by accepting responsibility for their actions, which may entail other consequences.

Suppose the school, student, or home determines they are not in alignment with one or more of the Biblical values held by the Family Church PC and the school. In that case, FCA reserves the right to refuse admission or to discontinue enrollment of a student(s). This refusal is at the sole discretion of Family Christian Academy.

GRIEVANCE POLICY

The people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, *"A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. By this, all people will know that you are my disciples, if you have love for one another."* (John 13:34-35, ESV).

Because of our human nature, we may sometimes irritate others, leading to misunderstandings or strong disagreements. Jesus gives His formula for solving interpersonal disputes. It is known as the "Matthew 18 Principle." The following are the words of Jesus: *"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. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."* (Matthew 18:15-17, ESV)

There are several clear principles that Jesus taught in solving interpersonal disputes:

One: Keep the matter confidential

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. *"With his mouth, the godless man would destroy his neighbor; but by knowledge, the righteous are delivered."* (Proverbs 11:9, ESV).

Two: Keep the circle small

"If your brother or sister sins, point out their fault, just between the two of you." The first and most often the only step needed is for one of the two people involved to initiate face-to-face dialogue. The administration will not hold a hearing on disagreements until those directly involved have prayerfully and earnestly attempted to resolve the issue.

Three: Be straightforward

"Point out their fault." Restoration and improvement can only come when the issues are lovingly yet presented. The Scripture says, *"Faithful are the wounds of a friend."* (Proverbs 27:6, ESV)

Four: Be forgiving

"If they listen to you, you have won them over." This implies that once the matter is resolved, we should wholeheartedly forgive the person who has offended us.

Five: Administration. Philosophical differences or disagreements with the school's overall policy should be addressed directly to the administration.

Procedure to Follow

1. Before expressing any grievance, a person should examine themselves and their own motive.
2. Talk directly with the person they perceive to be causing their grievance. *(Since it might be very intimidating for an individual to approach a supervisor or an adult in confidence, there is the option of confidentially approaching a spiritual mentor before the first confrontation for assistance and moral support.)*

3. Suppose the initial discussion proves unsatisfactory. In that case, the complainant should take a grievance designee with them to discuss the matter further with the person, allowing an independent third party to confirm the facts of the conversation.
4. If the situation remains unresolved, the complainant shall seek help from the appropriate leadership within FCA. If the original concern relates to a person in authority, the complainant would appeal to the next level of leadership.
5. If the complainant feels unable to continue with this outcome, they may:
 - i. Ask the administration for a change of assignment (class, position, etc.), which may or may not be granted
 - ii. Withdraw or resign from FCA.
6. The Administration will endeavor to reconcile any disagreements before any assignment, withdrawal, or resignation occurs.

PARENT VOLUNTEER PROCEDURES

A significant strength of our school is that parent volunteers perform many services. FCA relies on parents to assist our teachers in the classroom, volunteer in the office and cafeteria, support the maintenance department, and assist our coaches. We are grateful for all that our volunteer parents accomplish. Parents who volunteer regularly are required to:

1. Fill out a Volunteer Application
2. Submit to a criminal background check.
3. If you plan to drive for school field trips, events, or other purposes, please complete a Volunteer Driver Form and provide the necessary documentation.

You can pick up the Volunteer Forms in the school office and on the Facts Family Portal. This process takes approximately a week, so submitting everything in advance of the desired activity is important.

FIELD TRIPS/OFF-CAMPUS EVENTS

1. Safety is paramount when students are transported to and from a school-sponsored activity.
2. The teacher may deny a student the privilege of participating in an activity outside the school for reasons related to unacceptable behavior and incomplete academic work.
3. Teachers must submit their supervisory plans for transportation of students to and from a school-sponsored activity for review and approval by the Principal.
4. Chaperones to assist teachers in supervising students on a school-sponsored trip will be selected at the teacher's discretion, with the Principal's approval.
5. All participants must have the Field Trip Permission Slip signed and turned in before the field trip, and payment must be received.
6. Before the field trip, all chaperones must have completed the FCA Volunteer Packet and a Volunteer Driver Application. A Volunteer Driver Application is not required if the chaperone will not be driving a separate vehicle and will ride in the van, bus, or another parent's car. A driver may transport only their child to and from a field trip, unless the other children they are transporting have completed the appropriate waiver forms.
7. Suppose the vehicle is provided by volunteers, parents, guardians, chaperones, or any other supervisory personnel. In that case, the driver must be at least 21 years of age and submit a copy of their valid Florida driver's license and proof of current, valid insurance to the school. The school

does not provide insurance coverage for teachers, employees, volunteers, parents, guardians, youth directors, chaperones, or any other supervisory personnel who provide approved transportation in privately owned vehicles.

8. If a parent or guardian serves as a chaperone on a field trip, they may not bring any other siblings or family members. Field trips are typically used for educational purposes or as a reward for participating in a school group. Only students in the class or group are permitted to attend.
9. If a student is not attending a field trip, they should not come to school. The absence will be excused. We are unable to provide alternate school care for those who don't attend field trips.
10. A field trip is an opportunity to provide off-campus educational experiences that broaden our students' knowledge. Our students are expected to participate in our school-organized field trips.
11. Cell phones are not permitted on field trips, as they are an extension of the school campus.

FACTS AT A GLANCE

School Colors: Navy, White, Gray, Royal Blue, and Black

School Mascot: Mustang

Accreditation and Membership: Association of Christian Schools International (ACSI)

Student-to-Teacher Ratio/Class Size

There are general capacity limits for class sizes in all grade levels, which include the following:

<u>Grade Level</u>	<u>Class Size</u>
K3	8 - 12
K4	10 - 14
K5 to 5th	18 - 20
6th to 8th	20 - 24
9th-12th	18 - 24

TEACHERS

The administrative team screens and interviews all teachers. Each is hired based on their testimony of salvation in Christ, their love for children, and their academic preparation, including a Bachelor's degree and preferably a Master's degree. Teachers are expected to maintain professional certification and to be committed to FCA's goals, purposes, philosophy, standards, and mission. Every teacher is certified through ACSI, and a detailed professional growth plan is in place to help them fulfill these requirements. In addition, many are state-certified or hold a specialized certification.

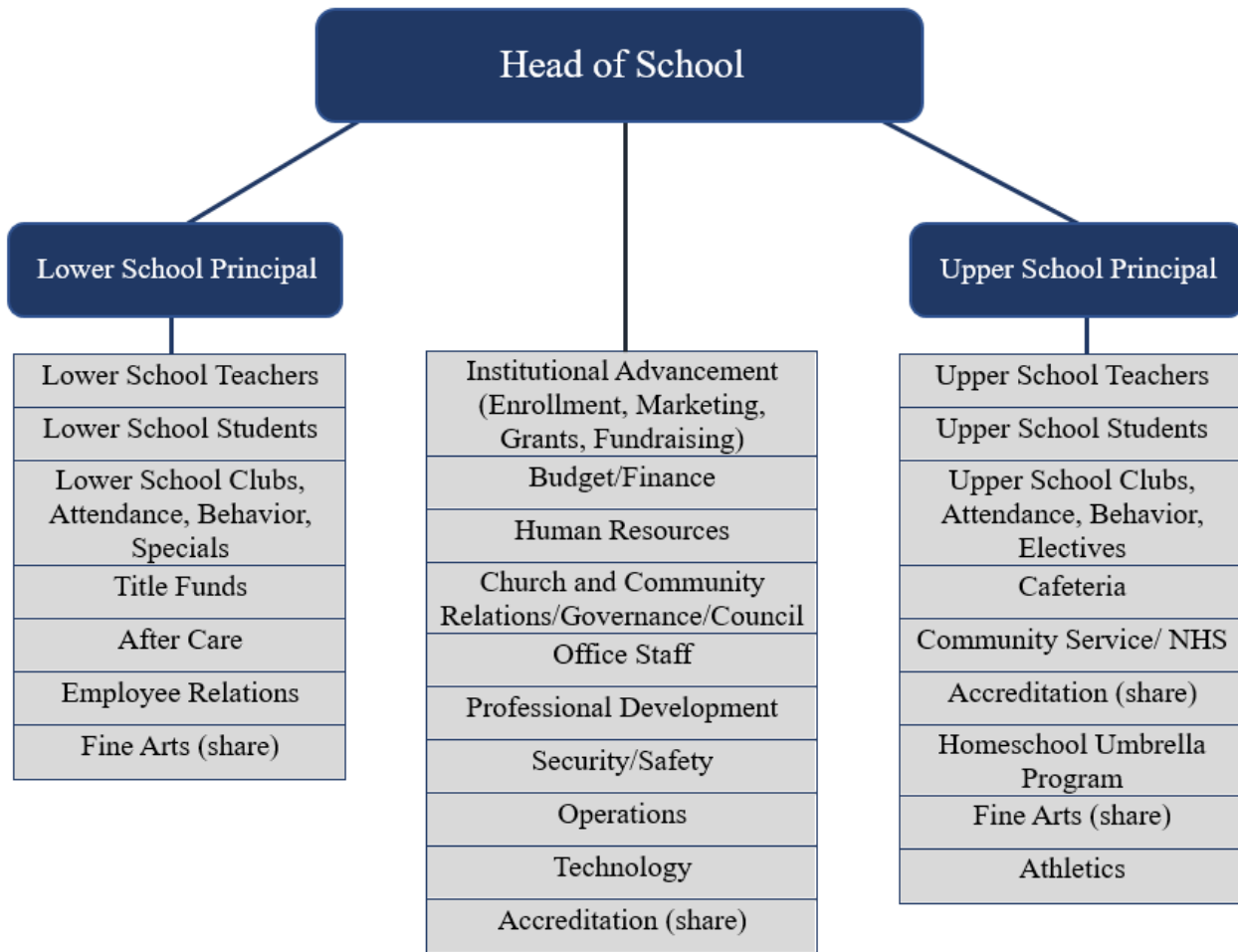
FCA ORGANIZATION

Family Christian Academy is a ministry of the Family Church PC in Port Charlotte, Florida. FCA is run by a board known as the "School Council." The Family Church PC's Elders appoint the School Council members from the congregation's membership.

FCA is organized to effectively fulfill the school's mission. The Head of School, the Lower School Principal, and the Upper School Principal comprise the Administration that oversees the educational program.

The three administrators and additional department leaders form a team that implements the academy's academic and extra-curricular programs and provides services to students and parents.

FCA Organization Flow Chart



ENROLLMENT APPLICATION

Family Christian Academy provides an education that is Bible-centered and academically excellent, equipping students to engage the world for Christ.

Our mission statement embodies the heartbeat of Family Christian Academy—the same heartbeat that has existed for four decades. It drives all teachers, staff, coaches, and students to pursue Christian scholarship and engage the world for Christ. This joint mission makes Family Christian Academy more than a school—it becomes a community. Within this community, lessons are learned, lives are lived, friendships are forged, and worldviews are formed.

Ideally, families seeking admission to Family Christian Academy must have at least one parent/guardian who:

1. Professes trust in Jesus Christ for salvation and a commitment to Christian education.
2. Participates in the admissions interview.
3. Is active in a local, like-minded Christian church.
4. Has legal custody of the child(ren) and resides in the household most of the time.
5. Believes, agrees with, and supports the FCA Statement of Faith and Statement of Marriage and Sexuality.

Adherence to these five points does not guarantee admission to FCA, and exceptions may be made at the sole discretion of the FCA Admission Committee.

As an educational ministry of Family Church Port Charlotte, Family Christian Academy provides instruction to children and youth from within a biblical framework as interpreted through the Church's historic, orthodox creeds and doctrines. It views God, life, and Scripture through the lens of biblical interpretation presented in the Baptist Faith and Message 2000.

Family Christian Academy offers rolling admissions for students in PK3 through 12th grade.

