

**faith.**  
CHRISTIAN  
ACADEMY

# STUDENT HANDBOOK

MIDDLE & HIGH SCHOOL

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# 2025 - 2026

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# A MESSAGE

## from the Principals

Dear FCA Students and Families,

We are certainly happy to begin another school year here at FCA! Every day the students are in attendance we encourage them to place God at the center of their lives, and our teaching also supports this through the biblical integration that occurs within all our subject areas. We partner with you, the family, to instill Christian values in our students. You are an integral part of your student's success, and we look forward to working with all of our wonderful FCA families, students, and staff with the end goal of equipping our students to become Christian leaders. We wholeheartedly thank you for entrusting us to nurture and develop the academic potential and spiritual well-being of your scholar.

The purpose of this handbook is to communicate our school policies and procedures in a clear, transparent, and efficient manner. We welcome open communication regarding the policies and procedures that are present within the pages of this handbook so please feel free to reach out to the Secondary Office with your questions. We pray many blessings on your family and our school as we endeavor to work together for the academic success of our students.

Blessings,

*Secondary Administration Team*

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# FAITH CHRISTIAN ACADEMY

## VISION STATEMENT

Helping students encounter Jesus in an encouraging environment through genuine experiences while engaging in collaborative activities and developing a passion for learning, finding their purpose in Christ, and learning to love and serve others.

## MISSION STATEMENT

We partner with families to raise children to be followers of Jesus.

Offer a college preparatory program, competitive athletics, and professional Creative Arts.

Teach a Christ-centered worldview.

## OUR SCHOOL

Faith Christian Academy, established in 1979 as a ministry of Faith Assembly of God, has flourished under the guidance of dedicated leaders. Our current Lead Pastor, Johnnie Wilson, is a strong advocate for Christian education, consistently supporting the academy's mission. Over nearly 40 years, FCA has thrived under the leadership of past Administrators like Mrs. Margaret Hunt, Dr. Charles Smith, and Dr. Andrew Rumbaugh. This academic year, Angel Carrington serves as our High School Principal and Interim Head of School.

In 2011, both the church and academy relocated to our current facilities at 9307 Curry Ford Road. Today, FCA is a reputable college preparatory school with an enrollment of over 680 students. The academy has expanded significantly from its first graduating class of eight students to an annual average of 50 graduates.

Together with Faith Christian Preschool, Faith Christian Academy serves approximately 850 students. The academy offers weekly chapel services led by the leadership teams at Faith Assembly, providing an integrated approach to ministry that sets us apart from other Christian schools nationwide. At Faith Christian Academy, living a spirit-filled life is a core priority, and students are encouraged to develop a personal relationship with Jesus Christ, leading to fuller, richer lives.

### CORE VALUES

#### SCHOLARSHIP

Excel in Academics

#### INTEGRITY

Live with Biblical principles

#### SPIRITUALITY

Encounter Jesus

#### PURPOSE

Identity in Christ

#### SERVICE

Love God and love others

## ADMINISTRATIVE TEAM



**MRS. ANGEL CARRINGTON**  
Head of School



**MRS. DORYLEEN DELEÓN**  
Secondary Principal



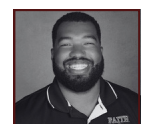
**MRS. KRISTI CARRINGTON**  
Secondary Assistant Principal



**MRS. ANGEL FELICIANO**  
College & Career Advisor



**MRS. ALFREDA FORSHEE**  
Director of Admissions



**MR. SKYLER SUGGS**  
Dean of Students



# STATEMENT OF FAITH

We believe the Bible is the only infallible and authoritative Word of God.

We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory.

We believe in the Blessed Hope, which is the Rapture of the Church at Christ's coming.

We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

We believe that the redemptive work of Christ on the cross provides healing of the human body, soul, and spirit.

We believe that the Baptism of the Holy Spirit, according to Acts 2:4, is available to believers.

We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

We believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## ACCREDITATION

Faith Christian Academy is accredited by the International League of Christian Schools (formerly known as FLOCS) and the Southern Association of Colleges and Schools (SACS). The International League of Christian Schools is recognized nationally through an exclusive partnership with the Southern Association of Colleges and Schools and internationally through a partnership with Cognia (formerly known as AdvancED). Additionally, according to the Florida High School Athletic Association (FHSAA), a senior high school or middle/junior high school located in the state of Florida may become a member if the school is accredited by an agency approved by the FHSAA. The International League of Christian Schools is an approved accrediting agency recognized by the FHSAA. The self-evaluation and accreditation process must be maintained on a periodic basis to ensure a school's adherence to its stated responsibilities and purposes and to the ILCS Standards.

# ACADEMIC POLICIES

## CURRICULUM

FCA has carefully selected curriculum through multiple publishers that integrate a biblical worldview. Our teachers have been trained to present the curriculum in a way that fosters critical thinking and promotes high levels of rigor. Many of our academic subject curriculum stems from Christian-based companies. These resources provide educational materials written from a biblical worldview that focus on academic rigor and encourage critical thinking—all supported by appropriate educational technology.

## MIDTERM & FINAL EXAMS

Midterms and final exams are a culmination of what students have learned in the classroom throughout the semester and the school year. Content covered on the exam will be material covered during that current semester. All students are required to take the exam at the end of the semester and successfully pass each exam. Attendance to HELPS classes will assist students with understanding the content in preparation for the exam.

**\*\*Students are not to pre-arrange absences during final exam week.**

Final exams assess a student's mastery of content learned over the semester. High School midterm and final exams account for 20% of the semester grade. Middle School midterm and final exams account 15% of the semester grade. All core courses in High School and Middle School require a final exam each semester, excluding High School AP courses, which are optional spring semester.

- Any student who does not sit for final exams without the approval of the secondary principal to miss the exam time will receive a 0% on each exam missed.
- Exams last approximately 90 minutes.
- Students who arrive late for exams must report to the Secondary Office before proceeding to the examination room. No extra time will be allotted.
- Students must meet all curricular and extra-curricular financial obligations and pay all fees before exams are taken.
- Students will not be allowed to take the exam if they are out of uniform. Lost time to change clothes will not be added to the exam time.
- FINAL EXAM EXEMPTION/SENIOR PRIVILEGE Seniors are not required to take the final exam in any class where the second-semester grade in that class is 90% or higher and they have accumulated five or fewer absences (excused or unexcused).
- Students who sit for the AP exam will not be required to take a course Final Exam, however, students can optionally take a Final Exam in order to improve their grade.

## GRADING SCALE

Faith Christian Academy uses the following grading scale in conjunction with the Florida Department of Education and the Florida High School Activities Association.

A 90-100	D 60-69
B 80-89	F 0-59 (No Credit)
C 70-79	



# HELPS CLASSES

The purpose of HELPS class is to provide a time after school for the students to review and receive extra practice with difficult concepts. It is highly encouraged and recommended that students with a current subject grade of 70% or below attend HELPS class. HELPS is after school on Tuesdays and Thursdays from 3:00-3:30 PM. Students who do not attend HELPS, and consistently earn grades below 70% are in jeopardy of being placed on Academic Probation and may have to attend mandatory HELPS sessions.

# HOMework

Homework serves four purposes:

1. Reinforces concepts, processes, and content discussed in class
2. Builds independence in learning
3. Provides an opportunity to apply creative and critical thinking through project-based learning
4. Develops responsibility

The time needed for homework can vary from student to student and day to day. Some students might need to attend HELPS sessions or stay after school with a teacher or approved tutor to finish their assignments.

# MAKE-UP WORK/LATE WORK

## MAKE-UP WORK POLICY

Students are allowed to make-up tests, homework, and class work missed due to an excused absence. Make-up work is the responsibility of the student to schedule a time. Failure to make up the assignment within the allotted time results in an automatic zero. Missed work, including makeup tests, are to be made up during the class missed, before school, or after school. A student who has been approved for an absence and wishes to take a test or turn in homework before the absence may do so at the discretion of the teacher. Taking a test earlier than later benefits the student. Students are expected to have assignments ready for class upon return to school. The only exception is absences relating to illness, injury, or death in the family. If a student is aware of a test that will take place in the near future and they miss a day leading up to it, they may still be required to take the test upon the day of return, depending on the reason for absence. If a student has missed more than five consecutive days, his/her parent(s) must communicate with the teacher to discuss an action plan for completing missed work.

One day absent equals one day to make up the work. Two days absent equals two days to make up the work. The same process applies for up to four absences. For more than five consecutive days of absences, the student, parent, and teacher must discuss an action plan for completing missed work. Any work not completed will be given a 0%. **Make-up work is not permitted for unexcused absences.** The student will receive a zero for assignments missed due to unexcused absences and for required work that is not completed. Students absent for other reasons, such as educational trips, college days, appointments, etc., should have their work completed upon return to school.

Students participating in a previously scheduled athletic or fine arts event are responsible for taking the test or quiz the day before or the day following. Projects should be submitted on the due date even if the student does not meet for that class due to an athletic or fine arts event that day.

Quizzes and tests will be made up at the discretion of the teacher.

## LATE WORK POLICY

Assignments turned in late will result in the following:

### MIDDLE SCHOOL

- 1 day late: 25% reduction
- 2 days late: 50% reduction
- 3 or more days late: Will receive a zero

### STUDENTS GRADES 9 - 10

- 1 day late: 25% reduction
- 2 days late: 50% reduction
- 3 or more days late: Will receive a zero
- AP & DE: 1 day late = zero

### STUDENTS GRADES 11 - 12

- 1 day late: 50% reduction
- 2 days late: Will receive a zero
- AP & DE: 1 day late = zero

## PLAGIARISM & CHEATING

Plagiarism and cheating are stealing. FCA holds the virtues of honesty and integrity as worthy pursuits in the life of the student. The act of using another person's ideas or work and claiming them without proper citation violates these noble virtues. The academic integrity of FCA as an institution of learning is severely compromised when plagiarism and cheating occur. Both cheating and plagiarism have the same intent - stealing from another.

Cheating is a conscious decision. Cheating is assisting or receiving help on a test or quiz. Cheating on a classroom test includes the use or possession of cheat notes or comparable material (including any kind of verbal exchange between students, looking at another student's paper, or offering his own to another student). Certainly included is obtaining or passing advance copies of test items/information. Additionally, any information gathered from a prohibited device, including tabs opened without permission.

**Teachers are required to take precautions with test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation.**

Cheating on homework is the most common form of cheating. Copying homework or allowing another student to copy homework is cheating. Assisting another student on an assignment knowing that the assignment is to be done independently is cheating. Helping someone understand how to answer a problem or solve a solution is different from taking the content, ideas, and actual process, copying it, and claiming it as personal work. Cheating on homework is not producing learning; it is fueling dishonesty.

Plagiarism has the same idea of claiming another person's work and ideas as one's own and submitting the work as original work. Plagiarism may include knowingly repeating another's sentences, adopting a particular phrase, or expressing someone else's line of thinking in the development of a thesis as though it were the student's own.

With the accessibility of information on the internet, plagiarism is a serious issue. Downloading text and cutting and pasting information (photos, videos, graphs, charts, etc.) directly into a paper from the internet or other electronic sources without proper citation or quotations is one of the most common forms of plagiarism. Another possible form of

plagiarism is submitting an assignment from one course for an assignment in another course without first consulting with the teacher. Using previously submitted content or papers violates the assumption that this is current learning. The teacher may agree to the re-submission; however, it is the student's responsibility to consult with the teacher and not assume it will be permitted.

Cheating/plagiarism is handled by division:

### **MIDDLE SCHOOL:**

- First Plagiarism Offense:
  - If student plagiarized less than 50% of the assignment, they get HALF OFF the final assignment grade.
  - If student plagiarized more than 50%, they get a zero. The student will also receive a referral.
- Second Plagiarism Offense: Zero on work, referral, lunch detention
- Third Plagiarism Offense Zero on work, referral, meeting with parents, two-hour detention or possible suspension

### **HIGH SCHOOL:**

#### Minor Incidents (homework/classwork)

- First Plagiarism Offense: The consequence will be a 0% on the assignment.
- Second Plagiarism Offense: The consequence will be a 0% on the assignment and a one-hour detention.
- Repeated incidents of minor\* cheating/plagiarism will place the student on academic probation and possible suspension.

\*Minor Incidents Include: homework and classwork.

#### Major Incidents (tests/quizzes)

- First Offense: A student who cheats/plagiarizes on this level will receive a 0% for the project or assessment and a two-hour detention.
  - Second Offense: A student who cheats/plagiarizes on this level will receive a 0% for the project or assessment and a suspension. The Division Principal will have a meeting with the parents and the student will be placed on academic probation. The student will be separated from other students for all classroom assessments. Personal items like purses, computer cases, and backpacks will be placed at a distance from the student.
  - Third Offense: A student who cheats/plagiarizes for the third time will be expelled from school.
- \*Major Incidents Include: quizzes, tests, and projects.

Parents will be informed of all incidents. If the student holds any type of leadership position in a class, club, or athletic team, he/she may lose their position. Cheating, in any form, may make the student ineligible for all academic honors or awards in all subjects.

The Administration reserves the right to deny re-enrollment or continued enrollment to a student who has repeated incidents of cheating/plagiarism.

