



# Family Christian Academy

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A Ministry of Family Church PC

**Parent/Student Handbook**

**2022-23**

# Table of Contents

Family Christian Academy .....	4
Our Mission.....	4
STATEMENT OF NON-DISCRIMINATION.....	5
Family Christian Academy History .....	5
STATEMENT OF FAITH.....	6
SECONDARY DOCTRINES.....	6
CHRISTIAN PHILOSOPHY OF EDUCATION.....	6
CORE VALUES .....	7
SCHOOL OBJECTIVES .....	7
STUDENT OUTCOMES.....	9
STATEMENT ON MARRIAGE AND SEXUALITY.....	10
PARTNERING WITH PARENTS.....	11
Parent Volunteer Procedures .....	12
FCA ORGANIZATION .....	13
Faculty .....	14
Enrollment Application.....	14
To apply: .....	15
Payment Policies .....	16
Fees and Tuition.....	16
Extended Care Fees.....	16
SUSPENSION OF FAMILIES FOR NON-PAYMENT .....	16
TRANSFERS/WITHDRAWALS .....	17
GIFT GIVING.....	17
ACADEMICS.....	18
Biblical Integration.....	18
Academic Standards .....	18
UPPER SCHOOL REQUIRED COURSES .....	19
Grading .....	20
Course Withdrawal .....	20
Course Changes .....	21
Textbooks.....	21
Academic and Counseling Services.....	21
Academic Probation Policy.....	21
Academic Misconduct.....	22
Homework Policy.....	23

Progress Reports .....	23
Dual Enrollment .....	23
Promotion Policy.....	23
Report Cards.....	24
Testing.....	24
Valedictorian and Salutatorian .....	24
COMMUNITY SERVICE REQUIREMENT .....	25
Required Hours .....	26
Specific Guidelines for Service Opportunities .....	26
Examples of approved Community Service ministries: .....	26
NATIONAL HONOR SOCIETY.....	27
Probation/expulsion from Honor Society .....	27
MIDDLE AND UPPER SCHOOL .....	28
BEHAVIOR PROBATION POLICY .....	28
HARASSMENT and BULLYING POLICY.....	29
EMPLOYEE and STUDENT GUIDELINES.....	29
ATTENDANCE .....	31
Arrival .....	32
Early Dismissal or Leaving School .....	32
Dismissal .....	32
Excused Absences .....	32
Unexcused Absences .....	33
Attendance Probation .....	33
Tardiness.....	34
Reporting to School Following an Absence.....	34
Sign In/Out.....	34
ATHLETICS.....	35
EXPECTATIONS of STUDENT CONDUCT.....	36
Biblical Principles Guiding Student Conduct.....	36
Standards of Conduct and Discipline .....	38
Conflict Resolution.....	39
Lower School (K – Grade 5) Discipline Procedures .....	40
MIDDLE & UPPER SCHOOL (GRADES 6-12) DISCIPLINE PROCEDURES .....	41
Complaint and Resolution Procedures.....	43
Rewards for Exemplary Behavior.....	44
Requirements for Exam Exemptions (Grades 9-12 only) .....	44
Electronics Policy .....	45

Media Policy.....	45
Technology Policy.....	45
Photographs and Videos.....	45
Bring Your Own Device .....	45
Definition of a Device.....	46
Security and Damages .....	46
STUDENT USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL .....	46
Discipline Response for Violating the Electronic Device Policy .....	47
Toys and Games .....	47
SCHOOL UNIFORM DRESS CODE.....	47
Day-to-Day Operations .....	52
Chapel/Bible.....	52
Student Council .....	52
Lunch Program.....	53
Hall Passes/Leaving Class.....	53
Office Procedures.....	53
Lockers/Storage .....	53
Lost and Found .....	53
Search and Seizure.....	54
Visitors to Campus.....	54
Traffic .....	55
Vehicles on Campus.....	55
Lunch Deliveries .....	55
WEATHER CONDITIONS .....	55
Medical .....	56
Emergency Phone Numbers.....	56
Medications at School .....	56
Illness or Injury at School .....	56
Illness Policy .....	57
Coronavirus Diagnosis.....	57
APPENDIX A – GRIEVANCE POLICY .....	58
Procedure to follow.....	59
APPENDIX B – ORDERING LUNCH .....	60

