



# Family Christian Academy

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A Ministry of Family Church PC

Family Handbook  
2023-2024

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## FAMILY CHRISTIAN ACADEMY

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

### 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

Web Address: [www.fcamustangs.org](http://www.fcamustangs.org)

E-mail Address: [office@fcamustangs.org](mailto:office@fcamustangs.org)

Administration Office: Mr. Jim Hofman

Interim Head of School

Office Staff: Mrs. Jessica Martinez  
Mrs. Lynn Overton  
Mrs. Jennifer Olds  
Mrs. Janice Terry  
Ms. Mary Brooks

Office Manager  
Administrative Assistant  
Administrative Assistant  
Assistant Finance Director  
Admissions Administrative Assistant

Senior Leadership: Mrs. Candy Jernigan  
Mr. Chris Click  
Mrs. Petra Brandt

Dean of Academics  
Dean of Students  
Dean of Support Services

## **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, unless a particular status protected by federal, state, or local laws contradict the deeply held religious convictions of the school or Family Church, to all the rights, privileges, programs, and activities of the school.

Family Christian Academy does not discriminate on the basis of sex, race, color, national origin, ethnic origin, citizenship status, disability, or other protected status in the administration of 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 based on disqualifying academic and social/emotional and behavioral abilities or whose personal or family life style is not in harmony with the stated philosophy and mission of the school. The school has sole discretion to admit or deny students.

## **FAMILY CHRISTIAN ACADEMY HISTORY**

FCA was established in 1983 by the First Baptist Church (now Family Church) of Port Charlotte, Florida. The church's vision was to provide a Biblically integrated academic school for the children of Christian families in the area. Originally named First Baptist Community Christian School, it was Charlotte County's first Christian school and served 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 became known as 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 that comes from educating our community's young people for nearly four decades.

## **STATEMENT OF FAITH**

1. God is a Triune God – the Father, the Son, and the Holy Spirit.
2. The Bible is God's infallible and authoritative Word to man. It is the only standard by which faith and practice are to be measured.
3. The chief end of man is to glorify God and enjoy Him forever.
4. Man is created in the image of God. Through his relationship to Adam, man is a sinner by nature and does himself practice sin. He is alienated from God, his neighbor, and the world. Every person is a sinner.
5. Jesus Christ is the only Savior of sinners and the only way to the Father. He died as a substitute for sinners and was raised from the dead so that they might become reconciled to God.
6. Eternal life is a free gift that is received through faith in Jesus Christ alone. Eternal life is neither deserved by anyone nor can be earned by good deeds.

## **SECONDARY DOCTRINES**

FCA chooses to enroll families from a variety of 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 for our classrooms as students discuss a range of doctrinal issues. Secondary doctrinal beliefs are appropriate – even at times encouraged – for in-class discussion and debate.

Most of the common secondary issues are purposefully planned into the curriculum. Teacher-led discussions encourage students to learn how to disagree in a patient and loving manner, while learning 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 personal positions on secondary teachings. Ultimately, our goal is to have unity in the essential issues of the Christian faith, allow for diversity in the non-essential issues, and cultivate love above all!

## **CHRISTIAN PHILOSOPHY OF EDUCATION**

The Christian philosophy of education of 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 the only infallible authoritative Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying 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 free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

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

This philosophy focuses our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum and materials available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his or her choosing, whether in college, university, or in vocational training.

The student consists of the spiritual, mental, intellectual, physical, social, and emotional areas. These areas are inseparable, and the thread of spirituality runs through all of them. Therefore, it must be our aim to resist the tendency to teach the Bible compartmentally or on the intellectual level alone.

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

## 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, whether intentionally or unintentionally.
3. We value the formation and development of a Biblical worldview.
4. We value high academic standards integrated with Biblical principles and truths.
5. We value a Christian testimony exhibited by character, mutual respect and professionalism.
6. We value a community displaying a nurturing family environment rooted in integrity and Biblical principles.
7. We value servant leadership modeled by the faculty and staff and reciprocated by students.
8. We value the wise stewardship of God's resources.

## SCHOOL OBJECTIVES

The following objectives reflect the Family Christian Academy (FCA) philosophy and drive the policies and procedures of FCA.

### I. Spiritual

- A. Instruct students in the truths of scripture as outlined in the Statement of Faith.
- B. Develop in our student's knowledge, appreciation, and respect for God, His Son Jesus, and the indwelling Holy Spirit, thus instilling a desire in everyone to do God's will.
- C. Instill an understanding in each student of the importance of developing a personal relationship with Jesus Christ and the importance of the Holy Spirit in the world and the church.
- D. Instruct students in the development of a Biblical worldview in every aspect of their lives.
- E. Make students aware of the awesomeness of God through their active participation in chapel and other activities.
- F. Inspire a desire in students to become more reverent, respectful, and humble transforming their character to be more like Christ.
- G. Provide a distinctly Christian learning environment where:
  1. Every subject is taught from a Biblical perspective.
  2. Bible classes are required for all students.
  3. Every teacher is a Christian.
  4. Daily worship opportunities are part of our program.
  5. Community service is required.

### II. Academic

- A. Establish and maintain high expectations. The course of study at FCA is designed to prepare students for college or vocational entrance and achievement. Students are provided the opportunity to develop their abilities to think analytically, critically, and to become problem solvers. Our students are encouraged to become creative and develop new ideas and solutions to problems.
- B. It is expected of our staff to instruct and foster the growth and expectations of our students both academically and spiritually.
- C. We will provide differentiation in instruction for the purpose of developing our students'



God-given gifts to their fullest potential.

D. Our desire is to develop academic skills which result in the following:

1. Lifelong learners
2. Highly motivated individuals
3. Individuals with the ability to effectively use the English language to express written and spoken thoughts, ideas, and feelings coherently
4. Opportunities for our students to experience a variety of technologies in preparation for future success
5. Ability to use research, analytics and evaluation in decision making and resolving problems

### **III. Social**

- A. Develop a loving and respectful approach to all people regardless of their physical, social, ethnic, economic circumstance, realizing all are valuable in God's eyes.
- B. Discipline students in a way that:
  1. Honors God and his plan for discipline
  2. Leads to personal responsibility of behavior
  3. Is restorative, both with God and individuals
  4. Instills a sense of self – control and discipline
- C. Enable students to see their personal areas of challenge.
- D. Develop the individual strengths of each student with humility and meekness.

### **STUDENT OUTCOMES**

The following outcomes have been established for prospective and current students of FCA. They support the school's mission statement and provide a basis for evaluating how well the school is doing in fulfilling its mission. To successfully fulfill its mission, FCA seeks to graduate students who:

1. Understand and commit to a personal relationship with Jesus Christ.
2. Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
3. Are proficient in mathematics and science.
4. Have a knowledge and understanding of people, events, and movements in history and the cultures of other people and places.
5. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
6. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, encouraging Biblical hospitality for the "alien" (stranger).
7. Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
8. Know how to utilize resources, including technology, to find, analyze, and evaluate information.
9. Are committed to life-long learning.
10. Have the skills to question, to solve problems, and to make wise decisions.
11. Understand the worth of all humanity as created in the image of God.
12. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.

13. Know, understand, and apply God's word in daily life.
14. Possess apologetic skills to defend their faith.
15. Pursue the fruits of the Spirit in their everyday lives.
16. Treat their bodies as temples of the Holy Spirit.
17. Are actively involved in a church community, serving God and others.
18. Understand, value, and engage in appropriate social (community) and civic (political) activities.
19. Embrace and practice justice, mercy, and peacemaking in family and society.
20. Value intellectual inquiry and are engaged in the marketplace of ideas (open and honest exchange of ideas).
21. Respect and relate appropriately to the people with whom they work, live, and play.
22. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
23. Are prepared to practice the principles of healthy, moral family living.
24. Are good stewards of their finances, time, and all other resources.
25. Understand that work has dignity as an expression of the nature of God.
26. Are young men and women of integrity.
27. Strive to do their best in whatever they do.
28. Be able to explain the plan of salvation to non-believers.

### **STATEMENT ON MARRIAGE AND SEXUALITY**

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

We believe the term "marriage" has only one meaning and that is 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.

We believe that in order to preserve the mission and integrity of Family Christian Academy, and to provide a biblical role model to the students and the community, it is imperative that all persons employed by the school, and all persons who attend the school and their families should agree to and abide by this Statement on Marriage and Sexuality.

We believe that God offers redemption and restoration to all who confess, forsake, and repent of their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person 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 not in accordance with Scripture nor the policy of this school.

## **PARTNERING WITH PARENTS**

### **Agreement with What We Believe**

Parents must agree to support teaching that includes FCA's Statement of Faith. In cases of disagreement, the parents should teach their child why they disagree but not be divisive.

### **Communication**

Communication between FCA and parents will be conducted through a variety of methods including but not limited to the following: email, telecommunications, parent meetings, and weekly newsletter. We will share updated reports on activities occurring at FCA, including updates on academic progress, upcoming events, and student opportunities for service. Parents are responsible for checking their email for updates and important information. In cases of communication preferences, due to 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 student's schoolwork and personal development

### **Custody Information**

The school needs to have contact information for both parents/guardians in the family. If there is not a joint custody agreement, the school will need to have a copy of the custody agreement on file to be aware of any limitations in place. Otherwise, both parents/guardians on file will be sent communication from the school.

### **Routines**

Establish routines which allow for the student's regular and timely school attendance and compliance with attendance policy and procedures.

### **Discipline**

Assist and support the school in carrying out disciplinary actions that may become necessary.

### **Authority**

Establish a respect for authority, for the rights of everyone, for private and public property, and the legal system.