# PROBATION- ACADEMIC

A secondary student is placed on academic probation when his/her grade point average is below a 2.0 for any quarter. A meeting will be scheduled with the parents to review the action steps required for the upcoming quarter. The probationary period will be for one quarter of the school year. At the end of the quarter, a follow-up parent meeting will occur where the status of the probation will be discussed. If adequate progress has been made, the student's probation will be lifted. In the event that the student's grades have remained failing, the FCA administrative team will review the student's file and the probation may be extended, or the student may be asked to withdraw from school. Two consecutive semesters below a grade point average of 2.0 may result in parents being asked to withdraw their student from school.

Students that do not attend HELPS, and consistently earn grades below 70% are in jeopardy of being placed on Academic Probation and may have to attend mandatory HELPS sessions.

Any students placed on academic or behavioral probation will not be permitted to re-enroll during their probationary period. At the conclusion of the probationary period, re-enrollment will be re-evaluated by the Administration.

## HONORS PROGRAM PROBATION POLICY

The honors program is for students who want to be challenged academically. A student accepted into this track must maintain A's and B's in all classes to qualify and continue in the program. Failure to meet these requirements will result in the stipulations of academic probation.

# PROGRESS REPORTS & REPORT CARDS

The purpose of grade reporting is to give the parents an indication of the progress being made by students. Progress reports are distributed via RenWeb every three weeks. The Division Principal meets with students who are having academic difficulty throughout the school year to review grades. A student may be placed on academic probation at any time during the school year at the discretion of the Administration.

Report cards are issued every nine weeks via RenWeb. Report cards contain quarter grades, exam grades, semester grades, teacher comments, and the cumulative grade point average. Students must maintain a 2.0 GPA to be an enrolled student. At any time during the school year, teachers or parents may ask for a conference to discuss a student's academic progress.

# PROMOTION TO THE NEXT GRADE & GRADUATION REQUIREMENTS

## GRADES 6 - 8

Students must have an overall average of a C and be recommended by their teacher for promotion. If student receives a failing grade or adequate progress is not made, a conference will be scheduled with the parent or guardian with a predetermined plan for skill remediation. Any class in which credit is not earned must be recovered during the summer using Florida Virtual School (FLVS). Any student failing more than two classes will not be promoted to the next grade level. Students that fail a course are required to enroll and successfully pass the course before being promoted to the next grade.

## **GRADES 9 - 11**

Students must pass all courses in order to graduate. Faith Christian Academy requires each student to earn 7 credits a year and maintain a 2.0 average per semester. Any class in which credit is not earned must be recovered during the summer using Florida Virtual School (FLVS). Any student failing more than two classes will not be promoted to the next grade level. Students that fail a course are required to enroll and successfully pass the course before being promoted to the next grade. Faith Christian Academy requires a cumulative grade point average of 2.0 to continue as an enrolled student and to graduate. Two consecutive semesters below a grade point average of 2.0 will result in parents being asked to withdraw their student from school.

# **SPORTS & EXTRACURRICULAR ELIGIBILITY**

In order to participate in a seasonal sport or extracurricular activity, a student must not receive two D's or one F on his/her progress report, quarterly report, or academic reports pulled at any time during the school year. If so, a student may not be eligible to play in an upcoming game or participate in practice or club meetings.

The following steps of accountability are in place to help the students maintain personal responsibility for their academic progress and to manage the academic load.

- The Athletic Director will regularly check (weekly) the academic progress of all athletes to ensure students are not performing poorly in class. If a student is performing poorly and/or is in jeopardy of receiving two D's or one F in any academic subject, a meeting with the student and the Athletic Director will be held to further investigate the reason for poor performance. The coach will be notified of the meeting by the AD
- The Administration will continue to monitor student progress and consult with the teacher for any additional action that might help the student improve his/her academic performance
- If continued poor academic performance, the Administration and the AD will discuss the student's progress to determine if the student is eligible to practice, attend club meetings, and/or participate in upcoming games
- If a student receives two D's or one F, the student will be suspended from the team or activity until the grades are raised to acceptable levels by the following Friday
- Grades will be evaluated on a regular basis by the AD or Administration to determine eligibility
- If a student becomes academically ineligible, the coaches/club advisors will be notified Friday, and the student will be given until the following Friday to raise grades before becoming ineligible. Grades will be checked after one week of the suspension. Progress reports and report cards will apply for eligibility
- HELPS is required for all ineligible students and must take precedence over practices or meetings
- All reinstatements for student athletes will happen on Friday
- An athlete must be in school for at least four periods in order to attend practice or a game on the same day as the absence

## **SSS DEPARTMENT & POLICY**

Student Support Services (SSS) provides support for our ESE students. This support comes in various forms like help inside and outside the classroom, general and specialized (skill) tutoring, accountability with work, specific therapy, or counseling. Students must be referred to the SSS department with a doctor's diagnosis or teacher referral form. This referral will be reviewed by the SSS department in conjunction with FCA Administration to determine student eligibility. Accommodations for student learning may only be offered to eligible students enrolled in SSS.

# TESTING

To be sensitive to the needs of our students and the demands on their time, and at the same time to allow teachers the freedom to accomplish their educational goals, the following policy for giving tests has been adopted. There will be no more than two tests given per day for any group of students. Tests may be given on any day (3 tests are not allowed on one day).

# TRUANCY

Truancy (skipping class) is not permitted. Leaving campus without permission from the school Administration or parent/guardian is a serious error. Truancy is being absent from class, all or part of a day, without parental permission. This includes chapel or any other required assembly or required school activity. Truancy will result in one day of suspension and a zero on all missed work (including tests and quizzes). Continual behaviors of truancy may result in expulsion from school.

# GENERAL POLICIES

## ABSENCES

Class attendance is a strong indicator of academic success. The uninterrupted education of children is taken very seriously at FCA. Enrolled students are expected to be in class to promote consistency in the learning environment and to establish routines of habit that foster reliability, perseverance, and a strong work ethic.

Documented COVID absences will not count toward our regular attendance policy. Students who exceed more than 5 absences in a semester will receive written communication from the Administration. After 7 absences communication will be scheduled with the principal and the parents to discuss a plan to assist the student's attendance. Should 10 absences be reached in a semester, the student will be placed on probation. Students placed on probation for attendance may not be eligible to participate in any extracurricular activities during their probationary period. If applicable, the student may be reported to the Step Up For Students Scholarship office due to the number of absences.

**\*1st-period tardies become absences after 8:05 AM**

A student who receives the Step Up For Students Scholarship or the McKay Scholarship is required to follow the attendance policy of FCA. Excessive absences may cause the student not to maintain eligibility to receive these scholarships. The education of the student is the focus of the scholarship and excessive absences do not meet this objective; therefore, it is important for scholarship recipients to be in school when school is in session.

Students who are on probation and reach 10 absences in a semester may not, at the discretion of the Administration, receive credit for any classes directly related to the absences. Student attendance in class is an important part of the education of the student, providing direct instruction, input, guidance, and feedback from the teacher, and direct involvement and interaction from students in the same class. The interchange of ideas, concepts, and discussions are missed, which are an important part of the course, and cannot be missed in order to receive credit.

Excessive absences may impact honor roll, course credit, senior semester exam exemption (see Senior Exam Exemption), extracurricular participation and driving privileges, and possibly the senior trip.



Florida state law does not allow a student to acquire or maintain a driver's license with more than 15 days of unexcused absences within any 90-day period. A student will be reported to the Department of Motor Vehicles (DMV) if in violation of this law. Reinstatement is initiated by the student in cooperation with the school.

All missed work due to excused or unexcused absences must be made up to the satisfaction of the teacher.

## **EXCUSED ABSENCES**

A child must bring a note, or a parent must email, or call within two days to have an absence marked excused. An email can be sent to [secondaryattendance@fcalions.org](mailto:secondaryattendance@fcalions.org) to notify the secondary office of the student's absence. Remember to include the reason for the absence in order for it to be excused. If students must leave the campus during school hours, the parent must come to the main office and sign the student out. Students who leave campus due to sickness must be released by the school AFTER the parent is contacted by school personnel. Students SHOULD NOT contact their parent or guardian directly.

The following reasons are accepted as excused absences:

- Children who are sick, including COVID, and whose attendance would endanger their health or the health of others. Children who become ill at school must be picked up at the Main Office in Lot 5 once a parent is notified. There are specific guidelines that determine when a child is sent home.
- Medical appointments
- An immediate family member with a serious illness that inhibits the child from attending school
- The death of an immediate family member
- Court cases
- Pre-approved family trips (8 school days maximum) and competitions
- Pre-approved college visits (3 days maximum)
- Pre-approved participation in a school activity

A note must be received within two days or the absence will be considered unexcused, and issued work will not be permitted to be made up. Pre-approved absence forms can be picked up in the secondary office.

For excused absences, work must be completed and submitted in accordance with the make-up/late work policy. It is the student's responsibility to obtain all missed assignments -- NOT the teacher's.

## **UNEXCUSED ABSENCES**

- All absences not mentioned in Excused Absences
- All absences not verified by School Administration

For unexcused absences, students are not permitted to make up missed class work. Tests and quizzes are required to be made up within 1 week of returning back to school. The student and teacher will work together on a time to complete the missed test or quiz.

\*If students are absent the day of the test or quiz, they must make it up the day they return. If students miss the day before a test due to an excused absence, students may be given an extra day to take the test. If the student comes to school without a note, they will be required to take the test.

Students must be in attendance for a minimum of four periods in order to play an after-school sport, participate in music or theater arts practices or performances, or participate in other after-school activities. Students choosing to stay home for rest due to late practices, performances, or games will have that absence counted as unexcused.

### **PREAPPROVED ABSENCES**

A pre-approved absence form must be completed and approved with the Division Principal at least one week in advance of the scheduled absence. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests. Pre-approved absences may include family vacation, church retreat, college visit, or a mission trip. It is important to note, however, that an accumulation of missed school days may result in a student not being academically prepared and thereby not doing well on course exams.

### **LEAVING EARLY**

Students who need to leave school earlier than the normal dismissal time must be checked out at the secondary or main office. The secondary or main office will call the student out of class to be dismissed. The student should not use a cell phone to speed up the dismissal process and must come directly to the main office. Following the dismissal procedure allows the school to know where the student is at all times. Whenever possible, the school requests that every effort be made to schedule appointments during non-school hours or on days when school is not in session.

### **CONCERT ATTENDANCE (Choir, Band, and Strings students)**

Required attendance to school concerts will count as a test grade. In the event of an absence, an absence note should be provided to the teacher, and the student will be assigned a make-up assignment.

## **ACCESS TO STUDENT RECORDS**

Student cumulative records are kept in the Secondary/Main Office. Current academic, discipline, and medical information is kept on file and in RenWeb. All student information is kept confidential. Records will not be released to a family if there is an outstanding finance charge.

Parents have the right to see official records directly related to their child's academic progress. A request to review the file should be made through the secondary office. Contents can only be reviewed by the parents in the presence of the Division Principal to facilitate any questions or concerns.

Student records are for the parents of the student. A written consent from the parent must be received before any student information is released to any other individual, agency, or organization. FCA will comply with any subpoena, court order, and state, federal, and local authorities.

Both parents have equal access to a student's report card. Non-custodial parents have access to report cards under the Florida State Statute 61.13, "Dissolution of Marriage; Support; Custody." A non-custodial parent is able to attend teacher conferences. If a court document specifically states that a non-custodial parent is denied any of these rights, the custodial parent must submit a copy of the document to the main office. The document will be placed in the student's file.

If a non-custodial parent requests information about the student or requests a teacher conference, the custodial parent will be notified of the request. The school will cooperate as much as possible to facilitate information about the student to both parents.

# ADMISSIONS POLICY

A new student is admitted to Faith Christian Academy on the basis of a completed online application, required former records, entrance/placement exam, and an administrative interview. FCA has open enrollment for new students through January 31 of each school year pending grade availability.

Re-enrollment is conditional based on acceptable student progress, student behavior, and cooperation between home and school. Re-enrollment is offered to current families prior to opening enrollment to the public each year. Space is not guaranteed to current students who do not re-enroll during our early re-enrollment period. The re-enrollment process requires students and parents to agree to operate under the policies, guidelines, and procedures of the Parent/Student Handbook.

Additional information about the admissions process and re-enrollment is in the Admissions Policy Handbook found on our school website.

**It is a privilege to attend Faith Christian Academy, not a right. Proper Christian conduct is expected of students, faculty, and parents.**

## ARRIVAL

Secondary students arriving at school before 7:30 AM should report to the Cafeteria for morning care. Morning drop-off is located in Parking Lot 8, and the entrance to the Cafeteria is also in Parking Lot 8. Morning Care cost is \$1 per day. Students will be released from Morning Care at 7:35 AM. Students should not be in the Atrium or hallways before Morning Care is released.

Students taking a zero-period class should arrive by 6:50 AM and may enter the building through Lot 8 Cafeteria doors. When students arrive for Zero Period, they should report directly to their class.

## BALLOONS IN THE ATRIUM

Balloons and other flotation devices are not permitted in the Atrium. These items may set off the fire alarm system, requiring all people to evacuate the facility. All students, parents, and visitors are asked to cooperate by not bringing these items into the building. Violators will be required to pay a \$500 fee if the fire alarm is tripped, initiating the arrival of emergency personnel.