Application Process

1. You can schedule a tour by clicking on “Schedule a Tour” at the top of the page.
2. Submit a completed application by clicking on “Apply Online” to the left
3. Submit the following requirements:
 - a. Teacher Recommendation
 - b. Signed Statement of Faith (1 per family)
 - c. Student Testimony (grades 6-12)
 - d. Signed Release of Student Records
 - e. Pastoral Recommendation (1 per family)
 - f. Submit the following forms to the office:
 1. A current copy of your student’s IEP, 504, or medical concerns that are educationally relevant
 2. Florida Certificate of Immunization (DH #680)
 3. Florida Student Health Examination form (DH #3040)
 4. A copy of the student’s Birth Certificate
 5. A copy of the student’s most recent and previous year’s report card
 6. A copy of the student’s most recent Standardized Test Scores (FCAT, SAT, MAP, STAR, IOWA, etc.)
 7. \$100 Non-Refundable Application Fee
4. Take an academic assessment consisting of reading and mathematics (grades K-12). This will be scheduled through the admissions office.
5. Meet with a member of the administration team for a family interview.
6. Meet with the Finance Coordinator.

PAYMENT POLICIES

Fees and Tuition

The purpose of these payment policies is to establish clear and consistent expectations regarding tuition, fees, payment schedules, financial assistance, withdrawals, and delinquent accounts. FCA seeks to administer tuition fairly, consistently, and compassionately while maintaining the financial stability necessary to fulfill its Christian educational mission.

We are pleased to offer you a convenient, online method to enroll for your payment plan with FACTS. FACTS Tuition Management processes all FCA tuition payments. Step Up for Students Scholarship payments will be applied as a tuition credit. Parents are responsible for completing all Step Up requirements so that payments are processed correctly. If any tuition balances are outstanding by the last day of school, the financially responsible parents/guardians are responsible for payment. Parents are responsible for complying with all Step Up For Students Scholarship requirements and stipulations, including verifications, attestations, approvals, document submissions, and attendance.

All application and enrollment fees are non-refundable. Refunds are not given for sickness, vacations, holidays, inclement weather, or any other reason.

By continuing in the enrollment and payment plan set-up process, you agree to act in good faith and be financially responsible for all costs incurred in your child's education, including tuition, fees, and any incidental charges for lunches, field trips, extracurricular activities, sports, and other related school functions. You agree to promptly notify FCA of any changes in your circumstances, and to communicate about any requested payment plan changes.

If an account is past due, student grades and records will not be released to a parent, guardian, or other school until the account is current. When an account becomes 30 days past due, a student may be suspended from school if the parent fails to establish a payment arrangement with the Finance Coordinator.

Families enrolled in the Step Up for Students Scholarship are required to complete any action items and deadlines of Step Up to ensure all scholarship payments are processed promptly. If Step Up for Students declines to make scholarship payments for any reason, parents are responsible for full payment.

Step Up Scholarship payments are issued quarterly, and a calendar of quarterly dates is published by Step Up. These may not match FCA's quarter dates. According to Step Up policies, attending 10 or more days in a quarter entitles the school to payment for that quarter. If Step Up for Students or the Department of Education determines that a student was enrolled in public school at any time during the term, the private school scholarship will be canceled for the year.

Facts Grant and Aid Tuition Assistance

Tuition assistance is offered thanks to our generous donors, and this program is administered through Facts Grant and Aid. To apply, go to www.factsmgt.com and choose 'financial aid' and follow the prompts. It is our desire that finances will not be a barrier to access to a Christian education.

A family's application for financial assistance is not complete until it has been verified by FACTS. After reviewing the need assessment provided by FACTS, the Tuition Assistance Committee will determine the awards. The financial award will be credited toward tuition after registration and attendance is confirmed. All awards are made per student rather than per family. The amount is specific to the student and their grade level. The total financial award is contingent upon completing the enrollment process at Family Christian Academy and formally accepting the award by signing and returning the acceptance by the specified deadline. Failure to do so will result in forfeiture of the award, and the funds will be allocated to another student.

Awards apply to tuition only, and do not apply to any fees or incidental charges. The award will be credited to the FACTS account over 10 months (August-May), and if the student withdraws at any point during the school year, the remaining amount of the award will be forfeited. Step Up for Students scholarship payments will be applied first, and the FACTS award will be applied after all other scholarships are exhausted. Awards are contingent on acceptable attendance, behavior, and academic progress.

Note that tuition assistance grants are for one school year only. If you wish to be considered for assistance in subsequent school years, you must reapply each year.

If you have questions regarding your tuition, please call Family Christian Academy at (941) 625-8977. Mrs. Jessica Martinez, our Finance Coordinator, will be glad to assist you. If you have questions regarding this set-up process, please contact FACTS at (866) 441-4637.

Withdrawal

FCA asks that parents give at least 2 weeks' notice of a student's withdrawal. This benefits the student by being able to complete their work and transfer their grades to their new school. It benefits the classroom environment by allowing time for closure and good-byes. Teachers will post grades, and a report card can be issued once all assignments have been turned in and graded. Tuition is charged daily and will be prorated to include the 2-week notice period.

For High School students, course credits are awarded only upon the successful completion of a full semester (two quarters) of instruction and the fulfillment of all course requirements.

- **Partial Completion:** Students leaving at the conclusion of the first or third quarter (mid-semester) have not met the instructional-hour requirements or curriculum standards necessary to receive partial credit.
- **No Credit Awarded:** No credits will be recorded on the official transcript for the current, partial semester's courses.
- **Transcripts:** The transcript will reflect the withdrawal date. It will also include grades for completed semester courses only.

Students withdrawing mid-semester will be asked to sign that they acknowledge and understand these policies:

1. The student will receive zero (0) credits for the current unfinished semester.
2. It is the responsibility of the student/parent to coordinate with the receiving school regarding placement and credit recovery.
3. It is the parent's responsibility to contact Step Up and ask questions to assess the impact of the decision to withdraw.
4. Any school-issued property (textbooks, Chromebook, charger, etc.) must be returned prior to the release of official records.
5. Parents and students will be advised of this policy, given a chance to discuss the implications of withdrawing mid-semester with FCA administration, and asked to sign a form indicating their understanding of these policies.

Payment for Additional Outside Courses

Students who are enrolling in Florida Virtual School, Liberty University Online, Campus Edu Dual Enrollment, Florida Southwest University, Charlotte Technical College, or other online or off-campus courses are responsible for paying the course cost. The Upper School Principal will approve all courses prior to the student's enrollment and the course's commencement. Payment will be made by the parent directly to the institution offering the course, unless the institution or program requires a different payment method. The parent or student should notify FCA by email to the Upper School Principal when the payment is made, so that the course can be approved. For credit recovery courses, the student should enroll in the specific course designated by the Upper School Principal to ensure the graduation requirement is met. A specific deadline for completion will be stated during the course enrollment process. The deadline set by FCA will take precedence over any other deadlines and may differ from the actual course completion deadline set by the course-offering organization.

If the outside course provider requires payment from FCA, or if a reasonable justification exists, FCA will pay for the course up front, and the parent will reimburse the school for the cost. The parent agrees to pay this cost to FCA before the student begins the course.

In some instances, FCA will cover the cost of a course taken through another academic institution. In order for FCA to cover the cost, the following must all be true:

1. The course is a graduation requirement for the student's general course of study, AND

2. The student has not attempted, passed, or failed the same or similar course at FCA or another academic institution, AND
3. FCA does not offer the required course and is unable to provide a reasonable alternative in the form of an on-campus course.

If a student fails a course that was paid for by FCA, the student/parent will be responsible for reimbursing FCA for the cost of the course.

Aftercare

The Aftercare program is for enrolled FCA students. FCA families requiring extended care may register for this service through FACTS during the enrollment process. Aftercare will open immediately after dismissal and close at 6:00 p.m. on school days. Families are expected to send in their own snacks for their child to enjoy after school. School-day expectations regarding appropriate behavior and safety will carry over into our Aftercare program. The Aftercare director will communicate any concerns with parents/guardians as needed. If a student exhibits chronic behavioral issues, the lower school principal will review them to determine whether the student should be dismissed from the Aftercare program.

Monthly rates for extended care may be included in your FACTS Tuition Management Program. Families interested in signing up for Aftercare should contact the school office for further details on current fees and to complete the registration process.

To be considered on time, payments must be made by the last day of the month. A late payment fee will be assessed on the first day of the following month. All aftercare payments must be made within the allotted billing cycle. Failure to keep aftercare payments current results in the same scope and sequence as outlined in "Suspension of Families for Non-Payment."

If you are experiencing financial hardship, you can set up a payment plan, which will allow your child(ren) to remain in aftercare. Please visit the front office to arrange a payment plan.

SUSPENSION OF FAMILIES FOR NON-PAYMENT

FCA relies on timely payment from families to cover the school's operating costs. Many expenses include building costs, maintenance, staff payroll, books, and supplies, among others. When families do not make their payments promptly, it places undue stress on their budgets and on those responsible for paying the bills. Below is the sequence that FCA will use for families whose accounts are behind:

1. When a family is two (2) weeks beyond the due date for tuition payments or daycare payments, they will be notified by the office or Finance Coordinator that the status of their child(ren)'s enrollment at FCA is in jeopardy.
2. Once a family's account is four (4) weeks in arrears, the child(ren) may be suspended from classes until payment is made in full. The affected child(ren) may continue their schoolwork at home for a brief period.
3. If the account is not brought up to date within two weeks of the suspension, the child(ren) will be disenrolled, and the vacancy will become available to those in the waiting pool or, if there is no waiting pool in that grade, to the general public.
4. Official records will be released to the new school once all fees are paid in full.
5. If families are continually delinquent, the school may request that tuition for the following year be paid in full by verified funds.

DONATIONS

Tuition and registration fees are the school's primary source of income. Since this income does not always cover the full cost of providing a quality Christian education, FCA welcomes donations from parents and friends. Since FCA is under the Family Church's nonprofit status in Port Charlotte, Florida, all qualifying contributions to the academy are tax-deductible.

FCA participates in the Federal Tax Credit through ACSI Children's Tuition Fund. Beginning January 1, 2027, donors will receive a \$ 1,700 tax credit and may designate their donation toward tuition scholarships at Family Christian Academy. More information about this program will be available in the fourth quarter of 2026. See <https://childrenstuitionfund.org/ecca-tax-credit/> for updates.

ACADEMICS

Biblical Integration

Family Christian Academy integrates Biblical teaching into all aspects of our curriculum. Therefore, our teachers and staff strive to incorporate Biblical principles into daily coursework and interactions. We expect anyone involved in extracurricular activities to reflect a Christian lifestyle and a biblical worldview. All employees and volunteers must remain vigilant in protecting the integrity, philosophy, mission, vision, and purpose of Family Christian Academy.

Academic Standards

Family Christian Academy strives to maintain a rigorous and challenging academic curriculum that fosters the development of a biblical worldview. Our curriculum, while challenging, is also grounded in Biblical principles, preparing our students to become spiritually discerning young adults who can apply God's truth throughout their lives.

Lower School Required Curriculum Courses

- Bible
- Mathematics
- Language Arts
- Science
- Social Studies
- Specials Classes: Technology, Art, Music, PE/Health

Middle School Required Curriculum Courses

- Bible
 - Math - General Math
 - Pre-Algebra
- **See Advanced Mathematics Pathway**

- Science
- English/Language Arts
- History
- Electives – Apologetics, Band, Drama, Cadets, Chess, Crocheting/Needlepoint, Exploring Marine

Life, Life Skills, Physical Education, Speech, Technology, Vocal Ensemble

* Prerequisites are pre-algebra and a teacher recommendation

** Passing grade qualifies this course for Upper School Credit

Advanced Mathematics Pathway (7th Grade)

The opportunity to begin an accelerated math progression begins in 7th grade. The academic pathway for a 7th-grade student seeking placement in the Advanced Mathematics track begins with Pre-Algebra rather than Math 7. The goal is to provide an accelerated curriculum that matches the student's mathematical aptitude while ensuring they possess the foundational skills required for long-term success and further study in Math. The goal is not to complete the minimum requirements for graduation in a shorter time. Instead, the Advanced Math track aims to provide opportunities for students to pursue advanced math courses.