# 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: [fcamustangs.org](http://fcamustangs.org)

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

Dr. Mark Winningham                      Head of School

### Senior Leadership Team

Mrs. Petra Brandt	Dean of Support Services
Mr. Chris Click	Dean of Students
Mrs. Candy Jernigan	Dean of Academics

School Office:	Mrs. Jessica Martinez	Office Manager
	Mrs. Lynn Overton	Administrative Assistant
	Mrs. Tabitha Winningham	Administrative Liaison
	Mrs. Judy Staskowski	Finance

## **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 contradicts 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 (CCS), 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 graduating class was in 1999.

In 2022 the school became known as Family Christian Academy. FCA is dedicated to providing 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 the 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 for one another, 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 students' knowledge, appreciation and respect for God, His Son Jesus, and the indwelling Holy Spirit, thus instilling a desire in each individual 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. Provide 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. In order 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 monthly newsletter. We will share updated reports on activities occurring at FCA, including updates on academic progress, upcoming events, and student opportunities for service.

### **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

### **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 the 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. Go through a fingerprinting process

You can pick up the forms to complete the background check and fingerprinting process in the School Office.

### FACTS AT A GLANCE

**School Colors:** Navy, White, Gray, 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	10 - 12
K4	12 - 15
K5	16 - 18
1 <sup>st</sup> to 3 <sup>rd</sup>	20 - 23
4 <sup>th</sup> to 12 <sup>th</sup>	20 - 25