FCA, as a school community, desires to model Christian qualities of redemption and responsibility in the lives of faculty, staff, and students. Therefore, everyone is responsible for their conduct and needs the opportunity to learn and grow by accepting responsibility for their actions. These actions may require disciplinary actions to maintain order and discipline.

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

### **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 classrooms, to volunteer in the office and cafeteria, to assist in the maintenance department, and to assist our coaches. We are grateful for all that is accomplished through volunteering parents. Parents that volunteer on a regular basis are required to:

1. Fill out a Volunteer Application
2. Submit to a criminal background check.
3. Complete a Volunteer Driver Form, if planning to drive for school field trips/events/etc. and provide necessary documentation

You can pick up the Volunteer Forms in the Administration office.

### **FIELD TRIPS/OFF-CAMPUS EVENTS**

1. Safety is of primary importance when students are being transported to and from a school sponsored activity.
2. The teacher can deny a student the privilege of participation in an activity outside the school for reasons relating to unacceptable behavior and/or incomplete academic work.
3. Teachers must submit for review and approval by the Dean of Support Services their supervisory plans for transportation of school students to and from a school sponsored activity.
4. Those who assist teachers in the supervision of school students on a school sponsored trip will be chosen at the discretion of the respective teacher with the approval of the Dean of Support Services.
5. All participants must have the Field Trip Permission Slip signed and turned in prior to the field trip and payment must be received.
6. All chaperones must have a completed FCA Volunteer Packet and a Volunteer Driver Application prior to the field trip. A Volunteer Driver Application is not required if the chaperone is not driving a separate vehicle and rides the bus. A driver may drive only his/her child to and from a field trip.
7. If the transportation vehicle is provided by volunteers, parents, guardians, chaperones, or any other supervisory personnel, that driver must be 21 years of age or older and must submit to the school a copy of his/her valid Florida driver's license as well as have proof of current and valid insurance. 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 is a chaperone during a field trip, he/she may not bring other siblings/family members on the trip. Field trips are for educational purposes and/or used as a reward for participation in a school group and should include only students directly involved.

## FACTS AT A GLANCE

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

**School Mascot:** Mustangs

**Accreditation:** Christian Schools International (CSI)

**Membership:** Association of Christian School 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 - 10
K4	10 - 12
K5 to 5th	18 - 20
6th to 8th	20 - 24
9th-12th	18 - 20

## FACULTY

Faculty are screened and interviewed by the Administrative Team. Each one is hired on his/her testimony of salvation in Christ, his/her love for children, his/her academic preparation including a minimum of a bachelor's degree for core subjects in grades K3 - 12, his/her personal references, professional certification and his/her commitment to the goals, purposes, philosophy, standards, and mission of FCA.

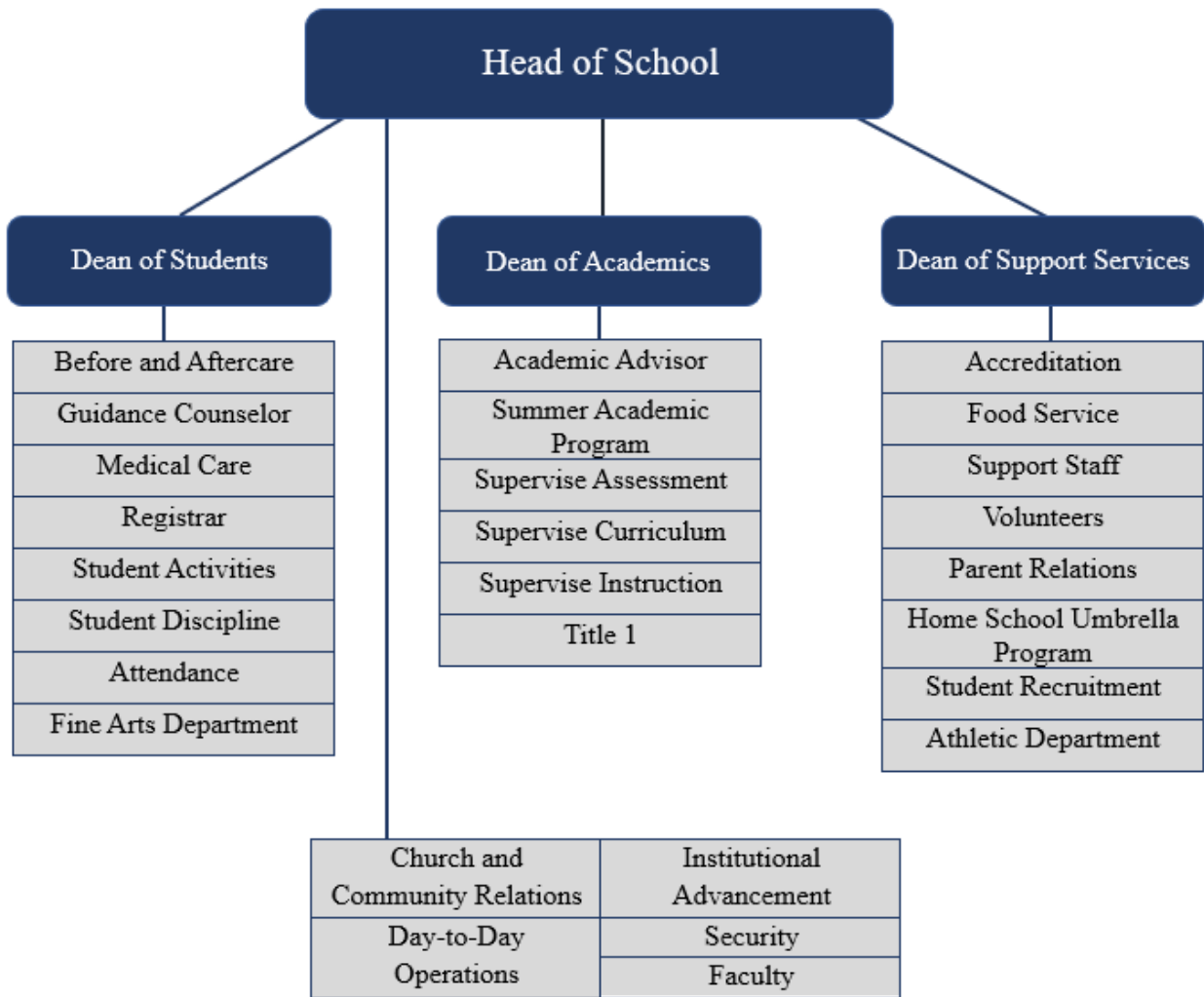
## FCA ORGANIZATION

Family Christian Academy functions as a ministry of the Family Church PC, in Port Charlotte, Florida. FCA is run by a board that is known as the "School Council." The School Council members are appointed from the membership of the congregation, by the governing board of the Family Church PC.

FCA is organized to effectively fulfill the mission of the school. The Head of School, the Dean of Students, the Dean of Academics, and the Dean of Support Services make up the Leadership Team that runs the Educational Program.

The four administrators, along with additional department leaders, form an administrative team that implements the academy's academic and extra-curricular programs and provides necessary services to students and parents.

## FCA Organization Flow Chart



### ENROLLMENT APPLICATION

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

The previous line is our mission statement. This is not something that is engraved on a few plaques and then tucked away. It embodies the heartbeat of Family Christian Academy. It is the same heartbeat that Family Christian Academy has had for four decades. It drives us—all of us—faculty, staff, coaches, and students, to pursue Christian scholarship with a goal of engaging the world for Christ. This common mission causes Family Christian Academy to become more than a school—it becomes a community. It is within this community that 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 a personal 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 the majority 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 historic, orthodox creeds and doctrines of the Church. It views God, life, and scripture through that form of biblical interpretation presented by the Baptist Faith and Message 2000.

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

### **To Apply:**

1. Visit our school website at [www.fcamustangs.org](http://www.fcamustangs.org)
2. Schedule a tour, if you'd like by clicking on "Schedule a Tour" at the top of the page.
3. Submit a completed application by clicking on "Apply" to the left
4. 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:
    - i. A current copy of your student's IEP, 504, or medical concerns that are educationally relevant
    - ii. Florida Certificate of Immunization (DH #680)
    - iii. Florida Student Health Examination form (DH #3040) \*
    - iv. Copy of student's social security card
    - v. A copy of the student's Birth Certificate
    - vi. A copy of the student's most recent and previous year's report card
    - vii. A copy of the student's most recent Standardized Test Scores (FCAT, SAT, IOWA, Terra Nova, etc)
    - viii. \$40 Non-Refundable Assessment Fee
5. Take an academic assessment consisting of reading and mathematics (grades K-12). This will be scheduled through the admissions office.
6. Meet with the Financial Director of FCA.

\* Items are available online under Admissions Process

## **After Applying:**

1. The school will call you to set up a time for an assessment
2. Submit Family Christian Academy medical forms.
3. Submit Florida 680 & 3040 forms (from your doctor)
4. Submit athletic physical (if your child plans to play sports)

We appreciate your interest in being part of the Family Christian Academy community and hope to assist you in any way we can. If you have any questions, please feel free to contact the Admissions Office at 941-625-8977 or via email at [admissions@fcamustangs.org](mailto:admissions@fcamustangs.org). Family Christian Academy, in the true spirit of Christ, follows federal, Florida state and local laws regarding non-discrimination. See FCA's complete Statement of Non-Discrimination on Page 2.

## **PAYMENT POLICIES**

### **Fees and Tuition**

For families who do not pay in full and need to make payments, payment plan options are available through FACTS during the enrollment process.

Payments are considered late if not made by the last day of the month. On the first day of the following month, a late payment fee will be assessed. Additionally, all day care payments must be paid within the allotted billing cycle. Failure to keep tuition and day care payments current incurs the same scope and sequence mentioned below in "Suspension of Families for Non-Payment."