Continued enrollment in the Advanced Mathematics Pathway is contingent upon maintaining a minimum grade of 80 each marking period throughout the 7th-grade school year.

To qualify for advanced math placement, students must meet all five of the following requirements by May 15 of their 6th grade year.

1. Above-average percentile score on the Iowa Assessments (IOWA)- 50% +
2. Final 6th grade math report card grade of A or B
3. IXL Real-Time Diagnostic scores on or above 7th-grade level
4. Written recommendation from 6th Grade Math Teacher
5. Minimum score of 80% on the Advanced Mathematics Placement Assessment

Implementation & Assessment Plan

Step 1: Student and parent complete and sign a request form to apply for the Advanced Math track.

Step 2: Administration and the Math team will aggregate IOWA testing data, final report cards, and IXL metrics, alongside the teacher recommendation form.

Step 3: The student will complete the Advanced Mathematics Placement Assessment under the supervision of staff.

Step 4: Upon scoring 80% or higher on the placement test and satisfying all requirements, administration will formally update the student's schedule and inform the student/parent.

High School Required Curriculum Courses

All students enrolled in grades 9-12 at FCA are required to complete the following courses. The Upper School Principal will meet with students and their parents periodically to help plan schedules and explore career options, dual credit opportunities, and technical college programs.

9 th Grade	10 th grade	11 th Grade	12 th Grade
Bible 1- Bible Doctrines Part 1 Bible 1- Bible Doctrines Part 1 Honors	Bible 2- Bible Doctrines Part 2 Bible 2- Bible Doctrines Part 2 Honors	Bible 3- Biblical Worldview Part 1 Bible 3- Biblical Worldview Part 1 Honors	Bible 4- Biblical Worldview Part 2 Bible 4- Biblical Worldview Part 2 Honors
English I English I Honors	English II: World Literature English II: World Literature Honors	English III- Am. Lit. English III: Am. Lit. Honors	English IV: British Lit. English IV: British Lit. Honors
Algebra I	Geometry	Algebra II	Mathematics Data and Financial Literacy
Environmental Sci. Environmental Sci. Honors	Biology I Biology I Honors	Chemistry Chemistry Honors	Career Planning/ Personal Finance Management
Cultural Geography	World History World History Honors	Am. History Am. History Honors	Economics Economics Honors Am. Government Am. Government Honors
Physical Education/ Health *	Speech/Debate (Fine Arts)	Foreign Language 1 (Spanish 1, French 1, Latin 1)	Foreign Language 2 (Spanish 2)
Elective **	Elective **	Elective **	Elective **

* One (1) credit of Physical Education/Health is required for graduation and may be taken in grades 9, 10, 11, or 12

*** Electives may include Band, Board Game Design, Cadets, Drama, Entrepreneurship, Leadership, Strength and Conditioning, Vocal Ensemble, Yearbook/Media, etc.*

Graduation Requirements

Bible - 4 credits (or one (1) credit for every year attending FCA Upper School)

English - 4 credits

Math - 4 credits

Science - 3 credits (2 must be a lab)

Social Studies - 4 credits

Foreign Language - 2 credits (preferably consecutive years for college entrance)

Health/Physical Education - 1 credit

Fine Arts - 1 credit

Personal Finance Literacy- .5 credit

Career Planning- .5 credit

Other Electives- 4 credits

*** A total of 28 credits is required for an Upper School FCA student to graduate.*

Grading

Family Christian Academy maintains high expectations of academic achievement, expecting our students to perform at the highest levels. We base student performance and grading on this standard of achievement. The quality of the work determines the grades performed and delivered. The following academic performance grades will be used:

K3-K4 will use the following scores in all classes: O, S, I, N

O-Outstanding

S- Satisfactory

I- Improving

N- Needs Improvement

Kindergarten – fifth-grade students will use the following performance grades in some or all academic subjects: Bible, English/Language Arts, Mathematics, Science, and Social Studies.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: Below 60

All non-academic subjects will follow the same grading procedures listed for K3 through fifth grade. The Honor Roll is determined using scores from academic courses only, including English or Language Arts, Mathematics, Science, Bible, and Social Studies. Students in grades 3-5 are eligible for the Honor Roll.

Sixth – Twelfth Grade students will receive letter grades in all subjects as follows:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: Below 60

The Honor Roll is determined using grades from all subjects.

Course Withdrawal

1. A withdrawal before the conclusion of the first two weeks of school WILL NOT BE RECORDED on the report card or transcript.
2. Students dropping a course after the first two weeks of school will receive “Withdrawn Passing.” (WP) or “Withdrawn Failing” (WF). This will be reflected on their cumulative average for class ranking purposes. Students may not drop a course after the midterm reports of the first grading period (approximately four and ½ weeks into the year).
3. Credit will only be granted for courses completed.

Course Changes

Adding or dropping a course will be determined on an individual basis. Students may not drop a course without their parents' prior agreement. Course changes requested after the first two weeks of school are sometimes granted. Course changes may occur during the academic quarter only with the teacher's recommendation and the Principal's approval.

Textbooks

Students use a class set of textbooks during the school days. Some of the books are consumable, meaning students may keep them after the school year ends. Other books are non-consumable, meaning they are the property of FCA and remain at FCA at the end of the year. No books may be kept by students who withdraw mid-year. FCA does not charge a book fee, and all textbooks and workbooks are property of Family Christian Academy.

Student Support Policy

FCA provides support for students in a variety of ways, including academics, behavior, and attendance. Our goal is to provide students with appropriate accommodations and accountability in these areas. The provisional agreement gives a student experiencing challenges a chance to improve. It also provides clarity for the student and their parents regarding the possibility of non-continuance at FCA if the student's grades, behavior, or attendance do not improve.

Students are placed on a provisional agreement if one of the following occurs:

1. At the end of one quarter, with one grade below 60%.
2. At the end of a semester, the student has failed a course with a grade below 60%.
3. Attendance: a student has 5 or more absences in a quarter
4. Behavior: repeated instances of unchanged, unacceptable behavior

Length of Provisional Agreement

A student's report card is reviewed at the end of each quarter. Students who pass all subjects for two consecutive quarters will be removed from the provisional agreement. A student may be recommended for dismissal if they pass only some classes after completing two academic quarters.

Limits of Provisional Agreement

Provisional agreements beyond two consecutive grading periods require approval from the Administrative Team, which consists of the Head of School, the Lower School Principal, and the Upper School Principal. If this committee does not approve a third academic support grading period, the student will be withdrawn from school.

Role of the Principals During the Support Period

The principal will monitor the student's academic progress during the student support period and will employ specific strategies to help the student focus on improving their academic performance. These strategies may include, but are not limited to, homework contracts, parent/student contracts, signing of daily

homework planning forms, and required tutoring. These and other strategies will support student and parent accountability in meeting the student's goal of passing all subjects and achieving their full potential. These strategies will be outlined in a Provisional Agreement among the parent, student, and school.

Recovery of Failed Required High School Graduation Credits

If a student fails a class and is required to complete a recovery course, the parent is responsible for covering the cost of the course. The course is to be completed online through Florida Virtual School (FLVS). The required price is \$375 per class per semester.

Recovery Course Policy

Students enrolling in a Florida Virtual School, Liberty University Online, Campus Edu Dual Enrollment, Florida Southwestern State College, Charlotte Technical College, or other online or off-campus courses are responsible for paying the course costs. The Upper School Principal will approve all courses prior to enrollment and the commencement of the student's academic program. Payment will be made by the parent directly to the institution offering the course. The parent or student should notify FCA via email to the Upper School Principal once payment is made so the course can be approved. For credit recovery courses, students should enroll in the specific course directed by the Upper School Principal to ensure that the graduation requirement is met through the recovery course. An exact deadline for completion will be stated during the course enrollment process. The deadline set by FCA will prevail over any other deadlines, even if they differ from the actual course completion deadline established by the organization offering the course.

If the outside course provider requires payment from FCA, or if a reasonable justification exists, FCA will pay the course fee upfront, and the parent will reimburse the school for the cost. The parent agrees to pay this cost to FCA prior to the student's course commencement.

In some instances, FCA will cover the cost of courses taken through another academic institution. In order for FCA to cover the cost, the following must all be true:

1. The course is a graduation requirement for the student's general course of study, AND
2. The student has not attempted, passed, or failed the same or similar course at FCA or another academic institution, AND
3. FCA does not offer the required course and is unable to provide a reasonable alternative in the form of an on-campus course.

In this case, if the student fails the course, the student or parent will be responsible for reimbursing FCA for the cost of the course.

Behavioral Provisional Agreement Policy

A student accepted to FCA and placed on behavioral probation at the beginning of the school year is expected to follow all school rules. A student may be placed on probation for the following reasons:

1. Receiving continuous unsatisfactory behavior reports.
2. Serving an out-of-school suspension.
3. Earning three (3) detentions in a grading period.
4. Entering the school with behavioral concerns from the previous year.

The probation period lasts two (2) quarters, and the child's status is reviewed when report cards are issued.

A child who completes two quarters without significant behavioral problems will be removed from behavioral probation, and standard rules and consequences will apply. The child may be placed on probation

for an additional quarter if the Administration deems it necessary. A severe offense, including a Level 2, 3, or 4 offense, can result in the automatic expulsion of a student on probation.

A student may remain on behavioral probation for a maximum of two to four (2-4) consecutive quarters. If the student remains on probation after the second successive quarter, the Administrative Team may dismiss the student pending a review.

Academic Misconduct

Family Christian Academy expects all students to exhibit a biblical standard of conduct. Therefore, academic conduct that is inconsistent with this standard is not acceptable. Misconduct includes dishonesty, cheating, plagiarism, or any other effort that the teacher has not approved in advance to gain help from another student or aid another student.

Cheating

Any attempt to use, provide, or gain unauthorized information is a severe offense. Students should accept responsibility for their work and their academic growth. Incidents of cheating may result in a grade of zero for that assignment or exam. Continued academic misconduct may result in student expulsion.

Plagiarism

Taking someone else's work or ideas and passing them off as one's own is strictly prohibited at FCA. Any source one uses to complete an assignment or paper must be cited. Plagiarism will be addressed in a manner similar to cheating. Incidents of plagiarism may result in a grade of zero for the assignment. Continued incidents of plagiarism may result in student expulsion.

Homework Policy

Teachers use homework to reinforce learning outcomes. Homework may also be used as an instructional or assessment tool. Teachers will avoid excessive homework, especially on Wednesday evenings, so that students can participate in church activities. Lower school teachers will establish homework guidelines for their grade levels, with grade-appropriate consequences.

Our goal is to develop good study habits from the outset and encourage lifelong learning. In an effort to provide students with the best education without overwhelming them with homework, an average student can expect to spend 10 minutes per grade level each evening on homework (example: third grade = 30 minutes). In addition to daily homework, teachers may assign projects that take longer to complete. Our focus is not on assigning the maximum amount of homework, but on providing students with the kind of homework that will be most effective in building study skills and habits and reinforcing concepts already learned in class. Time is a factor to be considered, though not determinative. Classroom teachers will communicate homework to students and parents via a weekly letter sent home, FACTS entries, Google Classroom, or email.

Progress Reports

Mid-quarter progress reports are available on FACTS to evaluate students' academic and conduct status. Parent conferences are scheduled as soon as a pattern of academic or behavioral problems is identified.

Honors Courses

Students must maintain a grade of B or higher to remain in honors courses for the school year. After earning a C or below for two consecutive quarters, a student will be removed from honors coursework for the remainder of the school year. After earning a C or below for a semester grade, a student will be removed from honors coursework for the remainder of the school year or the beginning of the following school year.

If a student does not complete the honors project for the quarter, they will be removed from honors immediately.

Dual Enrollment

Any off-campus credit courses must have prior approval from the administration after a conference with parents. FCA partners with Florida Southwestern State College to offer eligible high school students dual enrollment courses. These courses will give high school graduation credit as well as college credit. FCA students pursuing dual enrollment courses must have completed at least the 9th grade, have a minimum of five high school credits, and have a 3.0 grade point average or better. Students must follow the application process established by FSW, which includes required testing and semester-specific application deadlines. The Principal must approve all classes taken for dual credit.