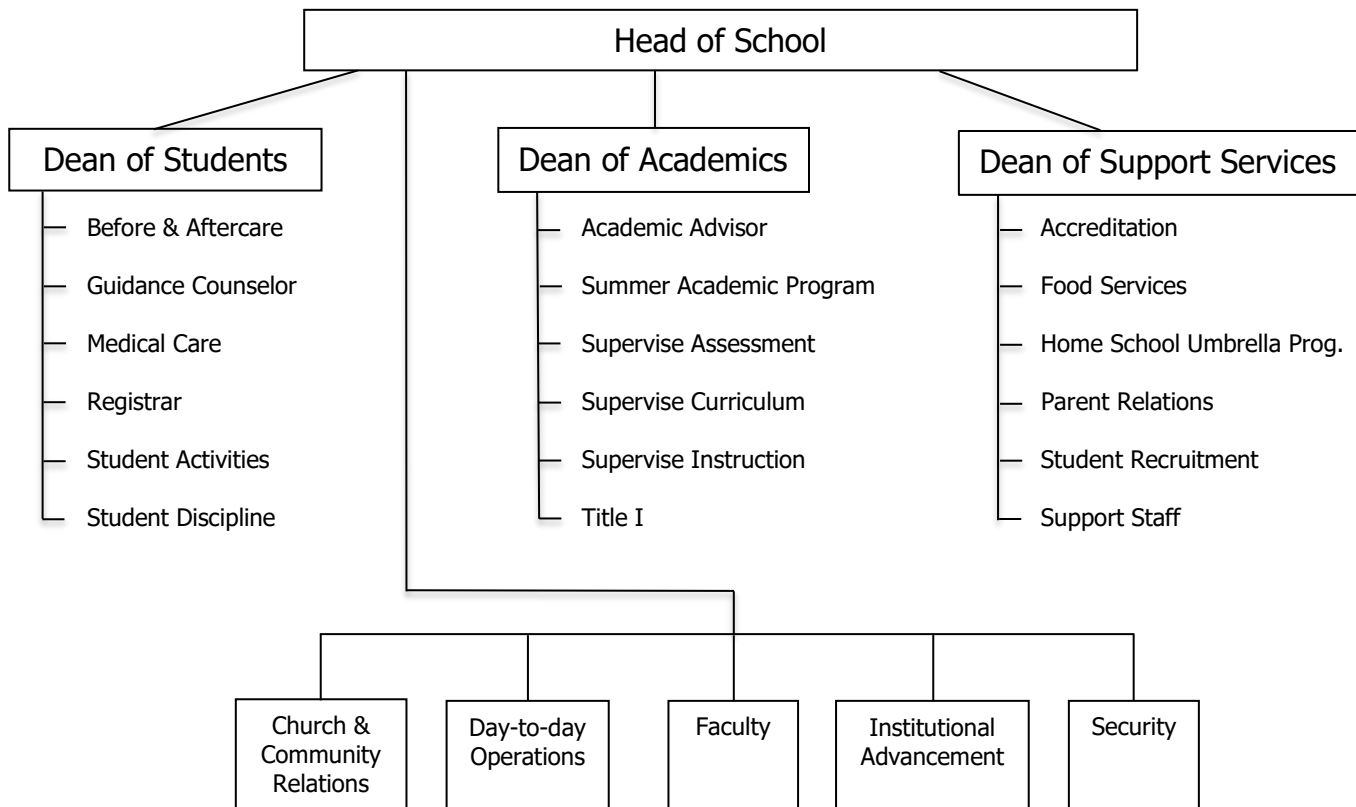
## FCA ORGANIZATION

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

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

These four administrators, along with additional department leaders, form a comprehensive leadership team that implements FCA's academic and extra-curricular programs and provides necessary services to students and parents.

### FCA Organization Flow Chart



## **Faculty**

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

## **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 FCA. It is the same heartbeat that FCA 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 Admissions Team.

As a discipleship ministry of Family Church PC, 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. In particular, 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 12<sup>th</sup> grade.

**To apply:**

1. Visit the FCA website at [fcamustangs.org](http://fcamustangs.org).
2. Roll your cursor over Admissions and click [Apply Online](#).
3. Complete all 5 pages of the application and include any required information.

**Please have the following ready to be uploaded:**

1. Academic records—most recent final and current year report card and transcripts for those entering grades 7–12
2. Standardized test scores (front and back of test results sheet)
3. Birth certificate
4. Close-up photo of your child (passport style)

**Helpful email addresses to have available:**

1. Email for required pastoral/church reference
2. Emails for required school references

**After Applying:**

1. Register for testing (if required)
2. Admissions will call to schedule a family conference
3. Submit Family Christian Academy medical forms
4. Submit Florida 680 & 3040 forms (from your doctor)
5. 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 the Finance Office 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**

- A. 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.
- B. All application and testing fees are non-refundable.
- C. Commitment fees are non-refundable.
- D. There is NO REFUND for sickness, vacations, holidays, inclement weather, and the like.
- E. 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:
  1. The amount due is based on 10 months and the number of days attended out of the school year plus 20 school days.
  2. 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. Because FCA is under the non-profit status of the Family Church, 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 Science
- PE/Health
- Specials Classes: Technology, Art, Music,

#### Middle School Required Curriculum Courses

- Bible
- Mathematics
  - General Math
  - Pre-Algebra
  - Algebra I \* \*\*
  - Honors Algebra I \* \*\*
- Science
- English/Language Arts
- Social Studies
- Physical Education
- Electives – Music, Art, Technology, Mustang Corps

\* Pre-requisites 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 Family Christian Academy fall under the program of study presented next.

### **FAMILY CHRISTIAN ACADEMY UPPER SCHOOL REQUIRED COURSES**

9 <sup>th</sup> Grade	10 <sup>th</sup> grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
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
Cultural Geography	World History World History Honors	Am. History Am. History Honors	Economics Economics Honors Am. Government Am. Government Honors
Spanish I	Spanish II	Elective	Elective
Physical Education/ Health *	Elective	Elective	Elective
Elective	ACT/SAT Prep ** FL Virtual Elect ***	ACT/SAT Prep ** FL Virtual Elect ***	ACT/SAT Prep ** FL Virtual Elect ***

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

\*\* ACT/SAT Prep course is an elective.