Families who are receiving grants through Florida's various scholarship and empowerment programs, must keep all school accounts current and adhere to FCA attendance policies.

The FACTS Tuition Management Program is set up for all monthly accounts. Payments are due on the 5<sup>th</sup> or the 20<sup>th</sup> of each month. FACTS will collect a \$41,00 annual fee when they receive a completed agreement. The 12-month payment plan begins in July and concludes in June, and the 10-month payment plan begins in August and concludes in May.

### **Extended Care Fees**

The Extended Care program is for enrolled FCA family students. FCA families needing extended care may register for this service through RenWeb during the enrollment process. Monthly rates for extended care may be included in your FACTS Tuition Management Program.

Renweb will not be available to any families that have past due financial accounts. Refer to RenWeb and FACTS Management systems for additional financial policies.

## **SUSPENSION OF FAMILIES FOR NON-PAYMENT**

FCA counts on the timely payment by families to cover the operating costs of the school. There are many expenses, including building costs and maintenance, staff payroll, books and supplies, etc. When families do not make their payments in a timely manner, it puts undue stress on the budget



and those responsible for paying the bills. Below is the sequence that will be used by FCA for families whose accounts are behind:

1. When a family is two (2) weeks beyond the due date for tuition payments or day care payments, they will be notified by Accounts Receivable that the status of their child(ren) at FCA is in jeopardy.
2. Once a family's account is four (4) weeks in arrears, the child(ren) will be suspended from classes until payment is made in full by cash, cashier's check, or money order. 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 the general public if there is no waiting pool in that grade.
4. Official records will not be released to the new school until all fees are paid in full.
5. If families are continually delinquent, the school has the discretion to request tuition for the following year to be paid in full by cash or cashier's check only.

### **TRANSFERS/WITHDRAWALS**

- ❖ Registered students withdrawing from school between July 1 and the beginning of the school year will pay a penalty of 20 days of tuition. This is in addition to items "B" – "E" below.
- ❖ All application and testing fees are non-refundable.
- ❖ Commitment fees are non-refundable.
- ❖ There is NO REFUND for sickness, vacations, holidays, inclement weather, and the like.
- ❖ For all students withdrawing during the school year, a prorated portion of the year's tuition will be charged for those paying in full, semi-annually, quarterly, and monthly. The prorated rate will be based on the following formula:
  - The amount due is based on 10 months and the number of days attended out of the school year plus 20 school days.
  - The family whose child is dismissed from FCA will be charged tuition based on the 10 months of the school year and number of days enrolled plus 20 school days.

### **GIFT GIVING**

Tuition and registration fees are the major source of income for the school. Since this income does not always cover the entire cost of providing a quality Christian education, FCA welcomes the donations of parents and friends. Since FCA is under the non-profit status of the Family Church in Port Charlotte, Florida, all qualifying donations to the academy are tax deductible.

## **ACADEMICS**

### **Biblical Integration**

We believe that it is our obligation to ensure that Family Christian Academy integrates Biblical teaching into all aspects of our institution. Therefore, our teachers and staff strive to integrate Biblical principles into their coursework daily as well as their daily interactions. Our expectation is that anyone involved in any extracurricular activity will reflect a Christian lifestyle and Biblical worldview. All employees and volunteers must remain vigilant in protecting Family Christian Academy's integrity, philosophy, mission, vision, and purpose.

### **Academic Standards**

Family Christian Academy endeavors to maintain a rigorous and challenging academic curriculum with focus on the development of a Biblical worldview. Our curriculum, while challenging, is also founded on Biblical principles which prepares 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
  - Algebra I \* \*\*
  - Honors Algebra I \* \*\*
- Science
- English/Language Arts
- History
- Electives – Band, Art, Technology, Cadets, Physical Education, Life Skills, or Drama

\* Prerequisites are pre-algebra and teacher recommendation

\*\* Passing grade qualifies this course for Upper School Credit

#### Upper School Required Curriculum Courses

All students enrolled, in grades 9-12, at FCA fall under the program of study presented next.

**FAMILY CHRISTIAN ACADEMY  
UPPER SCHOOL REQUIRED COURSES**

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
Bible-Survey of the New Testament	Bible-Mastering Bible Study Skills	Bible-A Study of the Godhead	Bible-Survey of Christian Apologetics
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 Algebra I Honors Geometry Geometry Honors	Algebra II Algebra II Honors Geometry Geometry Honors	Algebra II Algebra II Honors Pre-Calculus	College Level Mathematics/Online DC Math Consumer Mathematics
Physical Sci. Physical Sci. Honors	Biology I Biology I Honors	Chemistry Chemistry Honors	Physics/ FL Virtual
Physical Education/ Health *	World History World History Honors	Am. History Am. History Honors	Economics Economics Honors Am. Government Am. Government Honors
Spanish I	Spanish II	Elective	Elective
Elective	Elective	Elective	Elective
	FL Virtual Elect ***	FL Virtual Elect ***	FL Virtual Elect ***

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

\*\*\* The Florida high school diploma requires at least one online course for graduation.

**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)

*History* - 3 credits

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

*Physical Education* - 1 credit

*Fine Arts* - 1 credit

One Online course required by Florida

\*\* *A total of 23 credits are required for an Upper School student to be graduated.*

**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. Student grades are determined by the quality of the work performed and delivered. The following academic performance grades will be used:

K3-K5 will use the following scores in all classes: O, S, I, N,

O - Outstanding

S - Satisfactory

I - Improving

N - Needs Improvement

Honor Roll is determined by using scores in academic courses only. These include English Language Arts, Mathematics, Science, and Social Studies.

First – fifth grade students will use the following performance grades in all academic subjects: Bible, English/Language Arts, Mathematics, Science, 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 as listed for K3-K5 above.

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

### **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 4 and ½ weeks into the year).
3. Partial credit will not be granted for any course not completed.

### **Course Changes**

Adding or dropping a course will be determined on an individual basis. Students may not drop a course without parental agreement. Course changes, requested by the student after the first two weeks of school, will not normally be granted. Course changes may take place during the academic quarter only with teacher recommendation and approval of the Dean of Academics.

### **Textbooks**

Students are issued textbooks at the beginning of the school year. Because parents pay for their student's textbooks in advance, when they register their student(s) for school, their student may keep their textbooks following the completion of the school year.

## **Academic and Counseling Services**

Of the many services that a Christian school can offer, few are more important than personal and academic guidance. FCA offers personal counseling and academic advising at all levels of the school. Currently the School Counselor is available by contacting the Dean of Students and the Academic Advisor is available for academic planning by contacting the Dean of Academics.

## **Academic Probation Policy**

### Purpose

The purpose of academic probation is two-fold. First, it gives a student experiencing academic difficulty a chance to improve. Second, it warns the student and their parents of the possibility of non-continuance at FCA if the student's grades do not improve.

### Students are placed on probation because of the following:

1. Previous records of below-average academic achievement, i.e., a GPA of less than 2.0 or 70% for the prior school year
2. New students could be placed on academic probation due to entrance test scores and/or previous school academic records.
3. Two consecutive quarters with one grade below 60%
4. Student's GPA for the current school year drops below a 70%
5. At the end of a quarter the student has two failing grades

### Length of Probation

At the end of each quarter, the report card of a probationary student will be reviewed. If the student is passing all subjects at the conclusion of the previous grading period, he/she will be removed from academic probation. A student may be recommended for dismissal if he/she is not passing all classes after the completion of two academic quarters.

### Limits of Probation

Academic probation beyond two consecutive grading periods requires approval from the Administrative Team, consisting of the Head of School, Dean of Academics, and Dean of Students. If this committee does not approve a third grading period of academic probation, the student will be withdrawn from school.

### Role of the Dean of Academics During the Probation Period

The Dean of Academics will monitor the student's academic progress during the probationary 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 be used to support student and parent accountability in meeting the goal of the student passing all subjects and performing up to their potential.

## **Academic Misconduct**

Family Christian Academy's expectation is that all students exhibit a Biblical standard of conduct. Therefore, conduct which is inconsistent with a biblical standard of conduct, regarding academics, is not acceptable. Misconduct includes dishonesty, cheating, plagiarism, or any other effort that has not been approved in advance by the teacher, to gain help from another student or aid with another student.

### Cheating

Any attempt to use, provide, or gain information which is unauthorized is a serious 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

The practice of taking someone else's work or ideas and passing them off as one's own is at no time allowed at FCA. Any source that one uses to complete an assignment or paper must be cited. Plagiarism will be dealt with in a similar fashion as cheating. Incidents of plagiarism may result in the posting of a zero for the assignment. Continued incidents of plagiarism may result in student expulsion.

## **Homework Policy**

Teachers use homework to promote and reinforce classroom learning outcomes. Homework may also be used as an instructional or assessment tool. Teachers will avoid excessive amounts of homework, especially on Wednesday evenings, so students are free to participate in church activities. Elementary teachers will establish homework guidelines for their own respective grade levels with grade level appropriate consequences.

## **Progress Reports**

Mid-quarter progress reports are available on RenWeb to evaluate student academic and conduct status. Parent conferences are scheduled as soon as a pattern of academic or disciplinary problem begins to occur.

## **Dual Enrollment**

Any off-campus courses for credit must have prior approval by the administration, after a conference with parents. FCA currently has a partnership with Florida Southwestern State College to offer dual enrollment courses for eligible high school students. These courses will give high school graduation credit as well as college credit. FCA students pursuing dual enrollment courses must have completed at least 9th grade and have a 2.0 grade point average or better. Students must follow the application process established by FSW, required testing, and application deadlines for each semester. The Dean of Academics must approve all classes taken for dual credit.