Promotion Policy

Grades K3-5

Students are promoted upon showing satisfactory mastery of grade-level standards and skills. Students may be retained upon the teacher's recommendation and the administration's approval, following consultation with the parents. Other factors considered are maturity, reading and mathematics skills, health, and general academic competence. Students either pass or fail the whole year. Students' previous grades, standardized test scores, and other classroom data determine whether they are promoted to the next grade.

In the PreK years, we also considered elements such as basic understanding, communication skills, and an acceptance of general norms, including sharing and taking turns. Students must be 3 years old and potty-trained to enroll in the K3 program. Please be advised that if students are removed from FCA and placed in a public school before 3rd grade, the state will apply a September 1st birthday cut-off, and students may be required to repeat a grade if their birthday falls after this date.

Grades 6-8

If two or more core subjects (English, Math, Science, History, or Bible) are failed, the entire grade must be repeated. At the end of each semester, a failed class must be recovered. Students and their parents will need to meet with the administration to learn how to complete the recovery course(s). Students will complete a recovery course by the FCA-set deadline in order to continue enrollment with FCA.

Grades 9-12

Students must pass all required graduation courses, which are determined by semester. If students fail a full course or a semester, FCA may be unable to accommodate their schedules to make up the failed course. At the end of each semester, a failed class must be recovered. Students and their parents will need to meet with the administration to learn how to complete the recovery course(s). Students will complete a recovery course by the FCA-set deadline in order to continue enrollment with FCA.

Students are classified based on the number of credits earned*:

Freshman:	Less than seven credits
Sophomore:	At least 7, but fewer than 14 credits
Junior:	At least 14, but fewer than 20 credits
Senior:	Complete the credits required to graduate from FCA

*According to the Florida Department of Education, students must attend at least 135 hours of bona fide instruction to earn credit for the course in a year.

Report Cards

Report cards are posted in the FACTS Family Portal four times a year, except for K3-K4. For K3-K5 and non-core classes for 1st-5th grades, grades are assigned in areas with no written grades but are somewhat subjective, using the following designations: O, S, I, and N.

Report card grades represent an average of quizzes, tests, exams, homework, and graded class projects. 6th-12th-grade exams are incorporated within the semester grade if they are cumulative. The student must be enrolled for at least six (6) weeks to receive a report card, allowing them a reasonable time to adjust.

The High Honor Roll is awarded to students who have achieved all A's on their report card for a marking period. The Honor Roll is given when students have all A's and B's on their report cards for the marking period. At the end of the year, GPA subject awards are given to students who have earned grades in four marking periods at FCA. Semester courses are included in this guideline.

Testing

Family Christian Academy administers standardized testing for its students. In the spring, Iowa testing is administered to students in grades 3 through 9. Teachers will administer and proctor these tests. Attendance is required for all students during this week of testing.

Juniors take the PSAT/NMSQT in the fall, and sophomores take the PSAT10 in the spring. FCA does not provide SAT testing on campus but strongly encourages students to sign up for local test sites. FCA will pay for the 2nd time your child takes the SAT, since we recommend taking the SAT at least 2 times.

Valedictorian and Salutatorian

The overall numeric average is used to compute class rank based on semester grades. Class rank is used to determine Valedictorian and Salutatorian. Only full-time students who have attended FCA for at least their junior and senior years are eligible for these honors. The senior with the highest grade point average (GPA) after the 3rd quarter of their senior year, and who is in good standing, is recognized as the class Valedictorian. The senior with the second-highest cumulative GPA and in good standing is designated the class Salutatorian. Junior and senior core classes must be taken at FCA unless juniors and seniors are enrolled in the upper school dual-enrollment program.

This guideline also applies to the promotion to 8th grade. The two students in good standing and with the highest GPA after the 3rd quarter of their 8th-grade year will represent their class at promotion. Only full-time students who have attended FCA for at least their 7th and 8th-grade years are eligible.

* Please Note: "Good standing" is defined by a student having no major disciplinary infraction.

COMMUNITY SERVICE

Family Christian Academy takes pride in its role in educating tomorrow's leaders who will impact their communities with the gospel of Jesus Christ. There are two fundamental assumptions upon which this critical FCA program is based:

1. A true leader must be a servant. (Matthew 20:26)
2. The true message of the Gospel is summed up in the words of Jesus, who stated that the greatest commandments were to love God and love others (Matthew 22:37-4).

We desire to help our students develop a Biblical worldview, walk closely with God, and bring Him glory through their ministry. The Community Service Requirement provides students with this opportunity.

1. This program is designed for students in grades 9 through 12; however, we strongly encourage middle school students to perform community service during their middle school years to better prepare them for high school expectations.
2. This program provides community service. The administration must approve any projects that benefit FCA, its students, or families.
3. All FCA students should always exemplify the Lord Jesus Christ in their behavior while serving in the community.
4. Our objective is for students to have a passion for the community service projects they engage in. Students will note on their Community Service Forms why they have chosen the organizations and activities for their community service hours. Students may choose to participate in an ongoing outreach ministry or project, or complete the required community service hours for the year in a single outing.
5. If the student does not follow the proper procedures, the work or project may be rejected, or the hours spent on it (in whole or in part) may be forfeited.

***Please note:** High school students are expected to complete the required hours to advance to the next grade. High school students are required to complete 100 hours of community service during their four years in high school to graduate from FCA.

High School Required Hours

9th - 12th Grade: 25 hours per school year, 100 total for all 4 years (no more than 50 hours can be work-related hours)

Specific Guidelines for Service Opportunities

1. Service opportunities must be completed with non-profit organizations, such as private hospitals or nursing homes, except in a few cases. (see list below)
2. The student must contact the agency and arrange for the time of the community service. This is the student's responsibility.
3. Students must obtain parental permission to visit the community location.
4. The student is responsible for providing transportation to and from the volunteer site.
5. The student must have the agency director or supervisor complete a Community Service Form (The student will not receive credit without this form). Family members may not sign their students' community service hours forms.
6. Unique ministry opportunities within your local church are acceptable. These activities must be beyond the church's regular activities and the student's involvement.
7. Students may also complete community service projects over the summer using the Community Service Form and adhering to the same criteria. Summer hours count towards the following school year's community service requirement.
8. If a student does not meet the community service requirement, they will meet with their homeroom teacher to discuss the next steps and complete a Google Form Plan. If the community service hours still need to be met, the student will meet with leadership and be assigned an activity to help complete them.

Middle School Community Service

We highly encourage community service in middle school to help our local community and prepare for the 25+ hours of required community service per year in high school.

Examples of approved Community Service ministries off campus:

1. Sunday school teacher/assistant

2. Church visitation
3. Hospital volunteer
4. Nursing home volunteer
5. Helping senior citizens
6. Tutoring
7. Mission trips
8. VBS
9. Homeless Coalition

Examples of approved Community Service ministries on campus or through Family Church

1. On-campus gardening/maintenance
2. Cleaning toys for the Children's Ministry
3. Operation Christmas Child
4. Assisting during fine arts programs/performances
5. Canned food drives- Harry Chapin Food Bank
6. Pregnancy Solutions
7. Jesus Loves You Ministries

NATIONAL HONOR SOCIETY

The Miriam Kibelbek Chapter of the National Honor Society is based upon the four pillars of scholarship: leadership, service, and character. All sophomores, juniors, and seniors are eligible to apply if they have attended FCA for at least one semester and meet all the criteria listed below.

To qualify for the NHS, a student must have a 3.5 unweighted cumulative GPA, demonstrate leadership, exhibit Christian character, participate in service projects, and attend weekly church services. The student is presented with an application form and invited to apply.

Step One:

The application form must be completed by a designated time and returned to the NHS advisor. The applicant will include the following two items:

1. A brief essay explaining their potential contributions to the Society.
2. A letter of reference from their pastor outlining and attesting to the student's Christian character and their consistent weekly attendance at Sunday church services.

Step Two:

The Teachers Council will evaluate the student's submitted paperwork. They will also assess the student's leadership, service, and character qualities. The Teachers Council comprises the NHS teacher advisor and two high school teacher members. A majority vote by the Council is required for admission to the Society. The NHS advisor will review the Council's decisions with the school administrator.

Step Three:

Students are notified of their admission by a letter sent to their home.

Step Four:

The students are formally admitted during an induction ceremony held each spring semester.

NHS Membership and Participation

To be a member of the NHS society in good standing, students must maintain a GPA of 3.50 and continue to demonstrate leadership, service, and Christian character. In addition, NHS members are required to participate in two school-organized service projects throughout the school year; one during each semester.

Probation/expulsion from Honor Society

Students who fail to meet the membership qualifications may be placed on probation or expelled from the National Honor Society. After a breach, probation lasts for the remainder of the school year. Any additional violations of membership qualifications while a student is on probation are grounds for immediate expulsion from the NHS. Students who are expelled may not reapply for admission into the NHS.

FCA HARASSMENT AND BULLYING POLICY EMPLOYEE AND STUDENT GUIDELINES

Introduction

Federal and state laws prohibit harassment based on sex, race, color, religion, disability, age, or citizenship status. Although FCA can discriminate on the basis of religion in its hiring practices, as it is a private Christian school, it intends to comply with all federal and state laws prohibiting harassment. All persons are to be treated with respect and dignity.

Definition and Examples of Bullying/Harassment

FCA defines bullying as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Both kids who are bullied and who bully others may develop severe, lasting problems.

Sexual violence, sexual advances, or other forms of religious, racial, personal, or sexual harassment by any pupil, teacher, administrator, or other school personnel that creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances. Harassment may also include the following when related to religion, race, sex, or gender:

1. Name-calling, jokes, or rumors
2. Graffiti
3. Notes or cartoons
4. Unwelcome touching of a person or clothing
5. Offensive or graphic posters or book covers
6. Any words or actions that make someone feel uncomfortable, embarrassed, hurt, or fearful.
7. Sending inappropriate material by any electronic or communication device
8. Web postings
9. Other actions not listed above are unacceptable and fall under the definition provided above.

Definition and Examples of Cyber Bullying/Harassment

FCA defines cyberbullying as bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools like social media sites, text messages, chat, and websites. Intentional communication creates a hostile learning environment by substantially interfering with a student's educational experience, opportunities, or performance, or with a student's physical or psychological well-being.

Examples of cyberbullying include, but are not limited to:

1. Willful use of cell phones, computers, and other electronic communication devices to harass and threaten others.
2. Instant messaging, chat rooms, e-mails, and messages posted on websites.

Definition and Examples of Sexual Misconduct/Harassment

Sexual violence, sexual harassment, sexual assault, sexual abuse, sexual advances, or any other form of sexual misconduct by any student, teacher, administrator, or other school personnel is illegal. It will not be tolerated under any circumstances, and the abuser will be suspended or dismissed from FCA. Victims are encouraged to report the incident immediately to the Head of School and the Principal, who will refer them to the appropriate support.

These behaviors can include, but are not limited to:

1. Unwelcome touching of a person or their clothing
2. Using vulgarity, profanity, and sexually suggestive language or innuendo
3. Words or actions of a sexual nature that make someone feel uncomfortable, embarrassed, hurt, or fearful
4. Sending inappropriate material of a sexual nature by any electronic or communication device
5. Web postings of a sexual nature
6. Offensive or graphic posters or book covers of a sexual nature.

Reporting Harassment, Bullying, or Cyberbullying

Any student or employee who believes they have been harassed or bullied must report the complaint to a member of the School Administration (the Head of School or the Principal). The student will also fill out and sign the Student Bullying Report form, which can be obtained from the Principal. Once completed, the form should be returned to the Principal for further investigation. The Administration will attempt to keep the matter confidential; however, it cannot guarantee confidentiality.

Investigation

The complaint will be investigated as deemed appropriate in each case.

Disciplinary Action

Violations of the policy will be addressed as deemed appropriate and may serve as grounds for suspension or expulsion if the offender is a student. If the offender is a staff member, the behavior may result in a reprimand or dismissal. The disciplinary action will not be made public to comply with privacy laws.