## BOOK SELECTION POLICY

FCA uses textbooks and other supplemental reading to enrich the educational program. At times there are morals, philosophy, scientific, and even theological differences that may be presented in the textbook. Students will be presented with opposing morals, philosophy, and even behaviors that are not reflective of a Christian worldview. The classroom teacher will engage students to think critically about the ideas from a mature perspective, relying on biblical principles and values to either support or reject the ideas. Presenting, discussing, and evaluating ideas is part of the classroom experience.

# CHANGE OF INFORMATION

Students and parents are asked to provide written notice to the school office if they have any changes to personal information. A prompt note or email will help FCA maintain correct information and provide effective communication, especially in the case of an emergency. In order for FCA to comply, it is the parents' responsibility to provide any legal documents that pertain to their student (ex. custody, restraining orders, etc.). All of this must be done through the Admissions office (contact Mrs. Forshee).

## CHAPEL & BIBLE CLASS

Chapel at Faith Christian Academy is an important part of our school program and spiritual development of our students. The pastoral leadership at Faith Assembly takes a personal interest in assisting all students at the academy with their personal relationship with Christ. Some students may not have made a personal decision to accept Christ as their Savior. Students are expected to actively participate and show an attitude of reverence and respect. Attendance at chapel is required for all students in all grade levels. Parents are welcome to attend Chapel at any time.

The study of the Bible is fundamentally important at FCA, and is a required subject/class for all grades. Knowledge of the Bible is one of the greatest educational assets a person can have, in addition to gaining the moral and spiritual values resulting from the study. No exceptions will be made for students to be exempt from taking Bible.

## CONDUCT AT ATHLETIC EVENTS

A student's behavior should be respectful and supportive of the spirit of athleticism. Mutual support for both sides is expected at all athletic events. Coaches, players, and students represent FCA on and off the field of play. Enthusiasm and support for the team should not cross the line of disrespect and rude behavior to the visiting team and fans. Guests should be welcomed and honored. Students and parents who fail to meet these standards may be asked to leave the game and may face disciplinary consequences. Proper student attire is considered attire that aligns with FCA values and norms. Students may be asked to leave school-sponsored events if the attire is deemed inappropriate by the Administration, Dean, and/or Athletic Director.

## DISMISSAL

High School: High School students are expected to remain behind the Bookstore unless attending a scheduled extracurricular activity. Students should not be in other areas aside from pre-authorized student zones.

Middle School: Middle School students will be escorted by their last-period classroom teacher to the cafeteria for dismissal. Those attending scheduled extracurricular activities must report to the cafeteria before being dismissed accordingly.

The purpose of this policy is to ensure the safety of all FCA Middle School students. Thank you for your support and cooperation in helping your child comply with this policy.

At the end of the school day, ALL Middle School students will remain in their last-period class. They are not allowed to roam the campus unsupervised or without permission. Students who are not picked up by 3:00 PM by parents, guardians, coaches, or instructors will be checked into Aftercare.

This includes, but is not limited to:

- Athletes that have practice.
- Cheerleaders that have practice.
- Dancers that have practice.
- FCA Staff and Pastoral kids.
- Students that will be attending HELPS.
- Students who have rehearsal for Performing Arts.
- Any Middle School student that attends FCA.
- After school clubs will be released by their 8th-period teacher

Students who are waiting in Lions Club aftercare until their practice begins at 3:30 or 4:00 PM will not be charged. Students who have games and are released early from school should report directly to their coach when they are released from class.

## ELECTRONIC DEVICES

### **Student Responsibility for Electronic Devices:**

Students are responsible for their own electronic device(s). Allowing another student to use a device is done at the risk that it may be dropped or damaged. Students are strongly encouraged to use only their own devices (when permitted) and not share them with others. If a device is damaged by another student, it is expected that the student who caused the damage will pay for the repair or replacement. If a device is accidentally damaged, it remains the responsibility of the owner to care for their device to avoid such incidents. FCA Administration and Teachers will not be involved in covering the cost of repairs or replacements.

Students are also responsible for the proper use of their phones and electronic devices, such as tablets and computers. All material stored and distributed on a personal device is the responsibility of the student. Transmitting pictures or video files containing nudity, obscene gestures, indecent language, or other inappropriate visual content, with or without the intent to embarrass or harm someone, violates the Student Code of Conduct and does not reflect the values of an FCA student. A student who intentionally sends or receives digital material to another minor with the intent to harm will be subject to school discipline.

### **Cell Phones and AirPods in Classrooms and Hallways:**

- Cell phones and earbuds/headphones should never be visible in the classrooms or hallways
- Cell phones should be kept in backpacks or in classroom parking lots at all times

## ELEVATOR USE

The elevator is reserved for students and staff with limited mobility or physical limitations. Students may not use the elevator without a valid FCA Elevator Pass from Monday through Friday, between 7:00 AM and 6:00 PM. Lions, please be prepared to show your Elevator Pass to any staff member upon request. Unauthorized elevator use without a pass will be considered a Level 1 violation.

# EMERGENCY DRILLS

## FIRE, TORNADO, & CRISIS MANAGEMENT DRILLS

Students are informed about fire/safety, tornado, and crisis management procedures at the beginning of the school year. Fire safety drills are conducted monthly. Other drills such as emergency preparedness, hurricane drills, and intruder alert are practiced in phases throughout the year. Emergency drills are revised as needed.

## EXTENDED CARE

Extended care is available for students in grades 6th through 12th before school from 7:00 AM to 7:35 AM and after school for grades K through 8th from 3:00 PM to 6:00 PM. All students in grades K-8 staying after school MUST attend the extended care program unless they are released from aftercare to after-school activities.

The cost for extended care is available at the main office. Students who are on campus after 3:15 PM and not signed into extended care will receive a discipline referral. Only siblings who are driving and leaving campus are permitted to pick up younger siblings from dismissal.

## FIELD TRIPS

FCA has field trips in all grade levels. Field trips are organized as an enrichment activity for concepts and/or units of study covered in class. All students are encouraged to attend each field trip. The teacher will have the opportunity to explore additional content, interact with students in an informal atmosphere, and allow students to build closer relationships during each trip. Part of the costs for some field trips are included in the tuition fee, thereby reducing the expense students need to pay and increasing student involvement. All students are welcomed and strongly encouraged to attend each field trip offered during the school year. Students who do not attend the field trip are counted as absent and should not be sent to school unless otherwise communicated by FCA.

Parents are always welcome to attend field trips when the opportunity arises. Parents who agree to attend field trips are adult chaperones. All parents are required to attend a Parent Volunteer Orientation (PVO) before participating in a field trip. PVOs are held throughout the school year. During the PVOs, the Division Principals share the expectations for chaperones during field trips and school policies related to being a chaperone. A background check is required of all parents who attend an overnight field trip, with no exceptions. The background check must be completed at least two weeks before the overnight field trip is scheduled. Background check appointments are made by contacting the main office.

Chaperones are not to bring student's sibling(s) on field trips. Selection for field trip chaperones will be on a first-come, first-served basis. Not all interested individuals will be able to chaperone. Please take steps early to ensure you are able to chaperone field trips you are interested in. Background checks must be completed before you will be considered a chaperone for overnight field trips.



# FOOD IN THE CLASSROOM

To prevent damage to carpets in the school and prevent an insect problem, students are not to eat or drink in class or hallways unless permission is given by the teacher. Birthday celebrations must occur in the cafeteria during the student's lunchtime. Any food items must be approved by the teacher in advance. The only liquid allowed in classrooms is water in a sealed container. No water flavor enhancers with dye are allowed. Also, no students will be permitted to eat lunch in classrooms.

**Gum is not allowed on campus.**

## LOCKERS

Student lockers are the property of FCA and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers until the end of the school year. All secondary students are assigned lockers. Lockers must be kept clean and locked at all times. No stickers or writing on/in lockers is allowed. Students should use the locker assigned to them. The repair of any willful damage by a student will be charged to that student's account.

Students should not expect privacy of personal items placed in the lockers because school property is subject to search at any time by the Administration. Periodic general inspections of lockers may be conducted by the Administration for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

## LOST & FOUND

Lost and found items are the responsibility of FCA students. A designated lost and found area is available in the secondary E wing. At the beginning of each semester, all unclaimed items will be discarded. Clearly label all the items your child brings to school, especially school uniforms. Labeling items will assist with locating the correct owner more quickly. If lunch boxes are left behind with food items inside, the lunch containers will be disposed of.

## LUNCHES

Faith Christian Academy offers a hot lunch for student purchase. Lunches can be ordered and paid for online daily by 8:30 AM or in advance on a weekly or monthly basis via [www.ezschoollapps.com](http://www.ezschoollapps.com). À la carte items are available only for students in grades 6-12.

The lunch ordered by the student is to be picked up and purchased by that student. Students are not permitted to purchase a different lunch from what was ordered. Snacks and drinks are also available for purchase. FCA does not restrict students' purchasing power; parents are responsible for any purchases made by their child. Please communicate any purchasing preferences directly to your student. If your child has allergies or dietary restrictions, please report those to the school Administration.

Students who do not order lunch before arriving at school may order a school lunch with their teacher by 8:30 AM. If your student is out sick, they will not be charged for lunch on that day.

# MENTAL HEALTH

Mental health issues are very broad and sensitive. The school must be notified if a student has been diagnosed with a mental health issue. A meeting with parents will be scheduled to become more familiar with the student's situation. A signed document from a mental health professional may be required to ensure the student is not a risk to himself/herself and to others.

# NON-DISCRIMINATORY POLICY

Faith Christian Academy admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities of the school. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in the Administration of its educational policies, scholarships, tuition aid, educational programs, or extra-curricular activities.

# PERSONAL ITEMS

School property (such as lockers) and personal property such as book bags, handbags, purses, wallets, and gym bags, may be searched due to reasonable suspicion that contraband (illegal item like a gun) or an illegal substance (drugs, cigarettes, electronic cigarettes, etc) is located there. The search also includes outer clothing like jackets and sweatshirts. Outer pockets of clothing items and shoes and socks may also be searched. The school reserves the right to search a student's property to ensure school safety. A school Administrator, with another school employee present, will ask the student to open personal items or empty pockets. The Administration will ask for cooperation during the search. A student who is not cooperative during the search may be asked to withdraw immediately. A strip search is not permitted by school staff.

# PLEDGES

To encourage good citizenship and show our patriotism for God and country, all FCA staff and students will honor and respect those who have served our country, past and present, by standing for the Pledge of Allegiance, the Pledge of Allegiance to the Christian Flag, the Holy Bible, and the National Anthem.

# SCHOOL & CHURCH GROUNDS

Faith Assembly and Faith Christian Academy share a large portion of the school campus. Many of the rooms are used by different church ministries throughout the week, in the evening, during the school day, and on the weekends. The Mainstream Youth Center is also used by the school and the youth department every day. The shared use of the facility may cause some disruption to the school schedule at different times of the year. The school Administration and staff work to accommodate both the school and the ministry needs of the church to maximize the use of space and reduce overall expenses. The cooperation of all parties reflects the diversity of ministries used to meet the needs of people of all ages.

All students are to respect the church and school property. The furniture in the rooms, the gymnasium, Kids Theaters, Atrium, and athletic fields are used regularly by the students and church staff. Care and respect need to be shown to all areas of the campus. Security cameras are located at various locations of the facility to monitor student safety. Damage caused by misuse will be the responsibility of the person or people who caused the damage. Stewardship of God's resources is expected.

Students are permitted only in designated areas. Students are not permitted in areas of the facility that are being used for church or school events if they are not a part of the event. The Mainstream youth building, including the recreational equipment and basketball court, is only available at approved times. The basketball court is available with prior permission and appropriate adult supervision. Students who do not cooperate with these guidelines will be disciplined according to the student handbook.

## SENIOR TRIPS

During the second semester, seniors have the privilege to attend a senior trip with their classmates. The school will notify students regarding payment and trip details at the beginning of the senior year.

All students must meet the following requirements before being permitted to attend the senior trip and/or participate in senior skip day:

- All volunteer hours must be completed and turned in to the College and Careers office. A student must have completed 80 volunteer hours or 20 hours per year while attending FCA. A student who has transferred from another school will not be required to "make up" missed hours.
- All students must be at least 80% complete with any FLVS classes or other online classes.
- All students must have applied to a college regardless of future plans.
- All students must have passing grades in all classes and have turned in all incomplete assignments.
- All students must be in good disciplinary standing and have approval from the Administration in order to attend the senior trip. If a student is denied the privilege of attending the senior trip, money may or may not be refunded according to the refund policy with the scheduled trip. The school will not assume financial responsibility if a refund is not possible.
- The same standard to attend the senior trip applies to seniors who would like to attend the senior skip day trip.

## STUDENT DRIVERS

All students holding a valid Driver's License who wish to drive to school must apply for a student parking permit. When granted, the parking permit must be displayed in the windshield area of the vehicle at all times while on campus. An application for a Parking Permit can be obtained from the Secondary Office. Driving to school and on campus is a privilege that demands a high level of responsibility. A student who drives carelessly or in any inappropriate manner will have his/her driving privileges revoked. Student drivers may not go to their cars at any point during the school day without permission.

# TARDIES

Irregular and unfaithful class attendance jeopardizes students' progress and detracts from instruction and learning time. Please minimize tardiness in order to ensure the best learning for your student. ONLY TARDINESS DUE TO DOCTOR OR DENTIST APPOINTMENTS OR OCCASIONAL EMERGENCY SITUATIONS ACCOMPANIED BY A NOTE WILL BE EXCUSED. Students are expected to be in class and ready to work at 7:45 AM and at the beginning of each period.