## **Promotion Policy**

### Grades K 3-5

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

In the PreK years, we also consider elements such as basic understanding, the ability to communicate, and an acceptance of general norms like sharing and taking turns. \*Students must be three years old and potty-trained to enter K3. Be advised that if students are removed from FCA and placed in public school prior to 3<sup>rd</sup> grade, the state will hold a September 1<sup>st</sup> birthday cut off, and students may be required to repeat a grade if their birthday falls after this date.

### Grades 6-8

Any major course failed must be successfully made up during the summer through a method approved by the administration. If two or more core subjects (English, Math, Science, History, or Bible) are failed and not successfully made up during the summer, the entire grade must be repeated.

### Grades 9-12

Students must pass all required graduation courses, which are determined by semesters. If students fail a complete course or a semester of a course, FCA may not be able to accommodate their schedule to makeup this failed course.

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

Freshman:	Less than 6 credits
Sophomore:	At least 6, but less than 12 credits
Junior:	At least 12, but less than 18 credits
Senior:	Complete the credits required to graduate from FCA

\*According to the Florida Department of Education, students must be in attendance for a minimum of 135 hours of bona fide instruction to earn credit for the course in a single year.

## **Report Cards**

Report cards are sent home four times a year. For K3-K5 grade classes, and in non-core classes for 1<sup>st</sup>-5<sup>th</sup>, grades are given in areas where there are no written grades, but rather a subjective O, S, I, N.

Report card grades represent an average of quizzes, tests, exams, homework, and class projects that are graded. 6<sup>th</sup>-12<sup>th</sup> grade exams are incorporated within the semester grade if they are cumulative. The student must be enrolled at least six (6) weeks to be issued a report card so that the student may have a reasonable time to adjust.

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

## **Testing**

Family Christian Academy administers standardized testing for its students. In the spring, a standardized test is given to K5-9<sup>th</sup> grades. Teachers will administer and proctor these tests. Attendance during this week of testing is required for all students. Sophomores are given the PSAT each year, and Juniors take the PSAT, ACT, and SAT. Seniors may retake the SAT and the ACT, however, these fees are not part of the beginning of the year fee schedule.

## **Valedictorian and Salutatorian**

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

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

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



## COMMUNITY SERVICE REQUIREMENT

Family Christian Academy takes pride in the fact that it is engaged in the education of tomorrow's leaders who will impact their communities with the gospel of Jesus Christ. There are two fundamental assumptions upon which this important 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 when He stated that the greatest commandments were to love God and love others (Matthew 22:37-4).

It is our desire to help our students develop a Biblical worldview, experience a close walk with God, and bring Him glory through their own personal ministry. The Community Service Requirement provides students this opportunity.

1. This program involves students in grades 6-12. Other projects related to community service are conducted in the younger grades.
2. The purpose of this program is to provide community service. Any projects that benefit FCA, its students, or families must be approved by the administration.
3. All FCA students should always exemplify the Lord Jesus Christ in their behavior while serving in the community.
4. It is our objective for students to have a passion for the community service projects in which they choose to engage. 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 be part of an ongoing outreach ministry or project, or they may choose to complete the required community service hours for the year in a single outing.
5. If the proper procedures are not followed by the student, it may result in the rejection of the work or project, or the loss of hours (all or partial) spent on a project.

\* Please Note: Students in middle school and high school are expected to complete the required hours for their grade to be promoted to the next grade. To be promoted, students in middle school must complete 12 hours of community service per year. To graduate, high school students will complete 25 hours of community service per year they are a high school student at FCA or 25 hours of paid work experience per year.

### Required Hours

#### Middle School and High School

6<sup>th</sup> - 8<sup>th</sup> Grade: 12 hours/year (3 hrs/quarter)

9<sup>th</sup> - 12<sup>th</sup> Grade: 25 hours/year (6.25 hrs/quarter)

### Specific Guidelines for Service Opportunities

1. Service opportunities must be completed with non-profit organizations with a few exceptions such as private hospitals or nursing homes.
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 have parental permission to go to the location in the community.
4. The student must provide his or her own 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. Special ministry opportunities within your local church are acceptable. These activities must be beyond the regular activities of the church and the student's involvement.
7. Students may also complete community service projects over the summer using the
8. Community Service Form and adhering to the same criteria.

### **Examples of approved Community Service ministries off campus:**

1. Sunday School teacher/aide
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 Children's Ministry
3. Operation Christmas Child
4. Canned food drives- Harry Chapin Food Bank
5. Pregnancy Solutions
6. Jesus Loves You Ministries
7. Tutoring

## **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 pass all the criteria listed below.

To begin the process, a student must have a 3.5 unweighted cumulative GPA, show evidence of leadership, display Christian character, be involved 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 with the application 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 Faculty Council will evaluate the paperwork submitted by the student. They will also evaluate the student's leadership, service, and character qualities. The Faculty Council is comprised of the NHS faculty advisor and two high school faculty 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:

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

#### Step Four:

The students are formally admitted during an induction ceremony held each fall. Students must maintain a 3.50 GPA and continue to exhibit leadership, service, and Christian character to be a Society member in good standing.

### **Probation/expulsion from Honor Society**

Students who do not uphold the qualifications for membership may be placed on probation or expelled from the National Honor Society. Probation will last for the remainder of the school year after a breach occurs. Any additional violations in upholding the qualifications for membership occurring while a student is on probation is grounds for immediate expulsion from the NJHS or NHS. Students who are expelled may not reapply for admission into the NHS.

## **MIDDLE AND UPPER SCHOOL**

### **BEHAVIOR PROBATION POLICY**

A student who is 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 in-school or out of school suspension.
3. Earning two (2) detentions in a grading period
4. Entering the school with behavioral concerns from the previous year.

The period of probation will last one (1) quarter and the child's status will be reviewed when report cards are issued.

If a child completes the first quarter without significant behavioral problems, he/she will be removed from behavioral probation and normal rules and consequences will apply. The child may be kept on probation for another quarter if the Administration considers it necessary. A serious offense can lead to automatic expulsion of a student on probation. A serious offense can include, but not limited to, Level II or III offenses. Refer to ps. 38-39.

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

## **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 hiring practices since it is a private Christian school, its intent is to follow all federal and state laws in regard to prohibiting all types of 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 serious, 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, hurtful or fearful.
7. Sending inappropriate material by any electronic or communication device,
8. Web postings
9. And other actions, not listed above, that are classified as unacceptable behavior and fall under the above definition.

#### **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 including social media sites, text messages, chat, and websites. Its intentional manner of 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 cyber bullying 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 forms of sexual misconduct by any student, teacher, administrator, or other school personnel is illegal and 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/or the Dean of Students 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, hurtful, 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 perceives that he/she has been harassed or bullied must report the complaint in person to a member of the School Administration (Head of School, Dean of Students, or Dean of Academics). The student will also fill out and sign the Student Bullying Report form which can be obtained from the Dean of Students. Once completed, the form should be returned to the Dean of Students for further investigation. The Administration will attempt to keep the matter confidential; however, it cannot promise or assure confidentiality.

### **Investigation**

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

### **Disciplinary Action**

Violations of the policy will be dealt with as deemed appropriate and may be grounds for suspension or expulsion if the offender is a student. If the offender is on staff, the behavior may lead to a reprimand or dismissal. The disciplinary action will not be made public so as to not compromise privacy laws.

### **Retaliation**

Retaliation against anyone complaining of perceived unlawful harassment is not biblical and is unlawful. FCA defines retaliation as "a form of revenge that results in the hurting or harm to

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.

1. *"Do not say I'll pay you back for this wrong, Wait for the Lord and He will avenge you."*  
Proverbs 20:22.

2. *"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."*

Romans 12:17-19.

3. *"Make sure nobody pays back wrong for wrong, but always strive to do what is good for each other and for everyone else."*

I Thessalonians 5:15.

4. *"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."*

I Peter 3:9.

## ATTENDANCE

It is expected that students will be at school when it is in session. State Law (FS 1003.21, (1)(a), requires all children who have attained the age of six (6) years or who will have attained the age of six (6) years by February 1, of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, to attend school during the entire term.

The Florida Department of Education guidelines regarding net instructional hours per school year (based on 180 days) are:

- |  |            |  |
|--|------------|--|
| 1. Kindergarten students – <u>half day</u> – | <b>540</b> | net instructional hours = three (3) net instructional hours per <u>half day</u>  |
| 2. Kindergarten students – <u>full day</u> – | <b>720</b> | net instructional hours = four (4) net Instructional hours per <u>full day</u>   |
| 3. Grades 1-3 students –                     | <b>720</b> | net instructional hours = four (4) net instructional hours per day               |
| 4. Grades 4-12 –                             | <b>900</b> | net instructional hours = five (5) net instructional hours per day               |
| 5. Grades 9-12 –                             | <b>135</b> | net instructional hours for a core credit course that is required for graduation |

Note: Absences are defined as missing fifteen (15) minutes or more of class time.

## **Arrival**

School begins promptly at 8:00 am. Kindergarten through 12<sup>th</sup> grade students may arrive as early as 7:20 am but K-5 students will be expected to attend morning care in the cafeteria located in the Ministry Center. 6<sup>th</sup> – 12<sup>th</sup> grade students will proceed promptly to the courtyard area or Fellowship Hall until dismissed to their homerooms at 7:45 am. Supervision will be provided for each location.