Retaliation

Retaliation against anyone who complains of perceived unlawful harassment is neither biblical nor legal. FCA defines retaliation as “a form of revenge that results in the hurting or harming of someone (emotionally, mentally, or physically) in response to something they have done to you or previous actions. Retaliation in any manner may result in dismissal from FCA.

The Bible is clear on this topic. Proverbs 20:22 says, “*Do not say I’ll pay you back for this wrong. Wait for the Lord, and He will avenge you.*” Romans 12:17-19 states, “*Do not repay anyone evil for evil. Be careful to do what is right in the sight of everyone. If it is possible, as far as it depends on you, live at peace with everyone. Do not take revenge, my dear friends, but leave room for God’s wrath, for it is written: ‘It is mine to avenge, it is mine to repay,’ says the Lord.*” I Thessalonians 5:15 states, “*Make sure nobody pays back wrong for wrong, but always strive to do what is good for each other and for everyone else.*” Finally, I Peter 3:9 says, “*Do not repay evil for evil or insult for insult. On the contrary, repay evil with blessing, because to this you were called so that you may inherit a blessing.*”

ATTENDANCE

Attendance, Absences, Excused Absences

While we expect students to be in school each day, we also recognize that life circumstances may occasionally necessitate students' absences from school. These school policies are not intended to supersede or conflict with the attendance policies associated with the Step Up For Students scholarship. Parents should refer to the Step Up policies and guidelines for scholarship attendance requirements. Each year, Step Up audits FCA's attendance records as part of the verification process.

Excused Absences

- For an absence to be excused (AE), a parent/legal guardian must call the school at 941-625-8977 by 9:00 a.m. on the day of the absence, telling the student's name, caller's name, date, and reason for absence.
- Reasons for excused absences include illness, vacation/out-of-town, church activity, college visit, family issues, transportation, or any other parent-approved explanation.
- The key to excusing the absence is to contact the office by 9:00 am on the day of the absence.
- Failure to follow this policy will result in an unexcused absence (AU).

Unexcused Absences

- Any absence not explained by a parent is an Unexcused Absence (AU).
- Office personnel may check on unexcused absences to ensure the family and student are safe.
- If a student has 4 or more unexcused absences in a quarter, the administration will confer with the student and parents to develop a plan to improve attendance.
- Administration reserves the right to determine alternative consequences in addition to an attendance contract.

Pre-arranged Absences

- A Notification of Absence form must be submitted prior to the student's absence. The student will need to make arrangements with the teachers prior to the student's absence, including arrangements regarding any missing work. Special circumstances will be considered, such as a death in the family, hospitalization, or other emergency.
- The form must be completed by your student's teacher/s, signed by you, and returned to the school office for approval 2 days prior to the planned absence. If your child will be absent more than 5 school days, a meeting with an administrator is necessary before approval can be granted.
- When the student returns to school, he/she is responsible for any missed work. FACTS should be checked for posting of assignments. For more information regarding requests to be absent, please see the FACTS Family Portal for the Notification of Absence form. For every day absent, the student will be given a day to make up their work.
- It is not your child's teachers' responsibility to reteach content missed while on vacation.
- If a student misses school, they will not be permitted to attend or participate in any school activities or functions that day or evening. This includes, but is not limited to, sports, fine arts concerts and events, and trips.

School Related Absences (SRA)

A School Related Absence (SRA) is an absence due to a school-related activity, such as athletics, on-campus standardized testing, field trips, assemblies, and special school activities. These generally apply in Upper School due to the bell schedule and period attendance. This absence type is excused and does not count in the total absences for purposes of attendance contracts and excessive absences.

Medical, Dental and Counseling Appointments

Parents are encouraged to schedule medical, dental, tutoring, and counseling appointments during non-school hours, when students do not have class. If it is absolutely necessary for a student to leave school for an appointment, parents must notify the school office, and students must sign out.

Homework Requests and Make-up Work

Students and parents should check FACTS and Google Classroom to get missed classwork and homework for each class. If the information is not available by 4:00 p.m., contact the teacher at his/her school email. Students have one day for each day they are absent to make up any missed work. Arrangements for make-up homework and assessments are the student's responsibility.

Excessive Absences

Excessive absences are defined as 6 or more excused or unexcused absences per class (Upper School) per day (Lower School)] in one quarter; a student may have an attendance contract put in place. A conference with the student, parents, administration, and teachers will be held to develop a plan to help the student remain enrolled at FCA.

High school students are defined as habitually truant: a student who has missed 15 unexcused absences within ninety (90) calendar days and has attained the age of 14 will be reported to the Department of Highway Safety and Motor Vehicles. According to state statute, those students who fail to satisfy attendance requirements will be ineligible for driving privileges.

Family Vacations

Families are asked not to plan vacations during finals. Final exams are not administered early. Families are also asked not to plan vacations or personal appointments during academic testing (PSAT or IOWA).

Exam Exemptions

Upper school students in grades 9-12 may apply to have a midterm or final exam exempted. Students with 8 or fewer total absences per semester are eligible to apply, as long as no more than 3 of these absences are unexcused. See Exam Exemption Policy for additional requirements.

Senior Ditch Day

As a Christ-centered academic institution, FCA seeks to foster a culture of respect, responsibility, and Christlike character. This policy outlines the school's expectations for student behavior concerning senior pranks and senior ditch day.

Senior Ditch Day

- Definition
 - Senior Ditch Day refers to an unofficial, unsanctioned day when seniors collectively skip school.
- School Policy
 - FCA does not condone or authorize a Senior Ditch Day. Students are expected to attend all scheduled classes unless officially excused for illness, family emergency, or a pre-approved absence.
- Absence Procedure
 - Any absence on a planned or rumored ditch day must follow the school's standard absence policy:
 - A parent/guardian must notify the office before 9:00 AM.
 - Excused absences will follow criteria outlined in the Student Handbook.

- Consequences
 - Unexcused absences on ditch day may result in:
 - Zero credit for missed assignments, tests, or participation
- Disciplinary review
 - Potential loss of senior privileges, including prom or graduation events
- Final Encouragement: We encourage seniors to finish their high school journey with grace, maturity, and joy. Philippians 2:3 says, “Do nothing out of selfish ambition or vain conceit. Rather, in humility, value others above yourselves.” Let all end-of-year celebrations reflect that spirit.

Arrival

School begins promptly at 8:00 a.m. Preschool through 12th-grade students may arrive as early as 7:30 a.m. K-5 students are expected to attend morning care in the cafeteria located in the Ministry Center, and preschool students will be supervised by one of their teachers in a preschool classroom. 6th—12th-grade students will proceed promptly to the deck area or Fellowship Hall until dismissed to their homerooms at 7:45 a.m. Supervision will be provided for each location.

Lower School Tardy Policy

Students are considered tardy if they are not in their classroom by 8:00 a.m. Students arriving after 9:30 a.m. will be marked with a half-day absence. Excessive tardiness impacts learning and classroom routines. For every five (5) tardies, one unexcused absence will be recorded. Families will be contacted by the administration if tardiness becomes a recurring issue.

Upper School Tardy Policy

If a student misses 15 minutes or more of any class, he/she is considered absent for that class period. Students must be in the classroom when the class period begins. Teachers will take attendance within the first 5 minutes of the class period. An unexcused tardy will be documented in FACTS by the teacher. Students who are tardy (two or more times in a week) will incur a detention assigned by administration, and a parent meeting will be arranged. Further infractions may result in disciplinary action as determined by the administration. 5 tardies per class will result in 1 unexcused absence.

Excused Lateness

Students will be admitted to class late (TE) with a tardy slip and no consequence for the following:

- Communication from a teacher
- Communication from office personnel

Any other reason, including a parent phone call or text, will result in an unexcused tardy (TU). This includes sleeping in, stopping for coffee, or skipping class. If the student does not have a tardy slip from office staff excusing them, the student will be marked unexcused.

Upper school students who are tardy to homeroom five or more times, or to individual classes three or more times, will receive a detention.

Early Dismissal

When students arrive on campus or enter the church parking area in a personal vehicle, they are considered “in school.” Students are not permitted to leave the school campus without obtaining parental permission and administrative approval. To leave campus, students must check out through the school office, and a parent or guardian must come in or call to provide permission. If a student is leaving campus and will return the same day, they must sign in and out through the office. If a parent or guardian calls in to have their upper school student leave early, and that student drives, they must state who they are and the reason for leaving,

provide verbal permission for the student to leave on their own, and send a note via email or with the student when the student returns, along with written authorization for our records. The student must come to the front office to check out. If a parent or guardian comes into the office to check out a student, they must present their ID, provide a reason for early dismissal, and check out their child with the front office staff.

If you are picking up your child early, we ask that you do so before the last 30 minutes of their school day (by 1:45 for Lower School and by 2:15 for Upper School). To pick up your child early, you must notify us more than 30 minutes prior to ensure we can safely account for all students and facilitate the early pickup from our closed campus. We ask that parents notify the child’s teacher via email or Class Dojo and the school office via phone if they are picking up early, so they can have your child prepared for early pickup. This helps us to reduce class disruptions, keep students safe, and conduct an orderly dismissal.

Dismissal

At dismissal, teachers in the lower school will escort their students to the parent pickup area. Students will be supervised by their teachers until they are picked up by their parents or guardians or escorted to their aftercare room at 2:35 pm. Students in grades 6 through 8 will walk to the parent pick-up area and stand with their class in their designated pickup location. Middle school students may walk to the parking lot only if they have an older sibling in grades 9-12; otherwise, they must be picked up in their designated area. Students in grades 9-12 may stand in the parking lot at their designated pickup location or walk to a parked car, either a parent’s or their own. If a student drives themselves, they must complete the necessary paperwork before the start of the school year.

Once on campus, students may not leave the school campus for any reason unless they are going home. Students may not go back to their cars until the school day is over. For safety reasons, students cannot travel back and forth to their cars to get forgotten items.

ATHLETICS

Our FCA high school program participates in the Sunshine State Athletic Conference, and our middle school program participates in the Florida Gulf Coast League. Our policies meet or exceed competition, eligibility, and sportsmanship standards. Please see the *Athletic Handbook* on our FCA website for further details. Please print the final page of the handbook, sign it, date it, and submit it to your student’s coach.

The following extracurricular activities are available at FCA, provided there are enough participants and coaches to lead the sport of interest. The decision to add additional sports will be based on student interest and coach availability.

High School

- | | |
|--------------------|--------------------|
| Flag Football | Baseball |
| Basketball (Boys) | Soccer |
| Basketball (Girls) | Volleyball (Girls) |
| Softball (Girls) | Tennis |

Middle School

- | | |
|--------------------|--------------------|
| Flag Football | Cross Country |
| Soccer | Track and Field |
| Basketball (Boys) | Volleyball (Girls) |
| Basketball (Girls) | Tennis |

To be eligible to play athletics at FCA, students must maintain a “C” average (70% or above) overall and have a passing grade average (**65% or above**) in all classes. Students must maintain a 2.0 grade point average (per FHSA rules) throughout the activity or risk removal from it. Complete eligibility requirements can be obtained from the coach or the Athletic Director. All students are required to complete a permission form in order to participate in tryouts. This form needs to be presented to the coach on the day of the tryout. Without this form, signed by the parent or guardian, the student will not be able to try out.

The following forms must be submitted to the Athletic Department before any student may participate in practice or games:

1. Sports Liability of Release Form
2. Parent Sports Permission Form
3. Sports Physical with ECG (must be from SSAA: CRF-1 & 4 SSAA physical exam forms)
4. Athletic Handbook Agreement (last page of the Athletic Handbook/school website)

*Refer to the 2026-27 Athletic Handbook for more information concerning FCA's athletic program.