Tardy refers to a student not being in their assigned seat by the bell. Teachers are responsible for assigning tardies using the attendance function within RenWeb. Students checking into school after the 7:45 AM tardy bell will report directly to their class. Students checking in after 8:00 AM will report to the secondary office for a pass to class. Tardies accumulated throughout the quarter are addressed as follows:

## TARDIES TO 1ST PERIOD

- The 5th unexcused tardy will result in a \$5 charge to the student's FACTS account.
- The 10th unexcused tardy will result in a Level 1 referral and a 1-hour detention. The student will be charged \$15.
- The 15th unexcused tardy will result in an additional Level 1 referral, a 2-hour detention, and a \$25 charge.
- Subsequent tardies may result in a Saturday school detention, and escalation of discipline, and a meeting will be scheduled with the parent/guardian.

## TARDIES TO 2ND - 8TH PERIOD

- The 5th unexcused tardy will result in a Level 1 referral and a 1-hour detention. A detention email will be sent to the student with specific instructions as to when and where to report for detention. The student will be charged \$15.
- The 8th unexcused tardy will result in a Level 1 referral and a 2-hour detention. A detention reminder will be issued to the student with specific instructions. The student will be charged \$25.
- The 11th unexcused tardy will result in a Level 1 referral and a 2-hour Saturday School detention. A detention reminder will be issued to the student with specific instructions as to when and where to report for detention. The student will be charged \$25. A meeting will also be scheduled with the parent/guardian, and the student will be placed on disciplinary probation contract.

**Tardies become absences for 1st period at 8:05 AM. Tardies will be reset at the conclusion of each quarter.**

# TEXTBOOKS

Textbooks are on loan from the school for different classes. Students are expected to take care of the books and return them with minimal wear and tear. We strongly suggest using book covers for all hardcover textbooks. If a book is damaged beyond normal use or lost, the student's FACTS account will be assessed a fee. If a book is lost during the school year, the student will be assessed a replacement fee. If the book is found after the replacement has been purchased, the student will not be refunded the replacement fee.

# VISITING & VOLUNTEERING

## VISITING PARENTS

Parents are always welcome at Faith Christian Academy! It is recommended that a 24-hour notice be given to the school prior to a visit. Do not enter the school buildings except through the main office doors to receive a visitor's pass. This is to ensure the safety of all students. Students are not permitted to open any school door to allow a parent to enter the building. When parents wish to visit the lunchroom for any reason, please check in at the main office first to obtain a visitor's pass. If parents wish to talk to their child's teacher, they can arrange for a private conference by emailing or calling the school office to set up an appointment. For lunches with additional students other than your own student please complete request form.

## VISITING STUDENTS

Students visiting the school are only permitted if they are potential Faith Christian Academy students. No students may bring a visitor to school without gaining permission from the Administration 24 hours in advance of the visit. Approved visitors must come to the office first to obtain a visitor's pass. All visitors must comply with FCA's dress code and student behavior. Students who have been asked to leave FCA for disciplinary reasons may not be on campus during school hours or attend any school-related function.

## VOLUNTEERS

Volunteers are appreciated and welcomed at FCA. All volunteers must attend the parent volunteer orientation and be an approved individual on a student's pick-up list prior to volunteering at FCA. Volunteers are not to bring siblings when volunteering on campus or on a field trip.

# WEATHER POLICY

In order to ensure the safety of our students, teachers, staff, and Administration, Faith Christian Academy's closure and reopening will be sent through Parent Alert, our school's message system. It will be posted on Facebook and Instagram.

# WITHDRAWALS & TRANSFERS

Withdrawal/transfer forms may be obtained from the Admissions Office. Students transferring to another school who attended FCA one or more days of the month will owe the full month's tuition. A student's withdrawal/transfer form will not be signed by the Administration until the following clearances are completed: Athletics, Finance (including books), and Administration. Students who withdraw for financial reasons may have the opportunity to re-enroll when financially feasible. They will be subject to the readmission process.

Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Students transferring to another school but who attended FCA one or more days of the month will owe the full month's tuition. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal.

Students who withdraw for other reasons may re-apply to FCA only once following the first withdrawal. Parents should be aware that failure to complete the proper withdrawal procedure may result in a delay in transferring records. All transcripts will be held until financial obligations are satisfied.

# COMMUNICATION

## CONFLICT RESOLUTION- PARENT GRIEVANCE

All parents who have chosen to have their child attend FCA agree to resolve disputes in a peaceful, private manner with a Christ-like attitude (Parent Statement of Cooperation). The Bible supports and confirms this stance in 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-18. All disputes should be handled directly and quickly to restore unity to the broken relationship.

### Processes to follow:

#### **Instructional Issue:**

First: Contact Teacher

Next: Division Principal

Lastly: Head Administrator

#### **Discipline Issue:**

First: Contact Teacher

Next: dean

Then: Division Principal

Lastly: Head Administrator

Any conflict that is not satisfactorily resolved by the school faculty and Administration may be addressed in writing to the head Administrator.

If a parent is still not satisfied with the situation, the parent has the responsibility to honor the Parent Statement of Cooperation that was signed upon enrollment. "If for some reason we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave and seek a school in alignment with our personal convictions." Peacefully agreeing to withdraw and find another school may be in the best interest of the parents and student.

## CONTACTING YOUR STUDENT

If you need to contact your student during the school day, you must first call the main or secondary office. Office personnel will then call your student to the office so they can communicate with you. Emergency messages will be handled by the office and forwarded immediately to the student.

Students may use the secondary office phone—not their personal phones—to arrange after-school pick-up changes or for emergencies. While students are allowed to bring cell phones to school, they must be turned off and kept in their backpacks during the day. If a student is found using their cell phone without their teacher's permission, the secondary discipline policy will be followed, and the phone will be stored in the office for pick-up at the end of the school day.

For more information regarding cell phone usage, please reference the Cell Phone Policy outlined on Page 44.



# IN-PERSON MEETINGS

## PARENT/TEACHER CONFERENCE DAYS

There are scheduled days set aside for parent-teacher conferences. These conferences take place in the first semester. A parent-teacher conference for any student receiving a D or an F on the 1st quarter report card will be required. Any student placed on academic probation will require mandatory meetings after the first quarter, and each additional quarter as needed. Any parent may request additional appointments to be scheduled with the classroom teacher or through the office.

## PARENT/TEACHER MEETINGS

Parents are encouraged to schedule a conference with a teacher to discuss issues or concerns related to their child. An appointment can be scheduled with the teacher. All concerns, questions, problems, or complaints should be brought directly to the teacher first before involving the dean or division principal. If the situation is not resolved, a meeting should be scheduled with the classroom teacher and the division principal or dean, depending on the situation. A group meeting may help resolve miscommunications and misunderstandings. If the problem is still not resolved, a meeting with the classroom teacher, division principal, and the Administrator should be scheduled.

# MEDIATION & ARBITRATION

A dispute may be difficult to resolve and require assistance through biblically-based mediation. As supported by the enrollment contract between FCA and its families, if resolution of the dispute and reconciliation does not result from mediation, families can then submit the dispute to a single independent and objective arbitrator for binding arbitration. If FCA and a family are unable to reach an agreement as to the selection of the arbitrator, the Institute for Christian Conciliation, Division of Peacekeeper Ministries of Billings, Montana, shall be asked to select a qualified person who will serve in that capacity.

The mediation and arbitration process shall be conducted in accordance with the “Rules of Procedure for Christian Conciliation” contained in the Peacemakers Ministries booklet, “Guidelines for Christian Conciliation.” Both parties must share the cost of conciliation. Further information can be obtained at the request of the parent. This is the sole remedy for any controversy or claim arising from the relationship between FCA, students, families, and staff.

# MEETINGS WITH ADMINISTRATION

If you would like to set up a meeting with the division principal or dean, please contact the secondary office. If a student issue has not been resolved with the parent, teacher, and division principal, the school Administrator may be contacted to request a meeting. The nature/reason for the meeting needs to be communicated to the main office or the school Administrator before the meeting is scheduled. Sometimes an issue can be resolved within the Administration without involving the parents. However, if a meeting is scheduled with the school Administrator, the division principal will be present at the meeting.

All student-related meetings with the school Administration will only involve the parents of the student. Parents may wish to include extended relatives or other parties. The school Administration requests to know if the parents desire to have others attend the meeting.

The reason and purpose for their involvement will need to be communicated before a meeting is scheduled. If other parties arrive to attend the scheduled meeting without the school Administration's knowledge, the school Administration reserves the right to choose to keep the scheduled meeting with all parties or only meet with the parents. The cooperation of the parents in this matter is important as the principle of handling student-related issues with the parents of the student and not other parties is honored.

## OFFICE HOURS

The FCA office hours are Monday through Friday from 7:15 AM until 4:00 PM.

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# DRESS CODE

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## RATIONALE

The dress code policy at Faith Christian Academy is intended to provide a guideline for a professional, conservative appearance that promotes modesty, respect, and equality among all students (Proverbs 4:13). The policy supports a conservative appearance that diminishes economic disparity, social expression and possible distractions associated with a non-uniform school environment. A well-groomed, modestly dressed student should come to FCA with an attitude that prepares him/her for neat, conscientious work. The attire should convey respect for self, other students, and the teachers.

The dress code standard supports the following values:

- **Equality** - Students who have a unified dress code learn that others are equal and should be treated with respect for the individual worth as a created being rather than standards of wealth, status, or individual expression deemed as important in an ever-changing culture.
- **Modesty** - Students need to learn modesty in dress and manners to maintain personal integrity, wholeness, and professionalism which is characteristic of a college preparatory environment.
- **Respect** - Students learn respect for authority, each other, and the rules and guidelines established by an organization that will carry on throughout life beyond the walls of the school after graduation.

All parents who choose to enroll their child at FCA agree to support and follow the dress code policy in attitude and action. Parents have a responsibility to make sure their child is properly dressed according to the dress code described in the Parent/Student Handbook. The spirit of cooperation to adhere to the dress code policy demonstrates an attitude of obedience and respect for authority that supports the Parent Statement of Cooperation that was signed upon enrollment. At any point in which a parent disagrees with this policy or any other policy in the handbook, he or she should discuss the issue privately with the school Administration in a constructive manner. Public discussions violate the enrollment agreement and give the appearance of an uncooperative relationship between the school and the parent. Parents are asked to adhere to the enrollment agreement and maintain an attitude of cooperation and respect at all times.

The Administration has the right to interpret and enforce policy and decide the appropriateness of an outfit, hairstyle, and general appearance during school hours and school events. Policies will be reviewed each year and throughout the school year. They may be adjusted or revised for clarity and purpose based on current trends and to accurately communicate the intent of the policies. All school families are responsible for reading and staying informed of school policy changes.

**Proper attire is required at all school functions. Students may be asked to leave school-sponsored events if the attire is deemed inappropriate by the Administration and/or athletic director.**

All uniform polos **MUST** be purchased at Faith Christian Academy Online store. All past purchased uniform pieces from Risse and Sunshine are acceptable for the 2024-2025 school year.

## GENERAL GUIDELINES

### Uniform Fit and Appearance:

- Uniforms must be worn as per their design with a proper fit.
- No rolling or shortening the length of shorts.
- No sagging of shorts or pants. If bottoms are loose, wear a belt.
- Bottoms should not be extremely tight, revealing the outline of undergarments.
- Undergarments should not be visible.
- Uniforms with stains, tears, rips, or holes are not permitted.
- All uniforms worn must present a clean appearance.

### Footwear:

- All shoes must be closed-toe. No slippers, platform wedges, open-toed shoes, clogs, or heels are allowed.
- All shoes must stay on feet at all times.
- Visible socks must be solid black, white, maroon, or gray. Socks may have a brand logo only, no larger than the size of a quarter.

### Outerwear:

- Only FCA-approved outerwear is to be worn on the school campus at any time. FCA outerwear can be purchased through FCA.
- FCA team jackets, purchased through the athletic department, are approved outerwear but must belong to that student. (For example, a male student cannot wear a friend's varsity girls' basketball jacket since he is not on that team.)

### Accessories and Personal Items:

- No cargo pants are allowed.
- No hats are allowed in the building. The hood part of a hoodie is not to be worn in the building.
- Sunglasses are not to be worn in the building.
- Visible tattoos are not allowed on school grounds or at school-sponsored events.
- Earrings for both girls and boys should follow the guidelines listed in the gender-specific categories.
- Undershirts worn must be solid maroon, black, white, or gray.

## BOYS & GIRLS

The following guidelines apply to both girls and boys.

- Hair styles should be neatly combed/brushed and present a nicely shaped appearance.
- Hair should be styled or secure so as to not be a distraction.
- Braiding should be freshly groomed and kept neat and tidy.
- All hair must be kept neat and tidy, including but not limited to: dreadlocks, faux-hawks, mullets, braids, and man buns.
  - Hairstyles that are not allowed include: mohawks, rat-tails, and any hairstyle that is greater than 3 inches off the head.
- Hair should not intentionally be styled greater than 3 inches off the whole head - this includes mohawks, spikes, afros, teasing and blowing out.
- Boys' and girls' hair must not be worn covering eyes or impairing eyesight.
- Hair color and highlights must be a natural color (black, brown, natural red, and blonde) and must not be a distraction.

Hairstyles change over time. Therefore, the Administration has the right to administer and interpret the policy and make adjustments as needed.