## **Early Dismissal or Leaving School**

When a student arrives on campus or enters the church parking area in a personal vehicle, he/she is considered "in school." Students are not allowed to leave the school campus without parental permission and administrative approval. To leave campus, the student must check out through the school office and a parent/guardian must come in or call in for permission. If a student is leaving campus and will return the same day, he/she must sign in and out through the office. If the parent/guardian is calling in for their upper school student to leave early and that student drives, they must state who they are, reason for leaving, and give verbal permission for that student to leave on their own and send in a note via email or with the student when they return with written permission for our records. The student must come to the front office to check out of school. If the parent/guardian comes into the office to check out a student, they must show their ID, give a reason for early dismissal, and check out their child with the front office staff.

## **Dismissal**

At dismissal, teachers in the lower school will escort their students to the parent pickup area at 2:45 pm. Students will be supervised by their teachers until they are picked up by parents/guardians or escorted to the aftercare room at 3:05 pm. Students in grades 6th through 12th will walk to the parent pick-up area or student parking area at 3:15 pm. Students will be supervised by their teachers until they are either picked up or left campus in their vehicle. Those students in grades 6 - 8 who remain on campus after 3:30 pm will be dismissed to the aftercare room. High School students who remain on campus after 3:30 pm will go to the school office and contact a parent/guardian for pickup.

## **Excused Absences**

While we expect our students to be in school each day, we also realize there are unforeseen circumstances that may require students to miss school occasionally. FCA recognizes five (5) justifiable reasons for absences:

1. Illness or injury which would risk further impairment to oneself or others.
2. The need to quarantine due to exposure to coronavirus.
3. Attendance at a funeral
4. Medical appointments that must be made during the school day. When possible, efforts should be made to schedule these after school hours.
5. College visitation days. This is limited to Juniors and Seniors during the school year. FCA will excuse up to three (3) college visit days per school year.

***Students visiting a college campus during the school day must confer with their teachers regarding makeup work.***

***\*\*Any reason not included in the above list will be considered and approved at the discretion of the Senior Leadership Team\*\****

In the event a student must be absent from school for reasons which result in an excused absence the student remains responsible for work assigned for each class missed. If there is going to be an absence that is pre-planned, please contact the office in advance if possible. If the absence is not pre-planned, please contact the office no later than 10:00 am that day to let us know that your child will be absent. Students will be allotted 5 excused absences per semester. Any absence after this will be counted as unexcused.

## **Unexcused Absences**

Any absence for reasons other than those stated above are considered unexcused unless approved by the administration. Unexcused absences will be handled in the following manner:

1. Make-up work will be provided to students with an excused absence. Unexcused absences will result in a grade of zero for missed classwork or homework. Any formal assessment (i.e. quiz, test, project, performance, etc.) that is missed due to an unexcused absence will be able to be made up within 2 school days after returning to school.
2. When a student has five (5) unexcused absences, the parents will receive notification.
3. When a student has missed ten (10) total days, excused and/or unexcused, the Dean of Students will request an in-person meeting with the parents/guardian.
4. When a student has missed more than ten (10) days, a student may be required to make those days up on field trip days.
5. High school students missing eight class periods of the same subject during a semester may not receive credit for that class.
6. Extended illnesses will be handled on an individual basis.
7. High school students defined as habitually truant: a student who has missed 15 unexcused absences within ninety (90) calendar days, who have 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.
8. School-sponsored activities are considered part of the education program and will not count against attendance for those attending the trip. Students choosing not to attend a school-sponsored trip will be expected to report to school unless the Dean of Students gave prior approval for the student to be excused.
9. ***Students on state scholarship may not exceed 10% (18 days) in unexcused absences. Exceeding 18 days will put their state scholar in jeopardy.***
10. If a student misses school (excused or unexcused), they will not be permitted to attend or participate in any school activities or functions that day or evening. This includes, but not limited to, sports, events, and trips.

## **Attendance Probation**

Students who show a propensity toward absences and tardiness (7 absences or 10 tardies) may be placed on probation. Once placed on probation students will be asked to make up time missed in school in either morning or afternoon detention. School personnel will closely monitor attendance and will contact parents/guardians regarding attendance issues.



## **Tardiness**

Arriving at school late can be a distraction not only to the student who is tardy, but to his/her peers and teachers as well. We encourage parents and students to make every effort to be at school on time. Students who are not in class prepared for work at 8:00 am, or for the tardy bell for each subsequent class period are considered tardy. The following is the procedure for addressing students who are tardy:

1. Students arriving after 8:00 am must report directly to the school office to sign in and receive a tardy slip.
2. When students sign in, they are to present written documentation explaining why they are tardy.
3. A tardy will be excused for any unforeseen incident out of the control of the parent/student (accidents, inclement weather, etc.).
4. Students who are tardy 5 times or more to homeroom or 3 times to individual classes will receive detention.
5. The Dean of Students will request a conference with the family to discuss excessive tardiness.
6. Three tardies (excused or unexcused) will be converted to a 1-day absence (excused or unexcused).

## **Reporting to School Following an Absence**

When students return from an absence the student must bring a written excuse signed by the parent/guardian providing the reason for the absence on the day that the student returns to school. If a note is not turned into the office the day the student returns, it will be counted as an unexcused absence. Lower school students are to give their excuse note to their homeroom teacher. The teacher is then responsible for delivering the note to the office. Upper school students must bring their excuse to the office to receive an admit pass.

## **Sign In/Out**

Students arriving at school after 8:00am must sign in according to the procedures listed above in the tardiness section. Students who are leaving the grounds at any time following the 8:00 am bell must be signed out by a parent or guardian. Parents must buzz the office at which time they will be admitted to the school grounds. Once admitted the parent/guardian will proceed directly to the office to sign out their child. Students who drive will be released through the office. The student's parents will provide a written note granting their student permission to leave early. Parents will be contacted for verification that the student will be signing out.

## 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 the standards for competition, eligibility, and sportsmanship. Please see the *Athletic Handbook*, on our FCA website, for further details. Please print the final page of the handbook and sign, date, 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 availability of coaches.

### High School

Flag Football	Baseball
Basketball (Boys)	Soccer
Basketball (Girls)	Volleyball (Girls)
Softball (Girls)	

### Middle School

Golf	Cross Country
Soccer	Track and Field
Basketball (Boys)	Flag Football
Basketball (Girls)	Volleyball (Girls)

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 carry a 2.0 grade point average (FHSAA rules) throughout the activity, or they are removed from the activity. Complete eligibility requirements are available from the coach or Athletic Director.

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

1. Current Physical
2. Liability Form
3. Signed *Athletic Handbook* Agreement
4. Volunteer Driver Form- if a parent plans on driving other students

### Physical Education Attire

All 6<sup>th</sup>-12<sup>th</sup> grade students taking PE are required to wear long mesh basketball style gym shorts, t-shirts, socks, and gym shoes. Gym shorts must be either black, navy, or gray and plain t-shirts must be one of the school's colors; navy, gray, black, or royal blue. Shirts must not have a logo any larger than a half dollar and must be school appropriate. Spirit shirts are a great option for PE shirts, as they would keep in with our dress code requirements. If a student is out of dress code, especially bottoms, he/she will be offered appropriate shorts to change into. If the student chooses to wear the shorts, he/she will earn a participation grade for the day. If the student chooses not to wear the shorts, he/she will earn a 0 and not participate in class. The student will then be responsible for washing and returning the borrowed shorts.

## EXPECTATIONS OF STUDENT CONDUCT

Our desire and expectation for student conduct follows a Biblical view of honoring God in all aspects of our lives. Following the principles set forth 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 conduct.

### Biblical Principles Guiding Student Conduct

#### We are called to obedience:

- ❖ We are all called to obedience just as God called Israel to obedience in Exodus 19:5: *"Now if you will indeed obey my voice and keep my covenant, you shall be my treasured possession among all peoples, for all the earth is mine;"*
- ❖ Our students are called to obedience to their parents. God says in Ephesians 6:1-3: *"Children obey your parents in the Lord, for this is right. Honor your father and mother this is the first commandment with a promise- that it may go well with you and that you may live long in the land."*
- ❖ God calls us to obey those He has placed in positions of authority over us. Note what God says in Romans 13:1: *"Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God."*
- ❖ We are called to obey our leaders. See Hebrews 13:17: *"Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not groaning, for that would be of no advantage to you."*

#### We are called to modesty:

- ❖ Modesty in appearance: *"Do not let your adorning be external the braiding of hair and the putting on of gold jewelry, or the clothing that you wear but let your adorning be the hidden person of the heart with imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious."* I Peter 3:3-4
- ❖ We are to be transformed: *"I appeal to you therefore brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God which is your spiritual worship. Do not be conformed to this world but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."* Romans 12:1-2
- ❖ Honor God with our bodies: *"Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body. Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from*

*God? You are not your own, for you were bought with a price. So, glorify God in your body.*  
I Corinthians 6:18-20

We are each created with God's Identity:

- ❖ Created in God's image: *"So God created man in his own image, in the image of God he created him: male and female he created them."*  
Genesis 1:27
- ❖ We had identity before we were born: *"Before I formed you in the womb I knew you, and before you were born, I consecrated you: I appointed you a prophet to the nations."*  
Jeremiah 1:5
- ❖ He has selected us: *"But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light."*  
I Peter 2:9
- ❖ We are his: *"But to all who did receive him, who believed in his name he gave the right to become children of God"*  
John 1:12

We are called to servanthood:

- ❖ *"In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, it is more blessed to give than receive."*  
Acts 20:35
- ❖ We are to serve others: *"For you were called to freedom, brothers. Only do not use your freedom as an opportunity for the flesh, but through love serve one another."*  
Galatians 5:13
- ❖ We are to serve God: *"If anyone serves me, he must follow me; and where I am, there will my servant be also. If anyone serves me, the Father will honor him."*  
John 12:26
- ❖ Those who would be the greatest among you: *"The greatest among you will be your servant."*  
Matthew 23:11

We are called to be disciplined:

- ❖ The benefits of discipline: *"Whoever heeds instruction is on the path to life, but he who rejects reproof leads others to stray,"*  
Proverbs 10:17
- ❖ *"Whoever loves discipline loves knowledge, but he who hates reproof is stupid"*  
Proverbs 12:1

Parents are the first teachers:

- ❖ "Train up a child in the way he should go; even when he is old, he will not depart from it,"  
Proverbs 22:6
- ❖ "Whoever spares the rod hates his son, but he who loves him is diligent to discipline him,"  
Proverbs 13:24.