Physical Education Attire

All 6th-12th-grade students participating in PE or Strength and Conditioning must wear **long mesh basketball-style shorts**, t-shirts, socks, and gym shoes. **Gym shorts and t-shirts** must be either navy, gray, black, or royal blue. Shirts may have a logo as long as it is a half-dollar or smaller and is school-appropriate. Spirit shirts are an excellent option for PE shirts, as they comply with our dress code requirements, except for white ones. Athletic shoes are required, specifically running shoes. Please avoid ‘fashion’ shoes such as Converse, Vans, DCs, Crocs, etc. If a student is out of dress code, they will be asked to sit out and will lose participation points for the day.

EXPECTATIONS OF STUDENT CONDUCT

Our desire and expectation for student conduct are rooted in a biblical view of honoring God in all aspects of our lives. We follow the principles outlined in I Corinthians 6:20: *“You were bought with a price; therefore, honor God with your body,”* and in I Corinthians 10:31: *“So whether you eat or drink or whatever you do, do it all for the Glory of God.”* We expect our students, in and out of school, to internalize these principles and to exemplify them in their identity, conduct, obedience, modesty, servanthood, and discipline.

Standards of Conduct and Discipline

FCA encourages all members of our school community to develop self-discipline. Administration, teachers, staff, and students of all ages learn to take individual responsibility for their actions and responses to situations. FCA reserves the right to take appropriate disciplinary actions in cases of misconduct, whether on or off campus. This allows the school to maintain high standards of behavior and accountability. Student conduct must reflect positively on both the individual and the FCA. This includes areas such as the internet and social media.

FCA’s discipline procedures aim to influence student behavior, enabling students to develop self-control and solve complex and challenging issues. Students are expected to respect the God-given authority of teachers and staff members regarding conduct and dress code issues.

The FCA’s approach to discipline is multi-tiered, encompassing preventative, corrective, and restorative measures. We prevent issues by establishing Biblical standards that lead to self-discipline, if possible. We

want the students to see that responsible conduct pleases God and benefits them. Each student must maintain their relationship with God and develop an understanding that a life lived in obedience to God provides abundance. The final expectation is to restore the relationship(s).

Incidents of behavior may be recorded in FACTS, where parent(s) can access their student's behavior record. Minor incidents will not become part of the child's permanent record.

Classroom Conflict Resolution

If a student or family feels mistreated, they should follow the resolution process below. FCA believes that issues involving an instructor and student(s) are best resolved at that level; therefore, the following process should be followed:

1. The student should arrange to meet with the instructor to discuss the issue. This will enable the teacher to understand the problem and offer possible solutions.
2. If the student feels the issue still needs to be resolved following the meeting with the instructor, they may request a parental conference with the instructor. An administrator may be present during this meeting to assist in the resolution process.
3. If no resolution has been reached after the meeting with the teacher and administrator, the individual may meet with the direct supervisor of the relevant department.
4. The issue is expected to be resolved once it reaches the appropriate level of leadership. However, if necessary, the student may continue the process by bringing the matter to the Head of School, who is the final authority on student-instructor disputes.

Any student who requests a meeting with a school official must be prepared to offer, without hesitation, the fullest and utterly truthful account of the issue. Any attempt to mislead or embellish the truth to a teacher member regarding any offense will result in further disciplinary action.

Lower School (K-5) Discipline Procedures

Lower school students, parents, teachers, and staff are expected to adhere to the following procedure related to disciplinary matters. Teachers will provide the student and family with a copy of the classroom expectations. FCA utilizes restorative practices to encourage students to meet the instructors' and the school's expectations. These include praise, recognition, and special privileges. When students do not respond in the manner expected of our students, the following consequences will be used to assist the student in the development of their self-discipline:

Teachers exercise 1-3, as needed. When a student is referred to the office, the Principal continues the process with number four (4).

1. Conference with the student
2. Phone Call to Parents
3. Temporary Loss of Privileges (i.e., recess, field trips)
4. Lunch detention
5. Clean-up Detail
6. Conference with Parents
7. Behavior Provisional Agreement
8. In-School Suspension
9. Out-of-School Suspension
10. Dismissal

UPPER SCHOOL (6-12) DISCIPLINE PROCEDURES

Family Christian Academy endeavors to connect with students through an intentional approach of establishing relationships, trust, and love. Our philosophy of discipline is grounded in the fruit of the Spirit, self-discipline, and biblical principles that underscore the interconnectedness of discipline and spirituality. We recognize discipline as a virtue cultivated through love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

This discipline is rooted in a relationship with a higher purpose, one that promotes trust and truth. It acknowledges that true discipline stems from a heart transformed by these spiritual qualities, fostering integrity, resilience, and growth. In embracing discipline, one aligns their actions with his/her beliefs, honoring the sacred bond between discipline and spiritual fulfillment.

In alignment with the Biblical principles of restoration and redemption, and by promoting accountability while providing opportunities for growth and reconciliation, our desired outcome encourages students to develop a sense of responsibility and accountability in accordance with their faith. This approach is through a culture of grace.

All teachers are required to follow the guide and address student behavior and discipline. Each teacher may select a classroom management system that is focused on positive behavior reinforcement.

Level	Behavior	Actions
Level 1	Generally Classroom Level, Minor: ● Classroom disruption ● Being rude or unkind to peers ● Running ● Being unsafe ● Horseplay ● Frequent teacher redirects ● Incomplete work ● Missing homework ● Tardiness ● Dress code violation ● Public display of affection ● Chewing gum ● Any other behavior deemed accordingly	● The teacher will reteach by stating the expected behavior and allowing the student to practice. This may need to be done more than once. ● The teacher will have a private conversation with the student to address behavior. ● Teachers will document in FACTS and communicate with parents regarding repeated offenses.
Level 2	Major: ● Continuation of any Level 1 offenses, except missing homework ● Speaking negatively of a staff member or another teacher ● Aggression ● Misuse of technology, as per our technology and Chromebook agreements ● Violating cell phone policy ● Academic dishonesty or intentional plagiarism ● Damage to property	● The teacher will document the incident in FACTS and assign a detention. ● The teacher will call for an administrator, and the student will go to the principal's office. ● The administrator will determine appropriate action, such as: ○ Sitting out of an activity ○ Removal from the group ○ An apology letter signed by the student and the parent ○ Work in the office as a reset ○ Lunch and/or after school

	• Truancy/ skipping school • Any other behavior deemed accordingly	- detention ○ Loss of other privileges • The administrator will call parents, record all documentation in FACTS, and communicate with the teacher.
Level 3	Major: • Blatant disrespect to an adult • Insubordination/refusal to obey direct orders • Stealing • Use of profanity or racial connotations • Major destruction of property • Proven bullying • Harassment • Verbal harm to another person • Any other behavior deemed accordingly	• The student is immediately removed from the class, as noted above (#1). • Parents are immediately notified. • Parents are notified and asked to pick up their student for an out-of-school suspension for the remainder of the day. • Out-of-school suspension assigned. • Re-entry and a behavior plan may be written. • The parent and the student will meet with the Administrator for an in-person re-entry meeting.
Level 4	Major: • Continuation of any Level 3 offenses • Physical harm to another person • Possessing a weapon at school • Engaging in inappropriate sexual conduct • Behavior from Level 3 does not change.	• The Head of School and the Principal meet with parents for student expulsion.

Enforcement Procedures

Enforcement procedures may vary, depending upon the facts and circumstances of an individual case. For example, when a student faces possible removal from the classroom, suspension, or expulsion, the school administration must follow a specific, detailed procedure. When a student faces less severe consequences for failing to comply with FCA policies and regulations, more simplified procedures are appropriate.

- **Detentions** are a specific amount of time (usually 30 minutes) spent with an administrator before school (7:15-7:45 am) or during lunch (12:29-12:59), or with an upper school teacher, after school (3:05-3:35 pm). Administration or teachers will notify parents of an earned detention through FACTS. Students who fail to serve a detention without talking to an administrator will be assigned an additional detention.
- **Suspensions** out of school (OSS) are under the direct supervision of the parent(s). Students must complete all homework and adhere to all due dates. Assessments must be scheduled and made up in a timely manner.
- **Expulsions** occur when a student is removed from the school and is no longer able to attend. Expulsion or encouragement to seek education elsewhere will be implemented if it is determined that continued education at Family Christian Academy is not in the best interest of either the student or other students, even where there is no specific breach of conduct. These situations are referred to the Head of School. Appeals can be made to the School Council.

Student/Parent Disciplinary Provisional Agreement Plans (Contracts)

Contracts are established when a student's behavior continues to be an ongoing problem, and/or the seriousness of a first-time offense warrants it. These contracts will specify additional requirements for this policy, including required outside counseling (at parents' expense) and/or routine drug testing (at parents'

expense). Parents and students are responsible for providing all required information to the administration in a timely manner. The consequence of violating a disciplinary contract is typically expulsion.

COMPLAINT AND RESOLUTION PROCEDURES

Problem resolution at Family Christian Academy is governed by the principles established by Christ in Matthew 18:15-17. ¹⁵ *“If your brother sins against you, tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”*

The School Administration and School Council intend to resolve all disagreements through the proper chain of command, beginning with communication with the teacher or staff member involved.

During the resolution process, all parties are expected to maintain mutual respect to preserve their dignity. The focus should remain on mutually acceptable resolutions that honor God and do not become adversarial in their conclusion.

Retaliation of any kind against anyone following these procedures is strictly prohibited.

Step I – Resolution Procedure

All questions, problems, or complaints should be addressed directly to the individual teacher or staff member for resolution, rather than involving other individuals. If an acceptable resolution cannot be reached at this step, the staff member involved will arrange for a Step II meeting.

Step II – Meeting

If the issue still needs to be resolved in Step I, the student shall meet with the Principal to discuss and resolve the matter. If the problem cannot be resolved following the Step II meeting, the Principal the student chose to meet with will arrange for a Step III meeting.

Step III - Meeting

If the issue cannot be resolved following Step II, the Principal will refer it to the Head of School for resolution. If an acceptable resolution cannot be achieved at this step, the Head of School will arrange a Step IV meeting.

Step IV - Meeting

If the issue cannot be resolved following Step III, the Head of School will refer the complainant to the Family Christian Academy Grievance Procedure (Appendix A), which is located in the Appendix of the FCA Family Handbook.

Rewards for Exemplary Behavior

Family Christian Academy desires to promote positive student behavior and character development. A system of rewards has been developed as part of the disciplinary guidelines to help students do what is right and not just avoid doing what is wrong.

Elementary awards are given to students in their respective classrooms. Upper school students may have the opportunity to be exempt from taking a semester exam.

High School Exam Exemptions

As an incentive for high school students to maintain high grades and stay current with positive attendance and community service requirements, they have the opportunity to be exempt from midterm and final exams. Florida Virtual courses and Liberty University Online courses are not eligible for exam exemption. Exam exemptions are granted on a per-course basis, and the maximum number of exemptions a student can earn is as follows:

- Freshmen can be exempted from one exam each semester.
- Sophomores can be exempted from two exams each semester.
- Juniors can be exempted from three exams each semester.
- Seniors can be exempted from four exams each semester.

Students are responsible for applying for the exemption and demonstrating that they satisfy the criteria.

Requirements for Exam Exemptions (Grades 9-12 only)

1. Only midterm and final exams are eligible for exemption.
2. The student must have all A's in both quarters of the semester in a course to qualify for exemption in that particular course's semester exam (midterms or final).
3. If the student qualifies for an exemption in more than one course, they may choose to be exempt from the exam of their choice.
4. Students must have no more than 8 absences per semester, with no more than 3 of these unexcused.
5. No out-of-school suspension (OSS) for the current semester.
6. Community service requirements must be fulfilled through the current semester. This includes all levels of high school.

Applying for an Exemption

The student is responsible for completing and submitting the school-created form, which informs parents of the exemptions and the applicable date(s). This form must be returned by the deadline listed on the form for the student to receive this privilege.

ELECTRONICS POLICY

Definition of a Device

Wireless and/or portable electronic devices that include, but are not limited to, existing and emerging mobile communication systems, innovative technologies, portable internet devices, tablet devices, e-readers, laptops, netbooks, MP3 players, or any new devices deemed appropriate to the goals of the school and that comply with the Technology Acceptable Use Policy.