### BOYS

- Boys' hair must be cut to above the eyes, bottom of the earlobe, and to the top of the collar.
- Boys must be clean-shaven up to a light stubble. This includes but is not limited to: beards, mustaches, goatees, etc.
- Sideburns may not extend below the earlobe and should not flare out.
- Cologne should be a light fragrance.
- Earring must be a stud that is no more than 1/2 inch in diameter
- Tiny nose studs are allowed, no hoops are allowed in nose
- Gauges and plugs are NOT allowed

### GIRLS

- All uniform shorts, skirts, and skorts must be no shorter than 3 inches above the knee.
  - **Skirts are only allowed to be worn by middle school girls. NO skirts in high school.**
- All stockings, leggings, etc. must be a solid school uniform color: maroon, gray, black, or white.
- Earrings must be no more than 1 inch in diameter. Large hoop earrings are not allowed.
- Make-up should not be excessive but modest in appearance.
- Perfume should be only light fragrances.
- No more than four bangle bracelets and cannot cause distraction.
- Headbands must not cover more than a 2" width.
- Gauges and plugs are NOT allowed

Girls whose skirts or shorts are too short will be given a pair of replacement uniform shorts to wear, and parents will be charged for the shorts.

## **COLD WEATHER GEAR**

Students may wear FCA cold weather apparel when temperatures are below 50 degrees and between December 1st to February 28th. Once in the building, students wearing non-FCA coats/jackets must place them in their backpack or locker. FCA uniform online store does offer cold weather apparel for purchase.

## **GENERAL REMINDERS**

Students may wear leggings layered underneath uniform skirts, skorts, or shorts, but they must be a solid color—white, black, or maroon only. Leggings in other colors such as red, teal, pink, or with prints are not allowed.

Maroon, black, gray, or white turtlenecks and other long-sleeve shirts may be worn under the uniform shirt but must remain tucked in.

No hats are permitted inside the building at any time for boys and girls, unless special permission is granted by the teacher for designated days. This rule also applies to the hood part of hoodies.

## **SPIRIT WEAR**

FCA is committed to encouraging our students to show school spirit by allowing students the opportunity to wear their spirit items. Students are allowed to wear FCA Athletic apparel over their school polo shirts. On Fridays, students are allowed to wear shirts/sweatshirts associated with the clubs of membership, activities of participation, athletics, and spirit shirts. Students who are part of Civil Air Patrol are required to wear full gear on Tuesdays.

## **P.E. & ATHLETICS ATTIRE**

If a student fails to “dress out” for P.E. more than once, they will receive a Dress Code violation. Successive consequences will follow according to the Dress Code Policy. Not dressing out for P.E. will and can affect class grade. This rule also applies to Dance and Weightlifting classes.

# STUDENT CONDUCT POLICIES

## STUDENT CODE OF CONDUCT

FCA has adopted a Student Code of Conduct which students must observe whether on or off campus.

## FCA STUDENT CODE OF CONDUCT

- Students are expected to maintain high standards of Christian courtesy, kindness, morality, and honesty (Romans 13:13).
- Students are expected to show respect and submission to teachers, staff, and Administration.
- Students are expected to assist in maintaining a positive learning environment and to ensure that their own actions do not interfere with the ability of any student to learn and to achieve.
- Students are not to use obscene and abusive language.
- Students are to abstain from alcohol, drugs, vaping and tobacco products.
- Students are to abstain from sexual immorality and all forms of deviation.
- Students are expected to exhibit good sportsmanship. Any type of jeering, taunting, or provocation are not appropriate actions during a school activity.
- Students are expected to solve problems in a non-aggressive manner.
- Students are to obey the school policies on campus and off campus.
- Students are expected to obey the dress code during school hours and maintain an appropriate appearance during after-school activities.
- Physical expressions of affection (hugging, holding hands, kissing, embracing, etc.) are not permitted at school or any school activity on or off campus.
- Students are expected to be respectful and engaged in chapel by standing for worship.
- Students are expected to show respect and care for property belonging to others. Do not steal or destroy things that do not belong to them, including school and church property.
- Students are expected to use technology in a responsible, efficient, courteous and appropriate manner. (See Acceptable Use Policy.)

## DISCIPLINE POLICY

FCA students' goal is to put God first in all things. Students are to show respect for other students and for those in authority. (Romans 13:1-5). Students are to also show respect and treat fellow students with the Golden Rule as their guide (Matthew 7:12). It is important that FCA's atmosphere is conducive to the spiritual growth and development of our students.

The FCA Discipline Policy contributes to cultivating a Christ-like atmosphere at FCA. FCA is a place of learning about how to lead a life pleasing to God. All classroom rules and guidelines are posted to direct student attention and behavior accordingly. Students learn self-management by knowing and following both classroom rules and handbook rules. When a misbehavior occurs, consequences may be given. Repeated misbehavior will lead to further involvement from the Administration and/or Dean in an effort to support the teacher and correct the misbehavior. Focus will be placed on student action and moving toward correcting the problem. The goal is to provide skills to the student in order to correct the problem and contribute to a positive academic environment in the classroom and school.

Parent conferences will be held as problems continue and become more severe. The consequences in the discipline policy will be followed and considered final.

Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The Administration will deal directly with any student who violates the Student Code of Conduct and other relevant school policies that draw attention to FCA in a negative manner. A student may be removed from participation in extracurricular activities and school events for behavior that violates the Student Code of Conduct.



Students are to be treated fairly and equitably. Some factors are considered when assigning appropriate consequences.

- The student's age
- The seriousness of the offense
- The frequency of the misconduct
- The attitude of the student
- The potential effect the misconduct has on the environment in the school

Individual student consequences are decided according to the school's discipline policy and individual student needs, and are discussed privately with each family, not with other families.

### **LIONS MERRIT SYSTEM PLEASE REFERENCE BACK OF STUDENT HANDBOOK**

Discipline actions may be taken in no specific order.

## **ADMINISTRATIVE DISCIPLINE PLAN**

The dean will meet with the student and assign an appropriate consequence according to where the student is in the discipline plan. Consequences assigned by the dean could include:

- Warning(s)
- Detention(s)--lunch or after school
- Saturday School
- Half Day Suspension
- 1-5 Day Suspension(s)
- Withdrawal from FCA

The steps in the Administrative Discipline Plan may not be followed consecutively, depending on the reason for the discipline referral. The severity of the situation may warrant a more severe consequence. All disciplinary consequences in the Administrative Discipline Plan will be recorded in RenWeb on the student's profile, and parents will be contacted.

## **ACTION & CONSEQUENCE GUIDE**

### **LEVEL 1- STUDENT ACTIONS NOT IN ACCORDANCE WITH THE HANDBOOK RULES DISCIPLINE ACTIONS:**

- Class Disruption: Excessive talking, Leaving seat, Talking out of turn, Horseplay (no risk of injury), Wandering the hallways during class time, Refusal to complete work, Throwing small objects in class, Not meeting classroom expectations & Off task.
- Inappropriate use of school materials/property (books, lockers, school devices, and any other school property)
- Inappropriate behavior during Chapel, Assembly, or Lunch
- Unprepared for class
- Disrespecting peers or single incident teasing(unkind words that are not in any way directed towards any of the protected categories).
- Dress Code Violation
- Possession in plain view/sight of Cell Phones, Earbuds, and Smart watches

### **LEVEL 1- DISCIPLINE ACTIONS:**

#### Classroom Teacher Response:

- Parent Contact
- Counseling and Direction
- Verbal Reprimand Special Work Assignment
- Withdrawal of Privileges
- Assigned Seat

#### Administrative Response:

- 1st Minor Infraction: Verbal warning, contact parent/guardian.
- 2nd Minor Infraction: If the same behavior continues, provide written warning to parent/guardian.
- 3 or more: Notify the Dean of Students of infraction for further follow-up.

## LEVEL 2- STUDENT ACTIONS

- Repeated Level 1 offenses
- Bullying
- Horseplay with risk of injury
- Use of physical force
- Lying or Misleading information
- Use of electronic devices during school hours without permission
- Videotaping, recording, or photographing a student, teacher, or incident without permission from the student, teacher, or Administration
- Profanity, derogatory terms, or vulgarity
- Obscene body language or gestures
- Disrespect toward God, teacher, school staff, or another student
- Rebellion or willful disobedience
- Disruption of class or activity
- Inappropriate behavior
- Public displays of affection (PDA)
- Plagiarism
- Unauthorized entry to restrooms and changing areas designated for the opposite gender
- Destruction of property (under \$100)

## LEVEL 2- DISCIPLINARY RESPONSES:

- Parent Contact
- Counseling and Direction
- Verbal Reprimand
- Restorative Practice
- Withdrawal of Privileges
- Referral to Intervention Program
- No Contact Contract
- Referral to Mental Health Services
- Warning of Referral to Level 2
- Lunch Detention
- After school detention
- Saturday school
- In School Suspension

## LEVEL 3- STUDENT ACTIONS

- Repeated Level 2 offenses
- Videotaping, recording, photographing and/or sharing of said material of a student, teacher or incident without permission from the student, teacher, or Administration
- Defacing school or church property
- Cheating, or stealing
- Fighting or excessive physical force
- Repeated plagiarism
- Harassment
- Horseplay with injury (injury, where medical attention is needed, may result in a Level 4)
- Bullying
- Other flagrant offense
- Truancy (skipping class)
- Sexual misconduct
- Cyberbullying
- Racist remarks or slurs
- Leaving school property without permission
- Destruction of property (under \$100-\$999)
- Technology Misconduct (Accessing Unapproved Content on school programs/software/hardware)
- Simple Battery

## LEVEL 3- DISCIPLINE ACTIONS:

- Restorative Practice
- Withdrawal of Privileges
- Referral to Intervention Program
- No Contact Contract
- Warning of Referral to Level 4
- After school detention
- Saturday school
- In School Suspension
- Suspension 1-3 days
- Reviewed by dean and Administration and subject to suspension or dismissal from school

## LEVEL 4- STUDENT ACTIONS

- Repeated Level 3 offenses
- Level 2, or Level 3 offense by a student on behavior probation
- Possession, consumption, supplying or selling of drugs, alcohol, vaping or tobacco
- Failure of parents to cooperate with the school in the discipline of their children
- Assaulting a teacher
- Moral misconduct
- \*Sexual activity
- \*Possession of a weapon (including but not limited to: knives, mace, razors, swords, bombs, nunchucks, etc.) in a threatening or dangerous manner
- Possession, transfer, sale, or discharge of any gun (including starter gun or pellet gun), firearm, or any other explosive device of any type, whether loaded or unloaded, on school property or at any school-sponsored event
- Destruction of property (under \$1000 or Over)
- Technology Misconduct (Disablement/ disruption of class by accessing school programs/software/hardware with intent or no intent of hacking)
- Aggravated Battery

## LEVEL 4- DISCIPLINE ACTIONS:

- Restorative Practice
- Withdrawal of Privileges
- Referral to Intervention Program
- No-Contact Contract
- Saturday school
- In School Suspension
- Suspension 3-5 days
- Review by dean and Administration and subject to suspension
- Review by Administration and Faith Christian Academy Discipline Committee for Official Recommendation

\*Sexual activity is participating in any sexual acts on or off campus. The Administration may question a student regarding the student's own conduct or the conduct of other students. Failure to cooperate with the Administration can be grounds for dismissal.

\*Safe Harbor Rule: Students who find themselves in possession of any "dangerous" object/weapon or any prohibited items should turn it into any FCA staff member. The follow-up investigation will determine the student's involvement and a possible consequence will be assigned.

Students who do not show an interest in maintaining these standards or are disruptive in our efforts to maintain our Christian philosophy, may lose the privilege of attending Faith Christian Academy. The Administration may suspend a student depending upon the nature and severity of the situation. The Administration, at their discretion, may expel a student when deemed necessary. A cooperative spirit between home and school should be demonstrated through the support of the administrative discipline decisions. Additional student misconduct will be reviewed by Administration for determined disciplinary action.

Note: These rules are not all-inclusive and may be amended at any time at the discretion of the Administration.

## REFERRALS

Referrals will be emailed to a student and their parent/guardian when a referral is issued. Students are referred to the office for infractions requiring follow-up. Upon receipt of the referral, the Dean will investigate by meeting with the student and any other parties involved. This will result in disciplinary action recorded on the referral.

## STUDENT INVESTIGATIONS/QUESTIONING

Discipline problems may require investigations. Possible student interactions and events may have contributed to a situation. The Administration may need to question students alone or in groups. There is full discretion in the questioning of students without parental notification or attendance. Administration may question a student regarding his/her own conduct or the conduct of other students.

If a parent requests or requires to be present during any kind of administrative interaction with the student, the school Administration may honor the requests or ask the parent to withdraw his/her student from school. Requiring no student interaction without a parent's presence is not reasonable and does not allow the school to take care of student situations in a timely manner. The school Administration will make a decision that balances the interests of the student, parents, and the need to resolve student discipline problems.

Enrolling and attending FCA is considered an act of cooperation to follow the school policies. If a student is in violation of the school's Student Code of Conduct, the consequence by the Administration will be considered final.

If a student is expelled or withdrawn from school due to disciplinary actions, there will be no refund of tuition. See the school's financial policy for more information.

Revisions to the Student Code of Conduct may be made throughout the school year. Parents will be notified electronically of any revisions. The Student Code of Conduct is available in the student handbook. FCA does not administer corporal punishment. Students are not spanked or paddled.