## **Standards of Conduct and Discipline**

FCA encourages all members of our school community to develop self-discipline. Administration, Faculty, Staff, and students of all ages learn to take individual responsibility for their own actions and their responses to situations.

The goal of FCA's discipline procedures is to influence student behavior so they develop self-control and can problem-solve difficult and challenging issues. Students are expected to respect the God given authority of faculty and staff members in relation to conduct and dress code issues.

FCA's approach to discipline is multi-tiered: preventative, corrective, restorative. We look to prevent issues, if possible, by establishing Biblical standards that lead to self-discipline. Our desire is for the students to see that responsible conduct is pleasing to God and is beneficial to them. It is important that each student maintain their relationship with God and develop an understanding that a life lived in obedience to God provides abundance.

In situations where a student displays inappropriate behavior which requires correction the teacher may use the following procedures:

1. A conference with the student
2. A phone call conference to parents/guardian
3. Temporary loss of privileges (recess, field trips)

*This may lead to the following: A referral to the Dean of Students*

If responses one (1) to three (3) have been implemented, at the teacher level, the Dean of Students may move to responses number four (4) through eleven (11). The Dean of Students will engage the student's parents throughout this process. The student's response to the efforts of the teacher will determine where, from the list that follows, the Dean of Students will begin his/her response to the incident.

4. Lunch detention
5. Clean-up detail – This response is for the student who is responsible for creating a mess unnecessarily
6. Phone call to the student's parents
7. In-person conference with the student's parents
8. In-school suspension
9. Behavior contract
10. Out of school suspension
11. Dismissal – The case goes to the Administrative Team for consideration of dismissal.

These incidents of behavior may be recorded in RenWeb. When that is the case, the parent(s) have access to their student's behavior record at any time. Minor incidents will not become part of the child's permanent record.

FCA desires to fulfill God's direction in dealing with discipline, therefore the final expectation is the restoration of the relationship(s).

FCA reserves the right to take appropriate disciplinary actions in cases of misconduct, whether those occur on campus or off campus. This allows the school to maintain high standards of behavior and accountability. We believe it is important that student conduct reflects positively on themselves and FCA. This is to include areas such as the internet and social media.

## **Conflict Resolution**

If a student or family feels that they have been treated unfairly, they should follow the resolution process provided 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 allow the teacher the opportunity to understand the issue and provide possible resolutions to the issue.
2. If following the meeting with the instructor, the student feels the issue has not been resolved he/she may request a parental conference with the instructor. An administrator may be present during this meeting to assist in the resolution process.
3. If following the meeting with the teacher and administrator, no resolution has been reached, he/she may meet with the direct supervisor of the appropriate department.
4. It is expected there will be a resolution to the issue once it reaches the appropriate leadership level. However, if necessary, the student may continue the process by bringing it to the Head of School, who is the final authority regarding student/instructor disputes.

Any student who requests a meeting with a school official must be prepared to offer, without hesitation, the fullest and completely truthful account of the issue. Any attempt to mislead or embellish the truth to a faculty member about any offense will lead to further discipline.

## **Lower School (K-5) Discipline Procedures**

Lower school students, parents, faculty, and staff are expected to adhere to the following procedure related to disciplinary matters. Instructors will provide the student and family with a copy of the classroom expectations. FCA utilizes restorative practices to encourage students to meet the expectation level of the instructors and school. These include praise, recognition, and special privileges. When students do not respond in a 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, and when the student is referred to the office, the Dean of Students continues the process beginning with number four (4).

1. Conference with the student
2. Phone Call to Parents
3. Temporary Loss of Privileges

4. Lunch detention
5. Clean-up Detail
6. Conference with Parents
7. In-School Suspension
8. Behavior Contract
9. Out-of-School Suspension
10. Dismissal

## **MIDDLE SCHOOL AND UPPER SCHOOL (6-12) DISCIPLINE PROCEDURES**

Family Christian Academy's goal is to provide a Christ-honoring, safe, and orderly environment for all students. Our desire is to never need to implement disciplinary measures with a student. However, all students are subject to school disciplinary measures in the event a student's behavior is inappropriate. Behavior that occurs off campus and has a negative impact on the daily operation of the school may also be subject to disciplinary measures. Each student will be provided with a copy of student classroom expectations. FCA's teachers are empowered and encouraged to resolve minor disciplinary issues in their classrooms. The following are designed to provide a general outline of procedures a teacher may follow to address student misbehavior.

### **Level I Offenses and consequences**

Records of discipline events will be placed in RenWeb which will be copied to parents and the Dean of Students.

#### Examples of Level I Offenses:

1. Violation of the Dress Code
2. Classroom Disruption
3. Horseplay
4. Unprepared for Class
5. Failure to Complete Assignments
6. Public Display of Affection
7. Sleeping in Class
8. Other Similar Minor Offenses

#### Examples of Level I Consequences:

1. Verbal Warnings
2. Detention
3. In School Suspension

Teacher assigned consequences may include changes to seating arrangements, in person or phone conferences with parents. All consequences will be reported to parents.

## **Level II Offenses and consequences**

Records of discipline events will be placed in RenWeb which will be copied to parents.

### Examples of Level II Offenses:

1. Disrespect to a teacher or adult
2. Profanity
3. Cheating
4. Repeated or unmodified Level I offenses
5. Other similar offenses

### Examples of Level II consequences:

1. In School Suspension
2. Community Service
3. Parent Conference
4. Behavior Contract

## **Level III Offenses and consequences:**

For any occurrence of Level III misbehavior, student incidents will be referred to the Head of School or Dean of Students. Student incidents, and the Administration Team's responses, will be posted on RenWeb and will be copied to parents and the Dean of Students.

### Examples of Level III offenses:

1. Possession and or use of tobacco or alcohol
2. Possession and or use of controlled substances
3. Fighting
4. Theft
5. Possession of Weapons
6. Threats
7. Leaving school without permission
8. Skipping school and/or class
9. Inappropriate off-campus behavior
10. Repeated or unmodified Level II offenses

### Examples of Level III consequences:

1. Conference with the student
2. Parent Conference
3. In-School Suspension
4. Behavior Contract
5. Out-of-School Suspension
6. Expulsion



## **COMPLAINT AND RESOLUTION PROCEDURES**

Problem resolution at Family Christian Academy is governed by the principles established by Christ in Matthew 18:15-17. <sup>15</sup> *"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. <sup>16</sup> 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. <sup>17</sup> 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."*

It is the School Administration's and Council's intent that all disagreements be resolved through the proper chain of command beginning with communication with the teacher/staff member involved.

During the resolution process, it is the expectation that all parties maintain mutual respect so that the dignity of all parties can be preserved. In so doing, the focus should remain on resolutions that are mutually acceptable, honoring to God, and should 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 brought directly to the individual teacher/staff member for resolution prior to the involvement of other individuals. If an acceptable resolution cannot be reached at this step, the staff member involved will arrange for Step II meeting.

### **Step II** – Meeting

In the event the issue is not resolved in Step I, the student shall meet with the Dean of Students or the Dean of Academic to discuss and resolve the matter. In the event the issue cannot be resolved following the Step II meeting, the Dean the student chose to meet with will arrange for a Step III meeting.

### **Step III** - Meeting

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

### **Step IV** - Meeting

In the event 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) found in the Appendix of the FCA Student/Parent Handbook.

## **Rewards for Exemplary Behavior**

It is the desire of Family Christian Academy to promote positive behavior and character development in the lives of its students. A system of rewards has been developed to work as a 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. Secondary students may have the opportunity to be exempt from taking a semester exam.

### **Requirements for Exam Exemptions\_(Grades 9-12 only)**

1. 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.
2. If the student qualifies for an exemption in more than one course, the student may choose to be exempted from the exam of their choice.
3. 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.
4. The student must turn in the form issued by the school informing parents of the exemptions and date(s). This form must be returned in time to receive this privilege.
5. Students who have excessive absences (excused and unexcused, more than 8 per semester (3 unexcused absences and 5 excused absences) in a course will not qualify for exam exemption.
6. Florida Virtual courses are not eligible for exam exemption.
7. All students are required to be present for:
  - a. Day before Christmas break
  - b. Awards Day at the end of the year
  - c. Final day of school

Failure to attend any of these will result in the rescinding of any exam exemptions and the forfeiture of the exam exemption privilege in the next semester.

## **ELECTRONICS POLICY**

### **Media Policy**

FCA maintains the right to supervise and review any type of media at school. Electronic devices must be turned off throughout the school day and turned in at the beginning of every class into designated storage containers. Devices may be collected and returned to the student at the discretion of the administration. Devices which are furnished by FCA are to be used following the directions provided by the instructors. Students who abuse the privilege of using a device may forfeit that privilege. For more information, please refer to the FCA Technology Acceptable Use Policy Agreement.

## **Technology Policy**

Access to technology resources is provided for students who agree to use those resources responsibly in accordance with the Acceptable Use Policy. Violations of the Acceptable Use Policy may result in disciplinary measures as deemed appropriate by the administration and potentially carry legal consequences as well.

### **Photographs and Videos**

Family Christian Academy students are photographed and videoed on a regular basis. 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 send a written statement to the office. Consent is implied without this written statement.