Technology Policy

FCA maintains the right to supervise and review all media at school. Electronic devices must be turned off throughout the school day, submitted to their homeroom teacher at the beginning of the day, and then placed in designated storage containers. If a student arrives tardy and misses homeroom, they will need to leave their cell phone with the front office and pick it up there at the end of the day. Devices that FCA furnishes are to be used in accordance with the directions provided by the instructors. Students who abuse the privilege of using a device may have that privilege revoked for a specified period or permanently, depending on the severity of the infraction. Please refer to the *FCA Technology Acceptable Use Policy Agreement* for more information.

Students who agree to use technology resources responsibly, as outlined in the Acceptable Use Policy, are provided access. Violations of the Acceptable Use Policy may result in disciplinary measures as determined by the administration and may carry legal consequences.

Security and Damages

The use of a personal device is the student's responsibility. It must be used in accordance with FCA's Technology Acceptable Use Policy and must, on all occasions, be related to an educational purpose, task, or communication. All students bringing a personal device to school must have a signed Technology Acceptable Use Policy on file. FCA is not responsible for the loss, damage, or theft of any electronic device brought to school by a student.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL

Students who bring a personal electronic device to school must adhere to the following Guidelines:

1. Devices may be used as directed by the teacher for instructional purposes only.
2. Devices will maintain the school's educational environment and support others' learning.
3. Students are not allowed to use mobile phones for voice communication during the day.
4. Headphones or earbuds may be used as directed by the teacher for instructional purposes only.
5. Devices may not be used to take pictures or videos of students and teachers without that individual's consent.
6. Devices may not be used to tease, harass, annoy, or bully others.
7. Devices will be confiscated and can only be picked up by a parent or guardian.
8. Disciplinary action will be taken in the event of misuse of the device.
9. Students can bring cell phones to campus, but they are REQUIRED to turn them in to their homeroom teacher as soon as they enter their classroom at the beginning of the day.
10. The students will get their cell phones back at the end of the day.
11. Each device will be stored in a basket or bin during class.
12. If a student needs to use the phone, they must go to the front office and use the designated student phone to call their parents or guardians.
13. Tablets, smartwatches, gaming devices, and personal computers are prohibited on campus at all times.
14. Students participating in sports must keep their cell phones off (during practice and on the way to and from a game) and store them in their backpacks at all times.

Note: *Cell phones* are NOT to be turned on or used at school, including *aftercare*. If a student needs to use their cell phone during aftercare, they must first ask an adult for permission. Otherwise, the cell phone is stored in their backpack and shut off.

Discipline Response for Violating the Electronic Device Policy

First offense- If a student is found to have a cell phone or electronic device on them during the day, it will be confiscated and turned in to the office. If a cell phone or smartwatch is found on a student at the end of the day, they will need to turn it in to the office the next day and pick it up there.

Second offense—After a second occurrence, all technology privileges will be revoked for the remainder of the semester. Students will also be prohibited from bringing cell phones or smartwatches to campus for the remainder of the semester. If the second occurrence happens at the end of a semester, the student will lose the privilege the following semester.

Third offense—After a third occurrence, all technology privileges will be revoked permanently. Students will not be allowed to bring their cell phones on campus for the remainder of the school year and potentially the following school year.

Toys and Games

Student use of toys and games, including but not limited to card games, trading cards, and electronic devices, is prohibited without their teacher's permission. Toys, games, and electronics are confiscated and turned over to the administration and/or returned at the end of the school year.

SCHOOL UNIFORM DRESS CODE

As with all other aspects of FCA, our expectation regarding attire is that our students and staff bring honor and glory to our Lord. Adherence to the uniform dress code is the responsibility of the students and parents. Parents and students are expected to support the uniform dress code guidelines when purchasing clothing. While the dress code applies to school attendance and school-sponsored events, parents are expected to support modest dress for events outside the regular school day (such as sporting events). Banquets, proms, and other special events will have a specific dress code established by the event's leadership team and sponsor. Students will be expected to yield to the authority of teachers and staff when issues regarding the uniform dress code are addressed. Administration will make the final determination on all dress code issues. Once a problem with the uniform dress code is identified, the student may be asked to contact parents to bring appropriate attire to school. The school colors and uniform shirts are blue, gray, white, and black. Any type of Khaki, black, or navy uniform-style bottoms, including shorts, slacks, or capris, may be worn. Girls may also wear skirts and skorts.

Gentlemen - Grades 6-12

Standard School Day Attire

Optional Attire

All clothing must be size-appropriate.

Required: Navy, Black, Gray, or Royal Blue Polo Shirt (Short or long-sleeved) with the school logo.

Khaki, black, or navy uniform pants or shorts (no cargo pants, shorts, or jeans), and the short length may be no shorter than the vertical length of a credit card between the bottom of the shorts and the crease on the back of the knee.

- The pants' waistline must be at the waist.
- All pants and shorts must have a relaxed fit with a straight opening at the bottom.
- All shorts must cover the entire undergarment, whether sitting or standing.

Shoes: Any color

- Athletic shoes
- Closed-toe shoes
- Crocs (as appropriate for the activity)
- Slides (as appropriate for the activity)
- Flip-flops (as appropriate for the activity)
- Specialized courses may require specific shoes (science lab safety gear, athletics)
- For Health Code reasons, students must keep their shoes on at all times; slippers are not permitted.

Hooded sweatshirts and outerwear may be worn with a school polo shirt. Outerwear must be plain, have the school emblem or mascot, and be a school color. Bible verses, Christian logos, or Christian events are also permitted as long as they are a school color. Other logos more prominent than 1" are not allowed.

Spirit Fridays: single-color black or blue loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt purchased by the family. No ripped, torn, shredded, or excessively distressed jeans are allowed.

To participate in Spirit Friday, a \$1 donation must be made through Facts for the FCA Sunshine Fund.

No hats or sunglasses are permitted unless approved in advance.

Tattoos, ear gauges, or body piercings, including ear piercings, are unacceptable at any time.

Additional Guidelines

Hair should be clean and neat, and should not interfere with the student's ability to see, learn, and function as a student at school. Hair should not be distracting to the learning environment or draw undue attention to the student. If hair is pulled back, only a plain black elastic hair tie may be used. When hair is naturally falling, the student's face and eyes should be visible to the teacher at all times. No hair adornments may be worn, including headbands, ponytail holders (except plain black elastic hair ties), barrettes, hairpins, clips, and similar accessories.

Boys are not allowed to wear makeup, female jewelry, or nail polish. Hair must be of a natural color. Insignias may not be shaved or dyed into the hair. Students may have facial hair, but it must be well-kept and maintained meticulously. Short beards and mustaches are allowed if they are trimmed neatly, well-manicured, and maintained, and do not present a distraction in any way.

Ladies (Grades 6-12)

Standard School Day Attire

Optional Attire

All clothing must be size-appropriate.

Required: Navy, Black, Gray, or Royal Blue Polo Shirt (Short or long-sleeved) with the school logo.

Khaki, black, or navy uniform pants or shorts (no cargo pants, shorts, or jeans), and the short length may be no shorter than the vertical length of a credit card between the bottom of the shorts and the crease on the back of the knee.

We recommend Bermuda shorts to reach the appropriate length.

- The pants' waistline must be at the waist.
- All pants and shorts must have a relaxed fit with a straight opening at the bottom.

Shoes: Any color

- Athletic shoes
- Closed-toe shoes
- Crocs (as appropriate for the activity)
- Slides (as appropriate for the activity)
- Flip-flops (as appropriate for the activity)
- Sandals (as appropriate for the activity)
- Specialized courses may require specific shoes (science lab safety gear, athletics)
- For Health Code reasons, students must keep their shoes on at all times; slippers are not permitted.

Hooded sweatshirts and outerwear may be worn with a school polo shirt. Outerwear must be plain, have the school emblem or mascot, and be a school color. Bible verses, Christian logos, or Christian events are also permitted as long as they are a school color. Other logos more prominent than 1" are not allowed.

Spirit Fridays: single-color black or blue loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt purchased by the family. No ripped, torn, shredded, or excessively distressed jeans are allowed.

To participate in Spirit Friday, a \$1 donation must be made through Facts for the FCA Sunshine Fund.

No hats or sunglasses are permitted unless approved in advance.	Tattoos, ear gauges, or body piercings are unacceptable at any time.
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Additional Guidelines – Ladies Grades 6-12

Piercings may be worn only in the ear lobe and helix. Industrial barbells, ear cuffs, significant ear crawlers, and gauges are not allowed at any time. Hair must be of a natural color. Insignias may not be shaved or dyed into the hair. Before making a change to your hairstyle or color, approval from a member of the leadership team is required. Makeup may be worn moderately and appropriately. Excessive makeup is not acceptable.

Boys (PK-5)

Standard School Day Attire

Optional Attire

All clothing must be size-appropriate. Required: Navy, Black, Gray, or Royal Blue Polo Shirt (Short or long-sleeved) with the school logo. Khaki, black, or navy uniform pants or shorts (no cargo pants, shorts, or jeans), and <u>the short length may be no shorter than the vertical length of a credit card between the bottom of the shorts and the crease on the back of the knee.</u> • The pants' waistline must be at the waist. • All pants and shorts must have a relaxed fit with a straight opening at the bottom. Shoes: Athletic shoes ONLY, no sandals, Crocs, slippers, or boots.	Hooded sweatshirts and outerwear may be worn with a school polo shirt. Outerwear must be plain, have the school emblem or mascot, and be a school color. Bible verses, Christian logos, or Christian events are also permitted as long as they are a school color. Other logos more prominent than 1" are not allowed. Spirit Fridays: single-color <u>black or blue</u> loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt purchased by the family. No ripped, torn, shredded, or excessively distressed jeans are allowed. To participate in Spirit Friday, a \$1 donation must be made through Facts for the FCA Sunshine Fund.
No hats or sunglasses are permitted unless approved by the leadership team.	Tattoos, ear gauges, or body piercings, including ear piercings, are unacceptable at any time.

Additional Guidelines – Boys PK-5th grade

Hair should be clean and neat, and should not interfere with the student's ability to see, learn, and function as a student at school. Hair should not be distracting to the learning environment or draw undue attention to the student. If hair is pulled back, only a plain black elastic hair tie may be used. When hair is naturally falling, the student's face and eyes should be visible to the teacher at all times. No hair adornments may be worn, including headbands, ponytail holders (except plain black elastic hair ties), barrettes, hairpins, clips, and similar accessories. Boys are not allowed to wear makeup, female jewelry, or nail polish. Hair must be of a natural color. Insignias may not be shaved or dyed into the hair. Students are to be clean-shaven.

Girls (PK-5)

Standard School Day Attire

Optional Attire

All clothing must be size-appropriate. Required: Navy, Black, Gray, or Royal Blue Polo Shirt (Short or long-sleeved) with the school logo. Khaki, black, or navy uniform pants, skirts, skorts, or shorts (no cargo pants, shorts, or jeans), and <u>the shorts/skort/skirt length may be no shorter than the vertical length of a credit card between the bottom of the shorts/skort/skirt and the crease on the back of the knee.</u> We recommend Bermuda shorts with a 7-11" inseam, depending on the student's height, to meet the length requirement. • The pants' waistline must be at the waist. • All pants and shorts must have a relaxed fit with a straight opening at the bottom. Shoes: Athletic shoes ONLY. No sandals, Crocs, slippers, or boots.	Hooded sweatshirts and outerwear may be worn with a school polo shirt. Outerwear must be plain, have the school emblem or mascot, and be a school color. Bible verses, Christian logos, or Christian events are also permitted as long as they are a school color. Other logos more prominent than 1" are not allowed. Spirit Fridays: single-color <u>black or blue</u> loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt purchased by the family. No ripped, torn, shredded, or excessively distressed jeans are allowed. To participate in Spirit Friday, a \$1 donation must be made through Facts for the FCA Sunshine Fund.
No hats or sunglasses are permitted unless approved in advance.	Tattoos, ear gauges, or body piercings are unacceptable at any time.