\*\*\* The Florida Virtual online course is required by the state of Florida.

### **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 paid for their student's textbooks in advance, when they registered 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 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, they will be removed from academic probation. A student may be recommended for dismissal if they are 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 Senior Leadership Team, which consists of the Head of School, Dean of Academics, and Dean of Students. If this team 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.

## How Summer School Affects Probation

The passing of summer school classes to make up deficits for the previous school year will not remove a student from academic probation. A student may be removed from academic probation only after passing all classes in a grading period, with no grade below a "D."

## **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 provide assistance for 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, available on RenWeb, are 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 Senior Leadership Team, after a conference with parents.

## **Promotion Policy**

### K3 – Grade 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.

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 to a September 1 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 Senior Leadership Team. 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.

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

## **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 in the fall of each year and Juniors take the PSAT, ACT, and SAT. Seniors may retake the SAT and the ACT.

## **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 3rd 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 them 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 Senior Leadership Team.
3. 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 upper school are expected to complete the required hours for their grade to be promoted to the next grade. To be graduated, upper school students will complete 25 hours of community service per year they are an upper school student at FCA.

## **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 their 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 Community Service Form and adhering to the same criteria.

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

1. Small Group 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

## **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 Dean of Academics.

### 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 an unsatisfactory behavior grade
2. Serving a 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 student's status will be reviewed when report cards are issued.

If a student completes the first quarter without significant behavioral problems, they will be removed from behavioral probation and normal rules and consequences will apply. The student may be kept on probation for another quarter if the Dean of Students considers it necessary. A serious offense can lead to automatic expulsion of a child on probation.

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 Senior Leadership Team may dismiss the student, pending a review.

# **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, online postings
8. Other actions, not listed here, 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. It's 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 may 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. Unwelcomed 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. Online postings of a sexual nature
6. Offensive or graphic posters or book covers of a sexual nature

## **Reporting Harassment, Bullying or Cyber Bullying**

Any student or employee who perceives that they have been harassed or bullied must report the complaint in person to a member of the Senior Leadership Team (Dean of Students, Dean of Academics, or Dean of Support Services). 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 Senior Leadership Team 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 a detention, 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.

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."*  
1 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."*  
1 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 – half day – **540** net instructional hours = three (3) net instructional hours per half day
2. Kindergarten students – full day – **720** net instructional hours = four (4) net instructional hours per full day
3. Grades 1-3 students – **720** net instructional hours = four (4) net instructional hours per day
4. Grades 4-12 – **900** net instructional hours = five (5) net instructional hours per day



5. Grades 9-12 –

**135** 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.

### **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. If a student is leaving campus and will return the same day, he/she must sign in and out through the office.

### **Dismissal**

At dismissal, teachers in the lower school will escort their students to the parent pickup area. Students will be supervised by their teachers until they are picked up by parents/guardians or escorted to their aftercare room at 2:40 pm. Students in grades 6<sup>th</sup> through 12<sup>th</sup> will walk to the parent pick-up area or student parking area. Students will be supervised by their teachers until they are either picked up or leave campus in their vehicle. Those students in grades 6 - 8 who remain on campus after 3:05 pm will be dismissed to their Aftercare room. High School students who remain on campus after 3:05 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 this 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.***

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.

**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 may result in a grade of zero for missed quizzes, assessments, and work during the period of absence.
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 may 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 the school-sponsored trip will be expected to report to school unless the Dean of Students has given 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 scholarship in jeopardy.***

**Attendance Probation**

Students who show a propensity toward absences and tardiness 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 their 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 may request a conference with the family to discuss excessive tardiness.

## **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. 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 parent 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

FCA is a member of the Florida High School Athletic Association (FHSAA) as an independent school 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* for further details.

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	Softball (Girls)
Basketball (Boys)	Soccer	
Basketball (Girls)	Volleyball (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. Physical
2. Consent & Release Form
3. Driving Agreement Form

### Physical Education Attire

All 6<sup>th</sup>-12<sup>th</sup> grade students taking PE are required to wear basketball style gym shorts, T-shirts, socks, and gym shoes.