### **Bring Your Own Device**

1. Digital devices can be very powerful tools to complement teaching.
2. Digital devices may motivate and sustain many types of learners.
3. Digital devices may increase the quality and quantity of the learning experience.
4. Digital devices may minimize the barriers of time and distance.
5. Digital devices may assist learners in understanding content and concept, enhance creativity, enrich learning, extend opportunities, and teach skills regularly used outside the classroom.

### **Definition of a Device**

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

### **Security and Damages**

The use of a personal device is the responsibility of the student and must be used in accordance with the Technology Acceptable Use Policy of FCA 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 at the school. 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 not disrupt the educational environment of the school and the learning of others.

3. Students may not use mobile/cell phones for any voice communication during the day.
4. Headphones/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/or 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 may only be picked up by a parent/guardian.
8. Disciplinary action will be taken based upon the misuse of the device.
9. Students are permitted to bring a cell phone or smartwatch to campus, but they are REQUIRED to turn them in to their teacher at the beginning of each class as soon as they enter their classroom.
10. The students will get their cell phone or smartwatch back at the end of the class period when the teacher dismisses class.
11. Each device will be properly stored in a basket or storage 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/guardians.
13. Tablets, gaming devices, and personal computers are not allowed on campus at any time unless authorized by a member of the Senior Leadership Team.

**Note:** *Cell phones* and *electronic devices* such as *tablets* and *Smart Watches* are NOT to be turned on or used at school which includes *Morning Care and Aftercare*.

As teachers incorporate more technological activities into the classroom, there will be times when students may use their phones at the teacher's discretion. This will be done via the school's student network. During such activities, students are responsible to remain on task and only use cell phones for the appropriate activity.

Parents are instructed that if they receive a call from their student requesting to be picked up or allowed to leave school, they should instruct the student to report to the office where a conversation between the parent and the office staff can confirm the need for such action.

### **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 they will serve an in-school suspension for the rest of that day. If the cell phone or smartwatch is found on a student at the end of the day, they will serve a half day in-school suspension the next school day. Their device will be turned in to the Dean of Students and will be returned to them at the end of the school day.

Second offense – After a second occurrence, a full day in-school suspension will be given, and all technology privileges will be revoked for the remainder of the semester (unless they are needed for educational purposes only). They will also not be allowed to bring in a cell phone or smartwatch to campus anymore for the remainder of the semester. If the second occurrence happens at the end of a semester, the student will lose the privilege the next semester.

### **Toys and Games**

Student use of toys and games, including, but not limited to card games and electronic devices, are prohibited without permission from their teacher. Toys, games, and electronics are confiscated and turned over to administration.

## SCHOOL UNIFORM DRESS CODE

As with all other aspects of FCA our expectation, when it comes to 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. The expectation of parents and students is to support the guidelines of the uniform dress code when purchasing clothing. While the dress code applies for school attendance and school- sponsored events, it is also expected that parents support modest dress for events outside the regular school day (such as sporting events). Banquets, prom, and other special events will have a specific dress code established by the leadership team and sponsor of the event. Students will be expected to yield to the authority of faculty and staff when issues regarding the uniform dress code are addressed. Once an issue 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 are Blue, Gray, White, and Black. Any type of Khaki, blue or black uniform style bottoms including shorts, slacks, or capris may be worn.

### Gentlemen - Grades 6-12

#### Standard School Day Attire

#### Optional Attire

<p><b>Required:</b> Navy, Black, Gray, or Royal Blue Polo Shirt (Short or Long sleeved) with the school logo.</p> <p>Khaki, Navy, or black 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></p> <ul style="list-style-type: none"> <li>● The waistline of the pants must be at the waist.</li> <li>● All pants/shorts must be relaxed with a straight opening at the bottom.</li> <li>● Athletic shoes, closed toe shoes, and sandals with a back strap</li> <li>● <b><i>Crocs are not allowed.</i></b></li> <li>● <b>All clothing must be size appropriate.</b></li> </ul>	<ul style="list-style-type: none"> <li>● Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. Outerwear must be plain or have the school emblem or mascot and be a school color. No logos larger than 1" allowed.</li> <li>● Spirit Friday's single-color navy or black loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt, purchased by the family.</li> <li>● \$1 is paid to the student's homeroom teacher for the FCA Sunshine Fund, in order to participate in Spirit Friday.</li> </ul>
<p>No hats or sunglasses are permitted unless approved by the leadership team.</p>	<p>Tattoos, ear gauges or body piercings, including ear piercings, are not acceptable at any time.</p>

#### Additional Guidelines

Hair should be neat with the back length at or above the collar of a standard collared shirt. The side length should be no longer than the bottom of the ear and the front length no longer than the eyebrow when naturally falling. No hair adornment may be worn, this includes headbands, ponytail holders, barrettes, hairpins, clips, etc. No ponytails, buns or other similar styles are allowed. Hair must be of a natural color. Insignias may not be shaved or dyed into the hair. Students are to be clean shaven.

## Ladies (Grades 6-12)

<b>Standard School Day Attire</b>	<b>Optional Attire</b>
<p><b>Required:</b> Navy, Black, Gray, or Royal Blue Polo Shirt (Short or Long sleeved) with the school logo.</p> <p>Khaki, Navy, or black 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></p> <ul style="list-style-type: none"> <li>● The waistline of the pants must be at the waist.</li> <li>● All pants/shorts must be relaxed with a straight opening at the bottom.</li> <li>● Athletic shoes, closed toe shoes, and sandals with a back strap</li> <li>● <b><i>Crocs are not allowed.</i></b></li> <li>● <b>All clothing must be size appropriate.</b></li> </ul>	<ul style="list-style-type: none"> <li>● Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. Outerwear must be plain or have the school emblem or mascot and be a school color. No logos larger than 1" allowed.</li> <li>● Spirit Friday's single-color navy or black loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt, purchased by the family.</li> <li>● \$1 is paid to the student's homeroom teacher for the FCA Sunshine Fund, in order to participate in Spirit Friday.</li> </ul>
No hats or sunglasses are permitted unless approved by the leadership team.	Tattoos, ear gauges or body piercings are not acceptable at any time.

### Additional Guidelines – Ladies Grades 6-12

Piercings may be worn only in the ear lobe and helix. Industrial barbells, ear cuffs, large 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. Prior to a change in hairstyle or color approval from a member of the leadership team should be given. Makeup may be worn moderately and appropriately. Excessive makeup is not acceptable.

## Boys (K-5)

<b>Standard School Day Attire</b>	<b>Optional Attire</b>
<p><b>Required:</b> Navy, Black, Gray, or Royal Blue Polo Shirt (Short or Long sleeved) with the school logo.</p> <p>Khaki, Navy, or black 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></p> <ul style="list-style-type: none"> <li>• The waistline of the pants must be at the waist.</li> <li>• All pants/shorts must be relaxed with a straight opening at the bottom.</li> <li>• Athletic shoes, closed toe shoes,</li> <li>• <b><i>Crocs are not allowed.</i></b></li> <li>• <b>All clothing must be size appropriate.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. Outerwear must be plain or have the school emblem or mascot and be a school color. No logos larger than 1" allowed.</li> <li>• Spirit Friday's single-color navy or black loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt, purchased by the family.</li> <li>• \$1 is paid to the student's homeroom teacher for the FCA Sunshine Fund, in order to participate in Spirit Friday.</li> </ul>
<p>No hats or sunglasses are permitted unless approved by the leadership team.</p>	<p>Tattoos, ear gauges or body piercings, including ear piercings, are not acceptable at any time.</p>

### Additional Guidelines – boys K-5<sup>th</sup> grade

<p>Hair should be neat with the back length at or above the collar of a standard collared shirt. The side length should be no longer than the bottom of the ear and the front length no longer than the eyebrow when naturally falling. No hair adornment may be worn, this includes headbands, ponytail holders, barrettes, hairpins, clips, etc. No ponytails, buns or other similar styles are allowed. Hair must be of a natural color. Insignias may not be shaved or dyed into the hair.</p>
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## Girls (K-5)

<b>Standard School Day Attire</b>	<b>Optional Attire</b>
<p><b>Required:</b> Navy, Black, Gray, or Royal Blue Polo Shirt (Short or Long sleeved) with the school logo.</p> <p>Khaki, Navy, or black 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></p> <ul style="list-style-type: none"> <li>• The waistline of the pants must be at the waist.</li> <li>• All pants/shorts must be relaxed with a straight opening at the bottom.</li> <li>• Athletic shoes, closed toe shoes,</li> <li>• <b><i>Crocs are not allowed.</i></b></li> <li>• <b>All clothing must be size appropriate.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. Outerwear must be plain or have the school emblem or mascot and be a school color. No logos larger than 1" allowed.</li> <li>• Spirit Friday's single-color navy or black loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt, purchased by the family.</li> <li>• \$1 is paid to the student's homeroom teacher for the FCA Sunshine Fund, in order to participate in Spirit Friday.</li> </ul>
No hats or sunglasses are permitted unless approved by the leadership team.	Tattoos, ear gauges or body piercings are not acceptable at any time.

### Additional Guidelines - Girls K-5<sup>th</sup> grade

Piercings may be worn only in the ear lobe and helix. Industrial barbells, ear cuffs, large 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. Prior to a change in hairstyle or color approval from a member of the leadership team should be given.