## DETENTIONS

Detentions are set for a designated time and serve as a consequence for student misbehavior. Charges will occur for all detention.

## SUSPENSIONS

Student suspensions occur after parent communication. A change in attitude and action is expected prior to returning to school. The student may be placed on behavior probation. A student suspended for a Level 4 infraction will be immediately placed on behavior probation. Academic work, turned in on time, on the day of return (missed during a suspension) is required to be completed and full credit will be awarded. Tests and quizzes should be scheduled with teachers at their discretion. Suspensions are considered unexcused absences.

A student who is suspended from school will not be permitted to come to school during the time of the suspension. The student is not permitted to participate in any athletic or extra-curricular event during the time of the suspension or until further notice by the Administration. The length of the suspension is dependent on the severity of the incident, from half-day to five days. Service hours may be required as part of the suspension.

If a student is suspended, the parents are responsible for making alternative arrangements for student care. The parents will be contacted and the student is to be picked up within an hour. If a parent is unable to arrive at school within an hour, the parent should contact another person on the approved pick-up list to take the student.

Suspensions at FCA are a time for self-reflection. The student who is suspended has displayed an attitude or behavior that is not conducive to academic and spiritual development according to school policies. The time away from school will allow the student to think about a corrective plan of action or change of attitude that will be more in line with what would be pleasing to God.

A student who does not show improvement in cooperating with school policies will move through the discipline plan and may face possible expulsion from school.

\*FCA does offer In-School Suspensions (ISS) as a regular practice. However, this may incur a scheduling fee as per Administration.

## BEHAVIOR PROBATION

A student may be placed on probation due to an excessive number of discipline referrals, multiple suspensions, and/or general overall misconduct or improper attitude. During the period of probation, the student is expected to demonstrate a positive change in behavior and an increasing level of self-control. Behavior probation may include denial of privileges and participation in school activities.

A meeting will be scheduled with the parents to review the action steps required. The probationary period will be for one quarter of the school year. At the end of the quarter, a follow-up parent meeting will occur where the status of the probation will be discussed. If

adequate progress has been made the student's probation will be lifted. The probation may be extended at the discretion of the division principal or dean. A student who does not show a change in behavior at the end of the probationary period will be asked to leave FCA. Students placed on academic or behavior probation will not be permitted to re-enroll during their probationary period. At the conclusion of the probationary period, re-enrollment will be re-evaluated by the Administration.

Any student placed on academic or behavior probation will not be permitted to re-enroll during their probationary period.

## **EXPULSIONS- REQUIRED WITHDRAWAL**

Attending FCA is a privilege. If students whose conduct, in or out of school, violates the Student Code of Conduct, an attitude of continual disobedience, or an uncooperative spirit will be required to withdraw from school. The required withdrawal is an indication that FCA is not able to meet the needs of the student or that the student's behavior is preventing classroom instruction. The withdrawal of the student will be immediate.

## **QUESTIONING OF STUDENTS**

The Administration may question a student regarding his/her own conduct or the conduct of other students. Failure to cooperate with the Administration may be grounds for dismissal.

## **INAPPROPRIATE PHYSICAL CONTACT**

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection (PDA) are not permitted. Inappropriate displays of affection, such as kissing, hand holding, and/or embracing which shows more than simple friendship, are not permitted in school or at any school event. Playing with, flirting, or fraternizing with the opposite and/or same gender is also considered inappropriate physical contact. FCA policy requires students to maintain a six-inch distance between one another. Those who violate these rules may be subject to disciplinary measures, including detention, suspension, or expulsion. The Administration reserves the right to determine what is, or is not, appropriate behavior.

### **INAPPROPRIATE PHYSICAL CONTACT OR EXPOSURE**

Learning to behave in a socially acceptable manner is a skill to be learned, not an innate behavior. Students who attend FCA are expected to keep their hands to themselves. Unwanted physical contact like touching other students, removing clothes (i.e. pantsing), or engaging in an aggressive physical manner (i.e. roughhousing) are not acceptable. Voluntary physical exposure is not an acceptable behavior at any age and will be taken very seriously.

All reports of this nature are taken seriously by the school Administration. A student who feels uncomfortable about an incident that may involve these kinds of examples and other examples of a similar nature should immediately tell the teacher, dean, or principal. The school Administration will be in contact with the child's parent or guardian to help resolve the situation as quickly as possible.

Any school staff member who acts in a physical manner with a student may be subject to immediate dismissal. If an incident, physical in nature, occurs involving a teacher, students are encouraged to immediately report it to Administration. The teacher will be placed on immediate suspension until the results of the investigation are completed.

# SEXUAL HARASSMENT

Faith Christian Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and FCA's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment.

A form of inappropriate physical contact or voluntary exposure could be interpreted as sexual harassment or assault. Sexual harassment is a serious concern. Examples of sexual harassment include, but are not limited to: unwelcome jokes, sexual comments, inappropriate pictures, pictures alluding to a sexual act, self-exposure, unwanted touching, and other forms of physical contact. A student who acts in this manner may be immediately suspended, expelled, or asked to withdraw.

## SEXTING

Sexting is the electronic transmission or distribution of a photograph or video file to another person with nudity and with or without the intent to do harm to the person in the file or to the recipient.

A student who is involved in sexting is committing a crime in the state of Florida (847.0141). Students are held responsible for the material they possess and the material they distribute. The following instances are considered sexting according to FCA school policy.

- The possession of a photograph or video that was transmitted by another minor which has nudity and is harmful to the receiver.
- The transmission of language to another minor that is obscene and sexual in nature is sexting.

A student in possession of the digital material will not be subject to school discipline if the student did not request or ask for the digital material. The student must also take active steps to report the digital material to his/her legal guardian or a staff person, and the student must not transmit the digital material to another person. All of these actions must be taken for a student to be exempt from consequences. However, a student who willingly chooses to send and receive digital material to or from another minor will be subject to school discipline.

# BULLYING AND OTHER FORMS OF SERIOUS MISCONDUCT

One of our primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community - so that all of our students can focus on their work and do their best. In order to achieve this goal, we must acknowledge the potential of bullying occurring within our community. Bullying is harmful to everyone involved - perpetrators, bystanders, and victims alike.

We have outlined the characteristics of bullying as follows:

- Bullying is considered any continual or habitual behavior of physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of "boys will be boys" or "girls will be girls" to excuse cruel behavior.
- Bullying is isolating someone off from relationships over an extended period of time.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school.



Examples of bullying inside and outside the school can be (but are not limited to) the following:

- teasing
- social exclusion
- threats
- intimidation
- stalking
- physical violence
- theft
- sexual & religious harassment
- racial/ethnic harassment
- public humiliation (repeated taunting, name-calling, belittling, mocking putdowns)
- damaging or destruction of property
- placing a student in reasonable fear of harm to his person or property,
- cyberbullying and cyberstalking

Forms of bullying can also appear in social media, emails, text messages, or instant messages that include physical threats and/or malicious gossip and slander, “hit lists” via email or other methods of communication naming specific students and/or teachers, or changing other people’s email personal profiles.

## **WHAT BULLYING IS NOT**

There are distressing behaviors that occur that are not bullying even though such behaviors may be unpleasant and/or inappropriate. Such behaviors, although not bullying, are taken seriously and may result in disciplinary action.

### **MUTUAL CONFLICT**

An argument or disagreement between students may occur and be defined as bullying. However, both parties are upset and may say unkind words. Unresolved conflict may develop into bullying when one party becomes a target of repeated retaliation, in a one-sided way. Repeated actions against a person will be treated as bullying.

### **SOCIAL MEDIA REJECTION OR DISLIKE**

Unfriending, not conversing, or liking or not liking posts or comments on social media is not interpreted as bullying. Repeated actions that cause continual social isolation from friends will be treated as bullying.

### **SINGLE EPISODES OF NASTINESS OR RANDOM ACTS OF INTIMIDATION**

Single episodes of nastiness or physical aggression are not the same as bullying. Verbal abuse or physical contact on one occasion is not bullying. Verbal and physical aggression towards different students is not bullying. These incidents will be dealt with according to school policy but are not defined as bullying.

## **CYBERBULLYING**

Cyberbullying is a form of bullying communicated on an electronic device. Cyberbullying includes, but is not limited to, a text message, sound, picture, or other forms of electronic communication like websites, social media, vlogs, cell phones, instant messages, or group chats. Other mediums of electronic communication may be used but are not listed here. Cyberbullying that occurs off campus involving enrolled students will be treated the same way as if the incident occurred on campus. The student is responsible for the actions whether the electronic device is owned by the student, borrowed from another person, or school-owned property. Students will be given consequences consistent with the school’s discipline policy.



## INTIMIDATION

Intimidation is defined as threatening behavior that causes fear of a future act to harm or cause injury to a person or group of people. Intimidation may be in the form of:

- physical contact (impeding or blocking movement, offensive touching, or any physical interference with normal work or movement)
- threatening looks
- threatening retaliation (such as negative consequences or violence in response to reporting a negative behavior)
- actual physical assault (including threatening to do violence to another person)

## HARASSMENT

Harassment is defined as intrusive or unwanted acts, words or gestures that are intended to adversely affect the safety, security or privacy of another person. Harassment can be considered bullying if it involves behavior that is intended, ongoing, disturbs or upsets (torments, bothers, troubles, annoys) with the intent to produce feelings of fear or intimidation in the victim. Harassment can also include intentionally exposing a person to materials which the harasser knows, or has reason to know, are culturally offensive or intimidating to another student. Student(s) involved in harassing another student will be responsible for the actions and will be given consequences consistent with the school's discipline policy.

In some instances, harassment may be in a sexual nature -- see the policy on Sexual Harassment.

As a school we will take seriously any report and form of bullying behavior Pursuant to Florida Statute 1006.147. A bully report form is available through the secondary office. Bully reports will be investigated by the Administration. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or school functions) and/or counseling depending on the frequency and severity of the behavior. Any student displaying insufficient interest in maintaining these standards or are disruptive in our efforts to maintain our Christian philosophy, may lose the privilege of attending Faith Christian Academy. The Administration may suspend a student depending upon the nature and severity of the situation. The Administration and/or dean, at their discretion, may expel a student when deemed necessary.

## REPORTING BULLYING AND OTHER FORMS OF SERIOUS MISCONDUCT

Any student who has knowledge of any incidents involving bullying of students is encouraged to report the incident to a teacher or the Administration. Reporting is not considered tattling, but is the responsibility of our FCA students.

Once the investigation is complete, the principal will contact the parents of the students involved.

# **DRUGS, ALCOHOL, TOBACCO, E-CIGARETTES, EDIBLES & VAPING**

ANY use or possession of illegal drugs, tobacco products, edibles, or alcohol will result in immediate 5 days Out of School Suspension. Such action may also result in expulsion after being reviewed by the FCA Administration and Discipline Committee. These substances are illegal, dangerous, and objects of negative influence. The temptation for students to experiment with drugs and other illegal substances is real and will be taken very seriously. At times, evidence of use may be seen in the classroom, in extracurricular activities, or during time at home.

Any student who has knowledge or sees these items should immediately tell a teacher. The school Administration reserves the right to require random alcohol and/or drug testing if there is suspicion of illegal activity. Should a student be suspected of involvement with illegal drugs, the Administration will meet with the parents and/or guardians. If warranted, the Administration will ask that the student be drug tested as part of a recommended course of action in determining the extent of his/her drug involvement. Drug testing must be administered by a professional lab. This testing will be at the parent's expense and the school must be furnished with an original of the results directly from the lab. Failure to comply with this request could result in the student being dismissed from school. The use or possession of these items off school property will result in immediate expulsion.

## **PHYSICAL RESTRAINT**

At times a student may act in a manner that is not safe. A school employee may physically restrain a student under the following guidelines;

- To protect the student if he/she is a harm unto himself/herself
- To obtain a dangerous object or weapon
- To stop harmful physical contact with another student
- To control an irrational student
- To protect property from serious damage

## **TEEN PREGNANCY &/OR MARRIAGE**

The environment at FCA is a place parents choose for their child for a Christian education. The responsibility to safeguard, provide an educational environment, and nurture a student is taken seriously. Relationships that become very serious are distractions for other students. Physical relationships by students do not reflect the values of the school. FCA does not believe a teenage pregnancy and/or marriage is a compatible match. No married student, pregnant student, or student responsible for a pregnancy may attend FCA.

## **SEARCHES**

The Administration may search a student or a student's property, including the student's vehicle, while it is on school property whenever they have reasonable suspicion to believe the student has possession of something that violates school policies, or with the student's free and voluntary consent.

# AUTOMOBILE SEARCHES

Students are permitted to park on the premises as a matter of privilege, not a right. The Administration retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

The school reserves the right to search a student or student's property while involved in a school-sponsored activity, even if off campus. If, at any time, a search yields illegal or contraband materials, such findings shall be turned over to the local authorities.

## WEAPONS & GUNS

Weapons: The safety and well-being of our students is our top priority. Weapons, including but not limited to knives, switchblades, mace, teargas, fireworks, and explosive devices, are not permitted on school grounds. Any object used to harm, intimidate, or cause fear, regardless of its intended purpose, will be considered a weapon.

Guns: Guns are strictly prohibited on school property due to the serious safety concerns they pose. If a student needs to bring a toy gun for a school project, costume, or dramatic prop, they must first receive permission from the division principal.