## 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:

1. 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."*
2. 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."*
3. 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."*
4. 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:

1. 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

2. 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

3. 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:

1. Created in Gods 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

2. 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

3. 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

4. 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:

1. *"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

2. 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

3. 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

4. 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:

1. 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

2. *"Whoever loves discipline loves knowledge, but he who hates reproof is stupid"*

Proverbs 12:1

Parents are the first teachers:

1. *"Train up a child in the way he should go; even when he is old, he will not depart from it."*

Proverbs 22:6

2. *"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 are able to 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 their 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 Senior Leadership 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 reflect 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, they may request a parental conference with the instructor. A member of the Senior Leadership Team may be present during this meeting to assist in the resolution process.



3. If following the meeting with the teacher, and no resolution has been reached, they may meet with the direct supervisor of the appropriate department.
4. It is expected there would 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 complete truthful account of the issue. Any attempt to mislead or embellish the truth to a faculty member about any offense could possibly lead to further discipline.

### **Lower School (K – Grade 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 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 & UPPER SCHOOL (GRADES 6-12) DISCIPLINE PROCEDURES**

Family Christian Academy's goal is to provide a 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. Detention
2. In-School suspension
3. Community Service
4. Parent Conference
5. 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 Senior Leadership Team's responses, will be posted in 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. Detention
3. Parent Conference
4. In-School Suspension
5. Behavior Contract
6. Out-of-School Suspension
7. Expulsion

## **Complaint and Resolution Procedures**

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

It is the Senior Leadership Team's and School 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**

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.

### **Step II**

In the event the issue is not resolved in Step I, the staff member shall meet with the Dean of Students or the Dean of Academics to discuss and resolve the matter. In the event the issue cannot be resolved following this step, the Dean with whom the staff member chose to meet will arrange for Step III.

### **Step III**

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.

### **Step IV**

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 on time to receive this privilege.
5. Students who have excessive absences (excused and unexcused, more than ten (10) per marking period) 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 stored in the student's backpack. Devices may be collected and returned to the student at the discretion of the Senior Leadership Team. 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 Senior Leadership Team 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.

**Note:** *Cell phones and electronic devices, such as tablets and Smart Watches, are NOT to be turned on or used at school which includes Before Care and Aftercare. All cell phones and electronic devices must be kept in backpacks.*

As teachers incorporate more technology 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 – The electronic device will be confiscated and sent to the office. The student may come to the office at the end of the day to retrieve the device.

Second offense – A parent must come to the office to retrieve the device.

Offenses beyond the second will result in a loss of cell phone privileges for the rest of the quarter.

### **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 the school office.

## **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 Senior 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

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

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

- The waistline of the pants must be at the waist.
- Tennis shoes, closed toe shoes
- ***Crocs are not allowed.***
- **All clothing must be size appropriate.**

No hats or sunglasses are permitted unless approved by the leadership team.

### Optional Attire

- Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. The hooded shirt may be plain or have the school emblem or mascot and be of the appropriate color.
- Spirit Friday's single-color Navy or black loose-fitting jeans or uniform mesh shorts may be worn with a school T-shirt provided.
- \$1 is paid to the student's homeroom teacher for the FCA sunshine fund.

Tattoos, ear gauges or body piercings are not acceptable at any time.

### 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)

### Standard School Day Attire

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

Khaki, Navy, or black pants, shorts (no cargo pants or shorts) skirts (plaid in school colors), dresses may be worn and the short, skirt and dress length may be no shorter than the vertical length of a credit card between the bottom of the short, skirt, dress, and the crease of the back of the knee.

- The waistline must be at the waist.
- Tennis shoes, closed toe shoes and sandals with a back strap are acceptable
- ***Crocs are not allowed.***
- **All clothing must be size appropriate.**

No hats or sunglasses are permitted unless approved by the leadership team.

### Optional Attire

- Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. The hooded shirt may be plain or have the school emblem or mascot and be of the appropriate color.
- Spirit Friday's single-color Navy or black loose-fitting jeans or uniform mesh shorts may be worn with a school T-shirt provided
- \$1 is paid to the student's homeroom teacher for the FCA sunshine fund.