## DAY TO DAY OPERATIONS

### Chapel/Bible

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

### Pledges

Students at Family Christian Academy start each day with the recitation of the following pledges. Each student is required to stand and show respect to our country and our faith by 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 to 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 which includes a president, vice president, secretary, and treasurer at the beginning of each school year for the upcoming school year. The elected students strive to represent their classmates in scheduled meetings and act as a liaison between the student body and the school administration. The class officers serve their class and preside over and coordinate class meetings, 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 be active in a local church.
2. All officers shall maintain an overall grade average of 74% in academic subjects with no individual grade below 70%.
3. All officers must have satisfactory conduct grades and no major discipline issues.
4. All officers must be enrolled for at least one year at FCA.
5. All officers must commit to attend all required school events and be actively involved in fundraising for the school, student council, and their class.

## **Lunch Program**

Students are allowed to purchase items in the cafeteria for lunch. Parents may purchase lunch for their child/children using MySchoolAccount.com. Lunch ordering information can be found in Appendix B. Students are allowed to bring their own lunch. We recommend the use of thermal lunch boxes to prevent food from spoiling. Please **do not** include in lunches the following items: ***microwaveable foods, gum, candies, and carbonated drinks.***

## **Classroom Parties**

Students that wish to distribute personal party invitations must give an invitation to each child in their classroom, or hand out invitations to all of the boys or all of the girls in that class. Otherwise, the invitations may not be distributed. If birthday treats are brought in, there must be enough for each student, and they must be pre-packaged and store bought.

## **Hall Passes/Leaving Class**

Students should remain in class unless they have been provided permission from their teacher 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 sections of the school that are inappropriate, consequences for skipping class will occur. If students are allowed to leave class, they should leave their cell phones in the classroom.

## **OFFICE PROCEDURES**

### **Lockers/Storage**

Students in 6<sup>th</sup>-12<sup>th</sup> grades will be assigned lockers. Students may receive a lock from the office or use their own lock provided they inform the office of the combination to the lock. Sharing of lockers is not allowed nor is the use of a locker that is unused. Students are responsible for the inside and outside of their assigned locker. It is expected that students keep materials and books properly stored inside the locker.

Lockers are the property of the school and can be inspected at any time by school or law enforcement officials without the presence of the students. At the close of the year the student is responsible to remove items from the locker and either dispose of those items or take 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 then 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 conduct a search of any student or his/her property. These searches can extend to lockers, backpacks, purses, athletic bags, vehicles, and/or other places if there is reasonable suspicion that illegal, prohibited, or harmful items or substances may be concealed on the student or in other such places. 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 utilized to ensure the privacy and appropriateness of any said search. Searches will be limited to the following procedures:

1. A school administrator, in the presence of another school employee, 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/employees.

### **Visitors to Campus**

FCA welcomes and encourages visitors/parents to our campus. All visitors must report to the school office. Once approved, the visitor will be provided with a visitor badge which must be worn throughout the visit. To protect class time, only those students/parents who are applying for admission and have an appointment will be allowed to visit classrooms. FCA reserves the right to insist upon the appropriate example and environment for students, including denying admittance to visitors. Alumni are allowed to visit the school, visit previous teachers, and have some level of reasonable access, which does not interfere with the regular operation in the classroom.

### **Traffic**

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

1. Use designated entrance and exit.
2. Follow drop off and pick up lines.
3. Maintain speed of less than 5 MPH.
4. Avoid blocking the driveways at all times.
5. Use turn signals to indicate their desired direction when exiting the property.
6. Students must stay in their parent's vehicle while waiting for siblings.
7. DO NOT confer with a teacher during pick up or drop off.
8. DO NOT pick up or drop off students in any area other than the designated areas.
9. DO NOT park in the fire lanes for any reason.
  - \* Parents, please advise family members, or others, of proper procedure when they need to pick up or drop-off your children.
  - \* During pick-up and drop off, you are to hang your identifying tag on the rearview mirror.

### **Vehicles on Campus**

Students are permitted to drive to school if they have a valid Florida driver's license. Rules regarding parking and safety are to be followed or driving privileges may be lost. Students must register their vehicle in the school office. When their vehicle is on campus during the school day the student will display their vehicle's parking tag on the dash, so it is visible from the outside.

### **Lunch Deliveries**

Students are not allowed to order food to be delivered to campus. This includes deliveries directly from a restaurant or any establishment that uses UberEATS or other similar delivery services.

### **Drinks on Campus**

We understand that your children may be eating/drinking 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 that is in a reusable water bottle or not. Please do not send your child in with a coffee or specialty drink to his/her homeroom. This will allow us to keep the classrooms clean, of which many are very newly renovated. We do have refilling water stations on campus for their convenience.

## **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 issued authority to notify the public at large when all schools are to be closed. Parents are encouraged to tune into major television and local radio stations for information. Parents may also opt for RenWeb's Parent Alert to be notified by FCA in the event of inclement weather or other notification of late openings and early closures.

## **MEDICAL**

### **Emergency Phone Numbers**

It is extremely important that Family Christian Academy have updated and current home, cell, work, and emergency contact numbers. FCA will make every effort to contact parents or the emergency contacts in the event of a serious illness or injury occurring. In critical cases, the first call will be made to 911. Please keep the office personnel informed of any changes to your address, or emergency contact information. Each student must have an emergency contact other than their parents.

### **Medications at School**

If a student must take any medications while at school, the medication must be in the original container, with the physician authorization form. Medications to be administered during school hours must be stored in the office. The container must have the physician's written directions, signature, patient's name, medication name, and instructions for administering the medication. 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 provide Tylenol or any other pain-relieving medications. Tylenol will only be provided with the written permission of the parents and permission of a doctor, and for the relief of headache only.

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

1. All emergency medication (Tylenol, Ibuprofen, etc.) that is given to a student must be accurately recorded with the student's name, date, medication given, dosage, and confirmation of parent/guardian contact.
2. There must be a "Medication Information Form" that is signed by the parent in order for the front office staff to give a student any medication.
3. All medication must be locked up in the front office.
4. All medication must be clearly labeled.
5. Before any medication (Tylenol, Ibuprofen, etc.) is given to a student, the front office staff must contact the student's parents/guardians for permission if it is not a doctor prescribed medication.
6. Each parent/guardian must bring in any prescribed medication to the front office the first week of school and fill out a "Medication Information Form".

7. All prescribed medications must be stored in the school office. If a student has a prescription that must be kept refrigerated/cold, the Dean of Students will make arrangements to have that medication stored appropriately or kept with the student in a cold 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 hand out any feminine hygiene products unless permission is given by the student's parents/guardians. Please make sure your daughter is prepared with her own items as needed. The office can hand out pads in an emergency, but they will not provide tampons.

### **Illness or Injury at School**

In the event a student becomes ill or is injured, the student will be sent to the office, which will contact the parent or emergency contact. Students will be sent home if the student has a temperature of 100.4 or above and/or is vomiting. Parents will be notified immediately and are required to plan for their child to be picked up. To return to school, a student must be fever free 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.  
\* Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) to return to school.
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 usual or just seems not well. Exhibits loss of appetite or general discomfort.
4. Lethargic or sluggishness
5. Severe and/or 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 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

## Coronavirus Diagnosis

Students who test positive for COVID-19 may return to school after:

1. Five (5) days if they are fever-free for 24 hours.
2. No additional testing is required.
3. Students who do not test positive for COVID-19 or develop symptoms are not required to quarantine.

## GRIEVANCE POLICY

The people associated with a Christian school have the potential for misunderstanding, disagreeing, 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).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. Jesus gives His formula for solving interpersonal disputes. It is called the "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, go and point out their fault, just between the two of you.*" The first step 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 give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first.

### **Three:** Be straightforward

"*Point out their fault.*" Restoration and improvement can only come when the issues are lovingly, yet clearly 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 whose fault has offended us.

**Five:** Administration. Philosophical differences or disagreements with overall school policy are to be addressed directly to the administration.

## Procedure to Follow

1. Prior to expressing any grievance, a person should examine themselves and their own motive.
2. Go and talk directly with the person they perceive to be causing their grievance. *(Since it might be very intimidating in some situations for an individual to approach a supervisor or an adult in confidentiality, there is the option of confidentially approaching a spiritual mentor prior to the first confrontation for assistance and moral support.)*
3. If the initial discussion does not prove satisfactory, the complainant should take a grievance designee with them to talk with the person again to have 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, then the complainant would appeal to the next level of leadership.
5. If the complainant feels unable to continue with this outcome, he/she may:
  - i. Ask administration for a change of assignment (class, position, etc.), which may or may not be granted
  - ii. Withdraw or resign from FCA.
6. Administration will endeavor to reconcile those in disagreement prior to assignment, withdrawal, or resignation taking place.

## ORDERING LUNCH

Our school has partnered with [MySchoolAccount.com](http://MySchoolAccount.com) to bring you an online service to prepay your student's meal account. This service offers you the ability to monitor your children's meal purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, transfer funds between students, and have an email reminder sent to you when an account balance gets below \$10. It is your responsibility, as parents, to keep your child's account up to date. Student debit account deposits can be made through ACH payments. Each child's account will be updated nightly so that account balance information and payments will be current the following day.

**Note 1:** Orders MUST be placed before 8 a.m. for the day your student plans to buy.

To take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Create a User ID and Password
5. Choose *Family Christian Academy* from the "School District" drop down menu.

6. Click the "Accept" box, and then click "Finish." An email will be sent to your email address that will contain a "verification code." After you receive the "verification code" you may begin to add your children's information.

To do this, you will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID numbers which can be obtained through your children's homeroom teachers or through the school office. After the students are added, you will be able to view the lunch account activity and make payments to the student lunch account.

**Note 2:** A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's account on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

**Note 3:** There will be a per transaction convenience fee of \$2.00 associated with each deposit. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions, please contact the Admissions Office at [admissions@fcamustangs.org](mailto:admissions@fcamustangs.org) or call 941-625-8977.