Use of Toy Guns: The use of toy guns as weapons is not allowed. A student who brings a toy gun and uses it inappropriately will be expelled.

Threats Involving Weapons: Any threat to use a weapon to harm or intimidate others will be taken seriously. Even if made in anger and without intent to act, such threats will be treated with utmost seriousness. The student will be suspended pending an investigation, and a parent conference with the division principal and/or dean will be required before the student may return to school.

*Students found with any of the above mentioned or who use any object in a threatening manner will adhere to the Action and Consequence Guide of the student handbook and may face immediate expulsion. Our Security Team is actively onsite to ensure a safe environment for all.*

## RESTORATION

The academy reserves the right to deny readmission to any student whose actions demonstrate that it is in the academy's best interest to not allow readmission. The request for readmission should be in writing to the Administrator. Restoration at a Christian school is always a difficult matter. Students who have been expelled from FCA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait one full calendar year before reapplying. During that time, the student must be involved in a program of church attendance and youth group involvement as well as student, parent, and group counseling. During the restoration period, academics must continue at another school or home school. Upon completion of the

reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school-designated counselors will be considered to determine the student's reinstatement. Students returning will be on disciplinary probation for one year. A senior will not be permitted to return for their senior year under the restoration policy.

## READMISSION TO FCA

Requests for readmission should be made in writing to the head Administrator. The academy reserves the right to deny readmission. A meeting with the Administration may be required before a decision is given.

## CONTINUED ENROLLMENT

The academy reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow re-enrollment. Any students who have displayed a poor attitude, lack of interest, or have multiple behavior infractions, may not be considered for re-enrollment. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. A conference with parents may be scheduled to discuss re-enrollment. Students may be placed on disciplinary probation with enrollment for the following year until a review of the student's progress has been evaluated.

## ACCESS TO RECORDING VIDEO

FCA has surveillance cameras at different locations in the building. A student's conduct may be recorded and viewed to verify and clarify involvement in an incident. Only video content related to a parent's child may be shown to that parent. Recordings obtained from surveillance cameras that contain images of students are student records, which are protected under the Family Educational Rights and Privacy Act (FERPA). Requests for such video records shall be processed in accordance with FERPA requirements. (More information can be found on this link - <https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>)

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# TECHNOLOGY POLICIES

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## ACCEPTABLE USE POLICY

The Acceptable Use Policy (included at the end of the handbook) describes in detail the use of electronic devices that are student-owned or school-owned. Students are expected to follow these guidelines at all times.

The school Administrator has the authority to monitor all accounts, including email and other materials transmitted or received using school-owned devices. Account users do not have any right to or expectation of privacy regarding such materials. Messages relating to or in support of illegal activities will be reported to the authorities.

# CELL PHONES

Cell phones must be turned off during school hours and stored in the student's locker, backpack, or teacher's parking lot. Cell phones will not be used for classroom activities, and are not considered a reasonable replacement if the student's laptop/tablet is left at home. It is not assumed that the use of cell phones is a right if brought to school. Technology brought to school can only be used in classes with the teacher's permission. Cell phone calls during the school day are not permitted. Headphones or earbuds are NOT permitted to be used on campus without the direct permission of the teacher for academic purposes. Students are not allowed to wear headphones and earbuds in the hallways, at break times, or during lunch. Students using their cell phones, for any reason, during passing periods, break times, or lunch will have their device confiscated. A referral will be given when cell phones are confiscated.

If a student decides to use the phone in an irresponsible manner or in a way that violates the Student Code of Conduct, the Parent/Student Handbook or the Computer Use Agreement, a referral will result and the student will move through the discipline plan. The school is not responsible for cell phones even if they have been locked securely in a designated area. Students bring phones to school at their own risk. Any cell phones with pictures, videos, and other media content that violates the Student Code of Conduct, the Parent/Student Handbook, Acceptable Use Policy or other school policies will be handled according to the discipline policy. Misuse of cell phones and other electronic devices will result in having it taken by the teacher and turned into the school office until the end of the day. The parent may be asked to come to the school office to retrieve the phone.

## SOCIAL MEDIA & DIGITAL DEVICES

Technology devices such as iPads, tablets, and cell phones are permitted on school property at the student's own risk. Content on the device is not private to the student if brought on school property. Content that violates the Acceptable Use Policy, the Student Code of Conduct, Parent/Student Handbook, or other school policies will be handled according to the discipline policy. Students are responsible to ask permission to use these items in class. It is not assumed that they are a right to be used if brought to school. Technology brought to school can only be used in classes with teacher permission, not between classes, at lunch, etc.

### SOCIAL MEDIA & DIGITAL DEVICES

Students are not to bring ANY toys, radios, iPods, video games, or any other electronic equipment to school or on any school function without permission from the Administration.

Technology development has enhanced our lives and created unique social experiences for students to connect with each other through "social networking". Examples of social networking are Facebook, YouTube, Twitter, blogs/vlogs and other web-based forums. Students will be held responsible for the management and involvement with accounts that promote disparaging, racist, and bullying behavior. Students could face disciplinary response from FCA if found in support, even passively, of these accounts. Internet interactions that violate the Student Code of Conduct and the Acceptable Use Policy will be grounds for disciplinary action by the Administration of the school.

# MEDICAL POLICIES

## CLINIC

We are blessed to be able to provide a place where care can be given to a student who becomes ill or injured during the school day. The health clerk or office personnel will assess the student to determine the care necessary. Parents or guardians will be notified by the school office. Students are not to contact their parents with their cell phone or personal device. In the event that the student may need to be picked up, FCA will communicate.

Students are to be kept at home if they have had any of the following within the previous 24 hours:

- Fever 100.0 or above
- vomiting and/or diarrhea
- Excessive coughing
- Excessive nasal drainage
- flu or COVID-like symptoms
- Strep throat
- Chicken pox
- Skin and/or eye infection
- Head lice

Your student may return to school when he/she has been free of a fever, vomiting, diarrhea, excessive coughing, and nasal drainage for 24 hours. In the case of lice, students must be nit-free prior to returning to school. Parents must bring their child to the clinic to be cleared by the nurse or office personnel before going to class.

Any prescribed medication that needs to be dispensed during the school day must be in its original container and accompanied with a medication Administration form, uploaded in Magnus. All medications must be brought to the clinic by the parents.

## LICE (PEDICULOSIS)

Lice is very contagious. FCA has a no-nit policy. A student with lice and/or nits (eggs) must be picked up by the parent. Over-the-counter or prescription shampoos are made to treat lice and nits. The main office should be notified if a student has contracted head lice. If a student had lice, the student must be checked by the school nurse before returning to school.

If a student has head lice and is in class with other students, all students in the class will be checked. Siblings and other close friends will also be checked. A student who has lice or nits will be sent home. The school will notify all parents if lice has been found.

## HEALTH & MEDICAL RECORDS

Students will not be admitted without an up-to-date immunization record, a copy of their physical, and a birth certificate on file in the school office or in Magnus. See the school nurse for more information regarding immunizations.

# INFECTIOUS DISEASES

Any child who is diagnosed with a disease classified as “communicable” is not allowed to become or remain a student at FCA as long as the disease is present. Once the school has written verification from a physician that such a child has become disease-free, the student may be considered for enrollment or re-enrollment at FCA.

Students are not permitted to bring any animals into the school without prior permission from the principal.

# INJURY OR SICKNESS DURING THE SCHOOL DAY

In the event of a student becoming injured or ill while at school, the parent will be notified by phone for the following:

- Any injury accompanied by substantial bleeding, swelling, deformity, or pain.
- Injury to head from falling or other means
- Vomiting and/or diarrhea\*\*
- Fevers 100F or above
- Suspicious rash
- Any communicable diseases/illnesses

\*\*If, for any reason, your child has a gastrointestinal problem that has been diagnosed by a physician, we require that you provide the school with documentation of such.

Other complaints brought into the clinic will be communicated via email.



# MERIT SYSTEM

The Faith Christian Academy merit and demerit system seeks to teach, encourage, and strengthen the school's core value of integrity. This system allows students to make educated decisions on their day to day school experiences. It also provides a structured space for students to make mistakes and make amends alongside a clear understanding of the behavior at hand. It is important to understand that merits can be earned through student initiative, upon principal approval, and by participating in meritable future opportunities. Activities and opportunities that grant earning merits cannot also serve as volunteer hours. The demeritable behaviors, as categorized by our student handbook, will have a number of demerits earned in accordance with the levels. Please review our action & consequence guide for specific levels and demerits.

**ALL STUDENTS BEGIN THE SCHOOL YEAR WITH 100 MERITS**

**Level 1 infractions**, as listed in our action & consequence guide, will be equivalent to 1 demerit. However, repeated offenses may result in additional demerits.

**Level 2 infractions**, as listed in our action & consequence guide, will be equivalent to 3 demerits. However, repeated offenses may result in additional demerits.

**Level 3 infractions**, as listed in our action & consequence guide, will be equivalent to 5 demerits. However, repeated offenses may result in additional demerits.

**Level 4 infractions**, as listed in our action & consequence guide, will be equivalent to 10 demerits. However, repeated offenses may result in additional demerits.

It should be noted that the merit and demerit system is not comprehensive in its ability to determine final consequences for behaviors that will require consequences greater than what's established by our merit and demerit system. The merit and demerit system is intended to support positive student behavior while noting daily incidences of negative behaviors.

# MERIT SYSTEM

Student participation in extracurricular activities is directly related to student behavior and academic performance. Therefore, they may not be allowed to participate unless they meet merit requirements.

<b>-1 to -3</b>	Students losing 3 merits will earn a lunch detention to be served the next available lunch detention.
<b>-4</b>	Students losing 4 merits will earn a lunch detention to be served the next available lunch detention.
<b>-5 to -7</b>	Students losing 5 merits will earn an after school detention to be served the next available after school detention.
<b>-8 to -9</b>	Students losing 8 & 9 merits will earn a 2 hour after school detention to be served the next available 2 hours after school detention.
<b>-10 to -14</b>	Students losing 10 merits will earn an In School Suspension to be served the next available date.
<b>-15 to -19</b>	Students losing up to 15 merits will be placed on probation due to discipline. Activities and opportunities that grant earning merits, after 15 demerits can only be approved by division principal. In addition, losing 15 to 19 merits will earn students an Out of School Suspension to be served at the next available date.
<b>-20</b>	Student may not be eligible for re-enrollment

**\*\*This system encompasses our biblical perspective of God's grace and restorative processes to help our students grow into Christian leaders\*\***

# PARENT STATEMENT OF COOPERATION

Please read the following statements. If there is any statement you cannot personally support, please initial it and discuss it with us in a personal interview. An inability to commit to all of these support measures does not necessarily prohibit acceptance into Faith Christian Academy. However, we need you to know the foundational premises of Faith Christian Academy, our parental expectations and how important it is to have your personal support. (The pronoun “we” will be used and includes the idea of a single-parent enrollment).

- We have read and agree to abide by the “Statement of Faith”
- We will regularly and earnestly pray for Faith Christian Academy.
- We will worship the Lord regularly at a Bible-believing church
- We understand that it is a privilege for our child to attend Faith Christian Academy and that the school reserves the right to dismiss any student who does not fit into the spirit of the school. (Ephesians 5:15-16)
- We will fully cooperate in the educational activities of Faith Christian Academy by doing our best to make Christian education effective in the lives of our child.
- We understand it is our responsibility to pay our financial obligations to the school regularly and on time.
- We understand that we are to read, understand, and follow the Financial Agreement that was signed upon enrollment. Further, we understand that if our financial account is 30 days overdue, we could be subject to dismissal from the school. No report cards or school records will be released until all financial responsibility to the school is paid in full.
- We understand students enrolled in grades 6th – 12th are required to have a personal laptop, iPad, or tablet with them in class daily to connect to the internet for the purpose of accessing class information, note-taking, and completing classwork, homework and projects. Phones are not an acceptable device to use for this purpose.
- I give permission for Faith Christian Academy to create/maintain a G Suite for Education account for my child. The G Suite is Google Docs, Gmail, and other related features used for educational purposes at FCA. A more detailed description can be found [HERE](#).
- We will require our child to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.)
- We will volunteer for duties and responsibilities for Faith Christian Academy as opportunities arise and God provides the time and strength.
- To the best of our ability, we will faithfully attend the activities of our student.
- We understand that the school reserves the right to place our child at the appropriate grade level and designate the appropriate teacher(s).
- We understand the school adheres to biblical discipline according to Prov. 23:13, 14, 29:15 and has full discretion in the discipline of our child in accordance with the dress code and discipline policies. Furthermore, we understand detention may be used for various offenses. (Proverbs 3:11-12)
- We understand that failure to disclose information about our student including, but not limited to, disciplinary and academic issues may result in our application being revoked or our student being withdrawn.
- We understand that students new to FCA are placed on probation for one year.
- We understand it is the policy of Faith Christian Academy to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent. A non-custodial parent may be placed on the school mailing list to receive general information about school events. In the event of joint custody, communication will be made with the enrolling parent(s). In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact.
- We understand it is my responsibility to provide documentation (court records) of any custodial regulations or judgments registered with any state court system. Furthermore, we understand the need to keep the school informed of any changes regarding custodial issues so the care and safety of our child is maintained.
- We agree to pay reasonable assessments to cover damage to the school or personal property of others caused by our child.