Tattoos, ear gauges or body piercings are not acceptable at any time.

### Additional Guidelines

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 – Grade 5)

### Standard School Day Attire

### Optional Attire

<ul style="list-style-type: none"> <li>Required: Navy, Royal Blue, Black, or Gray Polo Shirt (Short or Long sleeved) they must have the school logo.</li> </ul> <p>Khaki Navy or black pants or shorts (no cargo pants or shorts), 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>Tennis Shoes and closed toe shoes are acceptable.</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-colored polo shirt underneath. The hooded shirt must be of the appropriate school color.</li> <li>Spirit Friday’s Khaki, Navy or black loose-fitting jeans or uniform mesh shorts may be worn with a school T-shirt provided</li> <li>\$1 is paid to the student’s homeroom teacher for the FCA sunshine fund.</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

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.

## Girls (K – Grade 5)

### Standard School Day Attire

- Required: Navy, Royal Blue, Black, or Gray Polo Shirt (Short or Long sleeved) they must have the school logo.

Khaki, Navy, or black pants, shorts (no cargo pants or shorts) skirts (plaid in school colors), dresses may be worn and the short, skirt and dress length may be no shorter than the vertical length of a credit card between the bottom of the short, skirt, dress, and the crease of the back of the knee.

- The waistline must be at the waist.
- Tennis Shoes and closed toed shoes are acceptable.
- ***Crocs are not allowed.***
- **All clothing must be size appropriate.**

No hats or sunglasses are permitted unless approved by the leadership team.

### Optional Attire

- Hooded sweatshirts and outerwear may be worn with a school-colored polo shirt underneath. The hooded shirt must be of the appropriate school color.
- Spirit Friday's Khaki, Navy or black loose-fitting jeans or uniform mesh shorts may be worn with a school T-shirt provided.
- \$1 is paid to the student's homeroom teacher for the FCA sunshine fund.

Tattoos, ear gauges or body piercings are not acceptable at any time.

### Additional Guidelines

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.

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 conclusion 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 a 70%.
3. All officers must have satisfactory conduct grades and no major discipline issues.
4. All officers must be enrolled 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 student(s) using [MySchoolAccount.com](http://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, and candies*.

## **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 for the removal of all items from the locker, either disposing of those items or taking them home. Backpacks or other materials are not to be left in the walkways at any time during the day.

### **Lost and Found**

Lost items, including books and valuables, will be placed in the school 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 their 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 member of the Senior Leadership Team, 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 student's parents will be contacted 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 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.

- \* 1. Parents, please advise family members, or others, of proper procedure when they need to pick up or drop-off your children.
- \* 2. 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 DoorDash, UberEATS or other similar delivery services.

## **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 into 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 school office informed of any changes in your address or emergency contact information. Each student must have an emergency contact other than 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.

### **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 make arrangements 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. 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.

## APPENDIX A – 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:** Appropriate communication

Philosophical differences or disagreements with overall school policy are to be addressed directly to the Senior Leadership Team.

## 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 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, they may:
  - a. Ask the Senior Leadership Team for a change of assignment (class, position, etc.), which may or may not be granted
  - b. Withdraw or resign from FCA.
6. The Senior Leadership Team will endeavor to reconcile those in disagreement prior to assignment, withdrawal, or resignation taking place.

## APPENDIX B – 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 they 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. Each child's account will be updated nightly so that account balance information and payments will be current the following day.

### Note 1:

1. Orders MUST be placed before 8 am for the day your student plans to buy.
2. Money or checks will not be accepted by the school.

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

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." You will receive an email with a "verification code." After you receive the "verification code", you may begin to add your children's information:
  - a. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
  - b. Enter the "verification code" to verify your account and email address.
  - c. 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 is on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

### Note 3:

A per-transaction convenience fee will be added to 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 school office at [office@fcamustangs.org](mailto:office@fcamustangs.org) or call 941-625-8977.