Additional Guidelines - Girls PK-5th grade

Piercings may be worn only in the ear lobe and helix. Industrial barbells, ear cuffs, significant ear crawlers, and gauges are not allowed at any time. Hair must be of a natural color. Insignias may not be shaved or dyed into the hair. Before making a change to your hairstyle or color, approval from a member of the leadership team is required.

DAY-TO-DAY OPERATIONS

Chapel/Bible

Family Christian Academy emphasizes and encourages the continual spiritual growth of our staff and students. With that in mind, we have dedicated times each day for spiritual emphasis and a weekly chapel service. Student attendance at chapel services is mandatory, and special chapel services may be required throughout the year.

Pledges

Students at Family Christian Academy start each day by reciting the following pledges. Each student must stand up and show respect for our country and our faith through their participation.

Pledge to the United States Flag: *I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

Pledge to the Christian Flag: *I pledge allegiance to the Christian flag and the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.*

Pledge to the Bible: *I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart, that I might not sin against God.*

Student Council

The Student Council is a student-led, student-run organization with a staff liaison. Classmates elect their officers, including a president, vice president, secretary, and treasurer, at the beginning of each school year for the upcoming year. The elected students strive to represent their classmates in scheduled meetings and serve as liaisons between the student body and the school administration. The class officers serve their class, preside over and coordinate class meeting activities, and sense the spiritual temperature of their class.

Student Council Officer election requirements are as follows:

1. All students shall profess Jesus Christ as their personal Savior and participate in a local church.
2. All officers shall maintain an overall grade average of 70% or higher, in all subjects.
3. All officers must have satisfactory conduct grades and no major discipline issues.
4. All officers must be enrolled at FCA for at least one year.
5. All officers must commit to attending all required school events and be actively involved in fundraising for the school, student council, and their class.

Classroom Parties

All lower school classrooms (preschool-5th grade) have monthly birthday recognitions. The teacher will notify families when these monthly celebrations will occur and provide guidance on what can be sent in on these days. Families who want to send in a treat should send in enough servings for the whole class. The teacher's directions should be followed in this policy. Students who wish to distribute personal party invitations must give an invitation to each child in their classroom or hand out invitations to all the boys or girls in that class. Otherwise, the invitations may not be distributed.

Pets on Campus

For safety reasons, no pets are allowed on campus.

Hall Passes/Leaving Class

Students should remain in class unless their teacher permits them to be away. Once leaving the classroom, students should proceed directly to the approved destination and return promptly to their classroom. Interruption of other classes is not permitted. If students are found in inappropriate areas of the school, consequences for skipping class will be enforced. If students are allowed to leave class, they should leave their cell phones in the classroom.

CAMPUS PROCEDURES

Lockers/Storage

Students in 6th-12th grades are assigned lockers. Students may purchase and use a lock; however, they need to provide the combination to the office. Sharing lockers is sometimes required and will be assigned by administration when necessary. Using an empty, unassigned locker is also not allowed. Students are responsible for the contents of their assigned locker, both inside and outside. Students are expected to keep their materials and books stored properly in their lockers.

Lockers are the school's property and may be inspected at any time by school or law enforcement officials without students present. At the end of the year, students are responsible for removing items from their

lockers and either disposing of them or taking them home. Backpacks or other materials are not to be left in the walkways at any time during the day.

Lost and Found

Lost items, including books and valuables, will be placed in the office. Those items will be stored for one month and donated to a local charity. Please clearly label all items so they can be returned to the student.

Search and Seizure

Family Christian Academy reserves the right to search any student or their property. These searches can extend to lockers, backpacks, purses, athletic bags, vehicles, and other areas if there is reasonable suspicion that illegal, prohibited, or harmful items or substances may be concealed on the student or in these different locations. Random searches of students or school property without specific cause may be conducted while on School property, at school-sponsored events away from school property, and at any other time when students are subject to the disciplinary control of school officials. Great discretion will be exercised to ensure the privacy and appropriateness of any search conducted. Searches will be limited to the following procedures:

1. In the presence of another school employee, a school administrator asks a student to empty their pockets and remove shoes, socks, and outerwear (hoodies, jackets, etc.).
2. If the student is unwilling to cooperate, the administrator will contact the parents immediately.
3. If there is reasonable suspicion of contraband on a student's person that would require a pat-down or strip search by law enforcement, parents would be contacted along with law enforcement. These searches would be conducted by someone other than school officials or employees.

Visitors to Campus

The FCA welcomes and encourages visitors and parents to our campus. All visitors must report to the school office upon arrival. Once approved, the visitor will receive a badge that must be worn throughout the visit. To protect class time, only students and parents with an admission appointment will be allowed to visit the classrooms. FCA reserves the right to insist on the appropriate example and environment for students, including the right to deny admittance to visitors. Alumni are permitted to visit the school and meet with former teachers, provided they have reasonable access that does not interfere with the regular operation of the classroom.

Visitors are asked to park and walk to the school office between 8:05 am and 3:00 pm. For security and safety reasons, parking or stopping a vehicle in front of the school office is prohibited.

Traffic

When dropping off and picking up students, drivers are expected to observe the rules of common courtesy. They will:

1. Use the designated entrance and exit.
2. Follow drop-off and pick-up lines.
3. Maintain a speed of less than 5 MPH.
4. Avoid blocking the driveways at all times.
5. Use turn signals to indicate your desired direction when exiting the property.
6. Students must stay in their parents' vehicle while waiting for siblings.
7. DO NOT confer with a teacher during pickup or drop-off.
8. DO NOT pick up or drop off students in areas other than the designated areas.
9. DO NOT park in the fire lanes for any reason.

* Parents, please advise family members or others of the proper procedure when they need to pick up or drop off your children.

* You must display your identifying tag on the dashboard during pick-up and drop-off.

Vehicles on Campus

Students with valid Florida driver's licenses can drive to school. Rules regarding parking and safety must be followed; failure to do so may result in the loss of driving privileges. Students must register their vehicles at the school office. When their vehicle is on campus during the school day, students must display their vehicle's parking tag on the dashboard so it is visible from the outside. Students must complete all required paperwork to drive themselves to school.

Lunch Program

Students are allowed to purchase lunch items in the cafeteria. Parents/students may pre-order lunch for their child or children using FACTS. Lunch should be ordered by 7:30 am each school day, and can be pre-ordered up to a month in advance.

Students are not permitted to order food for delivery to campus. This includes deliveries directly from a restaurant or any establishment using Uber Eats or similar delivery services.

If your child is not ordering lunch through the cafeteria, please send them a packed lunch. If your child forgets their lunch from time to time, we understand that lunch will need to be dropped off. However, we prefer that parents not drop off outside food. We recommend using thermal lunch boxes to prevent food from spoiling and to keep it warm/cold. Please **do not** include the following items in lunches:

microwaveable foods, gum, candies, and carbonated drinks.

Drinks on Campus

We understand that your children may eat or drink in the car on the way to school. However, we ask them to finish their food and drinks before entering their homeroom class. We also ask that students only bring **water** to drink throughout the school day, whether in a reusable water bottle or not. Reusable water bottles must be completely sealed and leakproof. No unsealed or straw water bottles are permitted in physical education (PE). Students are not permitted to bring coffee or specialty drinks to class. This helps maintain a clean classroom environment. Refilling water stations are available on campus.

Walking or Riding a Bike Home

A student must be in upper school, 6th grade or higher, to walk home or ride a bike to and from school. A form must be submitted and approved before a student participates in either drop-off or dismissal option. Student safety is the primary concern considered when approving or denying requests.

Fifth Grade Safety Patrol

As students enter fifth grade, they have the opportunity to serve other students and their families by joining the student safety patrol team. Students will be recommended by their fourth- or fifth-grade teachers based on their demonstration of characteristics such as responsibility, compassion, reliability, and a servant's heart. Students on this team serve during morning drop-off and afternoon dismissal by opening doors and assisting students in or out of their cars.

MEDICAL

Emergency Phone Numbers

It is crucial that Family Christian Academy has up-to-date home, cell, work, and emergency contact numbers. The FCA will attempt to contact parents or emergency contacts in the event of a severe illness or injury. In critical cases, the first call will be made to 911. Please inform the office personnel of any changes to your address or emergency contact information. Each student must have an emergency contact who is not a parent or guardian.

Medications at School

If a student needs to take medication at school, the medication must be in its original container and accompanied by the physician's authorization form. Medications to be administered during school hours must be stored in the office. The container must include the physician's written directions, the physician's signature, the patient's name, the medication name, and the medication administration instructions. Teachers are not allowed to administer medications. Prescription or non-prescription medications will not be given without a signed permission form. Medication permission forms may be obtained in the administration office. Tylenol or other pain-relieving medications will only be administered if a Charlotte County Health Department Private Schools Parent and Physicians Authorization Form has been provided to the office. The school will not offer Tylenol or any other pain-relieving medications. Tylenol will be provided only with written permission from both the parent and only for headache relief.

FCA and families are expected to adhere to the following guidelines:

1. All emergency medication (e.g., Tylenol, ibuprofen) administered to a student must be accurately recorded, including the student's name, date, medication administered, dosage, and confirmation of parent/guardian contact.
2. For the front office staff to administer medication to a student, a "Medication Information Form" signed by the parent must be on file.
3. All medication must be stored in the locked front office.
4. All medication must be clearly labeled.
5. Before administering any medication (such as Tylenol or Ibuprofen) to a student, the front office staff must contact the student's parents or guardians for permission if it is not a doctor-prescribed medication.
6. Each parent or guardian must bring any prescribed medication to the front office during the first week of school and complete a "Medication Information Form." This includes nebulizer and asthma medications.
7. All prescribed medications must be stored in the school office. If a student has a prescription that must be refrigerated, the Principal will arrange for the medication to be stored appropriately or to be kept with the student in a freezing bag.
8. Epi-pens can be kept in the front office, classroom, or on the student as directed by the prescribing doctor.
9. The front office staff will not distribute feminine hygiene products unless the student's parents or guardians provide permission. Please ensure your daughter is prepared with her necessary items. The office can hand out pads in an emergency, but will not offer tampons.

Illness or Injury at School

If a student becomes ill or is injured, the student will be sent to the office. Students will be sent home if they have a temperature of 100.4 or higher or if they are vomiting. If necessary, parents will be notified immediately and will be asked to pick up their child. To return to school, a student must be fever-free for at least 24 hours without the use of fever-reducing medications and free from vomiting for at least 24 hours.

Illness Policy

Deciding that a child is "too sick" to attend school can be challenging. All of us, parents and staff, have a mutual interest in the children's health and well-being. To ensure the health of our children and their families, it is the policy of Family Christian Academy that children must stay home if they exhibit the following symptoms or conditions:

1. Fever of 100.4 degrees or above.
* To return to school, Children must be fever-free for 24 hours without using fever-reducing medications (such as Tylenol, Motrin, Advil, etc.).

2. An illness that prevents a child from participating comfortably in activities or results in a greater need for care than our staff can provide without compromising the health and safety of other children.
3. Unusual behavior: a child is irritable or less active than usual, cries more than average, or does not seem well. The child also exhibits loss of appetite or general discomfort.
4. Lethargy or sluggishness
5. Severe and persistent coughing
6. Congestion or nose drainage that is not clear in color
7. Excessive nose drainage, regardless of color
8. Swollen glands
9. Eye drainage or Conjunctivitis
10. Abdominal pain
11. Skin rash (unless a physician has determined it is not contagious) or a cold sore
12. Diarrhea or vomiting
13. Sore throat, strep throat, difficulty breathing, or wheezing
14. Ear infection
15. Chicken Pox
16. Lice or nits (can return once treated)

WEATHER CONDITIONS

If Charlotte County Public Schools are closed due to weather conditions, FCA and Extended Care will also be closed. The Charlotte County Emergency Preparedness Department has been authorized to notify the public when all schools are to be closed. Parents are encouraged to tune in to major television and local radio stations for information. Parents may also opt for Facts Parent Alert to receive notifications from FCA in the event of inclement weather or other emergency closures.