- We give our permission for the Counseling Department at Faith Assembly to share information with the school Administration should the counselor think it pertinent and important to the well-being of our child.
- We give our permission for our child's photograph or video image to be taken while he/she is in the care of FCA personnel. Such images may be used in newspapers, brochures, flyers, websites, or posters to promote the school. Pictures may be posted in classrooms or other appropriate areas within FCA, used in FCA presentations or promotional materials, or distributed to staff or clients. We understand that we may terminate this permission at any time in the future
- We have read and understand the entire contents of the Parent/Student Handbook, including the Student Code of Conduct, and the Computer Use Agreement, and are willing to abide by all the principles stated therein.
- We understand any student will be subject to dismissal from school for violation of the discipline code in regard to the use of drugs (including tobacco, vaping, edibles, and alcohol), immorality, or for possession or distribution of pornography or lewd materials.
- We will cooperate fully with the school. We will be careful to support teacher, school, and church policies in front of our children and others.
- We will cooperate fully with the school. We will be careful to support teacher, school, and church policies in front of our children and others.
- If we become dissatisfied with Faith Christian Academy in any way we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativity on the internet (social media sites, emails, etc), in a public forum, or in general conversation. (Mat 18:15-17; 5:23-24).
- We understand that we choose binding arbitration instead of litigation to resolve any disputes between us and Faith Christian Academy.
- We understand that the school may request withdrawal at any time if in the opinion of the Administration that the student does not fit into the spirit of the institution regardless of whether or not he/she conforms to the specific rules and regulations.
- Faith Christian Academy school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in Administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Faith Christian Academy does, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, remediations beyond our capabilities or resources, and doctrinal beliefs that are stated in the philosophy and purpose of Faith Christian Academy.

As the legal parents (guardians) of our child, we covenant to support Faith Christian Academy in its efforts at Christian education. We agree that it is our responsibility to strive diligently toward the observance of the "Parent's Statement of Support" as God enables us by the power of the Holy Spirit. If for some reason we become dissatisfied, we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, we recognize it is our responsibility to leave and seek a school in alignment with our personal convictions. Together, as a school and as parents (guardians), we pledge to submit our lives to one another and to the final authority of the Word of God.

Both parents/guardians must sign the acknowledgment of receiving the Handbook and the Parent Cooperation form online:



**SCAN HERE TO SIGN OR  
[CLICK HERE!](#)**

# FCA PRE-APPROVED ABSENCE FORM

(ADDITIONAL COPIES ARE AVAILABLE IN THE ELEMENTARY OFFICE)

Student's First & Last Name \_\_\_\_\_

Dates of Proposed Absence \_\_\_\_\_

Reason for absence \_\_\_\_\_

A Pre-Approved Absence Form must be completed and approved at least one week in advance with the Division Principal. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, if submitted on time. Pre-Approved absences may include family vacation, church retreat, college visit (3 days maximum), or a mission trip. An accumulation of missed school days may result in a student not being academically prepared and may not do well on course exams.

NOTE: Students must be in attendance for a minimum of four periods in order to play after-school sports, participate in music, or theater arts practices or performances, or participate in other after-school activities. Students choosing to stay home for rest due to late practices, performances, or games will have that absence counted as unexcused.

## OBTAIN ALL TEACHER'S SIGNATURES

Period	Teacher	Assignments	Comments	Initials
1				
2				
3				
4				
5				
6				
7				
8				

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

For Office Use Only: Date Received \_\_\_\_\_

# of Absences prior to request \_\_\_\_\_

Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

# ACCEPTABLE USE POLICY

For the purpose of this policy, device(s) will include any desktop computer, laptop computer (PC or Mac), cell phone, iPad, or other WiFi device whether student-owned or school-owned.

Technology is part of our educational environment that allows students to explore the world and gather information to enrich the academic experience. The internet is available to students to allow connectivity to resources. Opening the door to enrichment also brings with it concerns and potential problems that rely on student responsibility to make wise and prudent decisions. Students are expected to read, understand, and follow the guidelines in the Acceptable Use Policy. Personally-owned devices and school-owned devices are to be used within these guidelines. As technology changes, so will the inherent risks associated with these developments. The Acceptable Use Policy will be modified by the school Administration as concerns or issues arise.

To ensure that appropriate use of computers and related technology is respected, the following guidelines must be followed. Inappropriate use will result in restrictions on the use of a digital device while on campus. Additionally, inappropriate use may result in disciplinary action, including but not limited to suspension, expulsion, or dismissal from school. Remember, computer use at FCA is a privilege, not a right.

## PRIVACY POLICY

The IT Department and the FCA Administration has the authority to monitor all school-related accounts, including e-mail and other materials transmitted or received via the accounts. Account users do not have any right to or expectation of privacy regarding these materials. Messages relating to or in support of illegal activities will be taken seriously and will be reported to the authorities.

## EMAIL USE

Students in middle school and high school will be given a school Gmail account. The account is for internal communication, not third-party. Only emails having @fcalions.org will receive student email messages, and only emails containing @fcalions.org can email student accounts.

Students should use Google Docs or other cloud-based systems to send assignments to their teachers. The use of a USB (flash drive) is not permitted for submitting school assignments.

Students should always be polite on the computer. Do not swear, use vulgarities, or any other inappropriate language, material, or images.

## CHAT ROOMS, SOCIAL NETWORKING, & ONLINE COMMUNICATION

At no time are blogging and social networking sites to be used during school hours. [Social networking sites like Facebook, Twitter, Instagram, TikTok, Snapchat, and the like are not permitted to be used during school hours.](#) Participating in real-time chat messaging, whether it be through an app or text messaging, is not permitted. Any use of these kinds of sites or activities must have prior approval by the teacher.

## AUDIO, VIDEO, & PICTURE FILES

Audio, video, and photo functions on any device are not permitted without teacher permission. The use of audio, video, or photos are reserved for class projects or other purposes with permission from the teacher. Permission must be given by the teacher for use of all audio, video, or photo, and must be related to school projects/activities.

A student is held responsible for all audio and video files and photos while enrolled as an FCA student. Saved audio and video files and photos on personal devices that harass, bully, or violate other school policies are not permitted. A student will be held responsible for those files. Audio and video files and photos that are shared by a student(s) on a social media site, app, or chat and text messages that violate school policy will be subject to disciplinary action, whether the action was done on or off school property.

Listening to music or using earbuds during school hours is not permitted during class unless directed by the teacher. Listening to music before or after school hours is permissible unless it is disruptive to activities taking place. Staff can restrict the use at their discretion. If the use of earbuds is required by a teacher, the student is to use it with the designed purpose explained by the teacher. Students are responsible for the kind and quality of music that is being played. Music should not violate school policy and must be decent in language. The use of YouTube is a valuable resource and will only be allowed for academic purposes. Students will be held responsible for accessed videos on school devices and personal devices.

Streaming of music or videos over the school network is not permitted. The bandwidth at school is to be used for other purposes.

## GAMING

Non-academic gaming is not permitted during school hours except with prior approval from the teacher. The student will be held responsible for any gaming done on a school-owned device or personal device during school hours. Gaming over the school network is not allowed. A student will be held responsible for games played before, during, and after school hours while on school property that contains inappropriate language, adult content, weapons, and violence, whether on a school-owned device or personal device.

## SCHOOL OWNED DEVICES

School-owned devices may be provided to the student for educational purposes. The use of the device is a privilege. If a device is given to a student to use, it is that student's responsibility to care for it. Students must not allow other students to borrow a device without permission from the teacher. A teacher will demonstrate proper care for school-owned devices and expect a student to follow the same procedure. A student who uses a school-owned device with or without teacher approval will be held responsible for that device and will be required to pay damages to either fix or replace the item.

A student is required to back up the data if using a school computer. The teacher will direct a student about the proper place for storing files. Some school devices will not store student data. It is the student's responsibility to follow the teacher's directions. Lost or damaged data is not the teacher's or school's responsibility.

Food or drinks are not permitted near school-owned devices. School-owned devices are not to be used in the dining hall or outside the school building. Damaging, defacing, or removing any markings or identification stickers on school-owned devices is not allowed. The student will be responsible for any damages.

## **PERSONAL DEVICES (COMPUTERS, TABLETS, & CELL PHONES)**

Personal computers that are brought to school are done so at the sole risk of the owner. Personal devices should not be left unattended. FCA staff does not assume any responsibility to ensure its safety while on school property. The student should safely store the computer, iPad, or tablet in his/her backpack or locker. All students are provided a school lock and should use it at all times. Students may use these devices with permission from their teachers.

## **NETWORK ACCESS**

Accessing the network at school is not permitted. All activities on the network are private and controlled by the school. Attempting to disrupt, degrade, or tamper with online equipment or services is a crime. This includes tampering with computer hardware or software, vandalizing data, installing or initiating viruses, attempting to access restricted or unauthorized network services, or violating copyright laws.

Use of the network for personal or private business is not permitted. Using proxy avoidance IP numbers and programs is not permitted.

## **DOWNLOADING & LOADING SOFTWARE**

Students are not permitted to download and install software or modify existing software while using a school device. School-owned software is licensed to the school and is not permitted to be shared and installed on a student's personal device. The student must delete the software immediately.

Copyrighted movies may not be "ripped" from DVDs and placed on the devices/iPads nor may copyrighted movies be downloaded to the devices/iPads from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another entity may be downloaded to the devices.

Screensavers are not permitted on school-owned devices unless the school installed the screensaver. Screensavers slow down the operation of the computer and connect to Spyware, monitoring the activity of the device. Additionally, screensavers can create potential obscene pop-ups and other visuals on the computer that may not be appropriate. The care and safety of how devices are used is a serious concern because many students use school-owned devices.

## **INTERNET USE**

The Internet is used on a regular basis by teachers. Activities on the internet that are not related to educational activities approved by the teacher are not permitted. Viewing materials, photographs, and content that is sexual or pornographic, violent in content, abusive or harassing is not permitted. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, they are to notify a teacher as quickly as possible so that such sites can be blocked from further access. A student will be subject to school discipline for violating these guidelines.

Obtained information used for school projects or papers must follow the school's policy on plagiarism. Internet sources are to be cited if the material is used as a quote or summarization.

## **PRIVACY, USE, & SAFETY ONLINE**

Students should always be thinking about the digital footprint they leave behind on the internet. Information, activities, pictures, and attachments cannot be recalled once sent or shared with others. A few guidelines will help to keep online activity safe for students. Do not share personal information (name, phone number, address, passwords, etc) unless you know the person or feel confident the information will not be shared with other people.

Keep your password protected: Do not share it with others. Your password may be an open door for others to access personal or private information. A student who accesses another student or teacher's email account or personal account on any device without permission is violating the student or teacher's right to privacy. The student will be subject to the school discipline policy.

Contacting strangers online in chat rooms, apps, or other social media formats is not appropriate and should not be done. A door of opportunity may be open for potential problems by communicating with strangers. Verify your communication and only interact with people you know.

Privacy online and on personal devices is respected as long as student activity does not violate school policy. Inappropriate activity or suspected inappropriate activity on any device is not permitted and will be investigated by the school Administration. A student who fails to cooperate with the school Administration during an investigation may be asked to withdraw from school. All school devices may be searched/viewed by the school Administration at any time.



## **COPYRIGHT**

Students are to obey all copyright laws. The unauthorized duplication, installation, or destruction of data, data programs, and data hardware or software if not permitted. All copyright laws are respected. Violating copyright laws violates the FCA Acceptable Use Policy and is subject to school discipline.

## **TRANSMISSION & USE OF INFORMATION**

Students should not transmit and use information that is prohibited by law. This includes, but is not limited to, the following: threatening, harassing, pornographic, obscene, or profane material, discriminatory and defamatory material, and inappropriate images and messages from others by means of e-mail, instant messages, and material posted on Web pages or Web logs ("blogs").

Students should not use school computers for product advertisement, commercial use (for monetary gain or fame), display of personal information, or promotion of political candidates.

## **VANDALISM**

Any act or intent to act in a manner that compromises the security or common use of the device will be subject to disciplinary action. The school will be reimbursed for any damage resulting from misuse or purposeful action.

## **CONSEQUENCES**

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of the use of any device for an amount of time determined by the school Administration, possible disciplinary action, and possible legal action. These consequences apply to school-owned and student-owned devices and the use of them on campus.

In the case of repeated device abuse and/or damages, the school has the right to revoke the use of the student's device and the student will be restricted to using on campus computers or their home computer. The student's device will not be permitted to be used on-campus until further notice from the school Administration. Repeated offenses or the abuse of the device may lead to the student's withdrawal from school.

All devices used on campus are subject to search. Suspicious activity that violates school policy will be investigated by the school Administration or reported to the parents or local authorities. Random checks of both personally-owned and school-owned devices may be conducted throughout the year to ensure that these policies are being followed.

Students, in all grade levels, have a responsibility to report violations to this Acceptable Use Policy. The school Administration is not a watchdog, monitoring all devices at all times. The safety and use of any device in a mature, responsible manner is an individual choice, choices each person makes each day. If a student is not making responsible choices, having a conversation or letting a teacher know is one step towards protecting others and the offender. The cooperation of all students, teachers, and parents makes this policy work and adds protection to an already open plane of temptation.

Please sign the acknowledgment of receiving the Acceptable Use Policy form online. Students and parents must sign:



**SCAN TO SIGN OR  
[CLICK HERE!](#)**