

FAITH CHRISTIAN ACADEMY



ELEMENTARY STUDENT HANDBOOK
2025 - 2026

A MESSAGE FROM THE PRINCIPALS

Dear FCA Students and Families,

Welcome to another school year at FCA. Matthew 6:33 states, “But seek first the kingdom of God, and all these things shall be added to you.” Here at FCA we put God at the center of our teaching through biblical integration in all subject areas, knowing that seeking Him first is the beginning of wisdom. We partner with you, the family, to instill Christian values in our students. You are an integral part of your child’s success, and we look forward to working with our wonderful FCA families, students, and staff with the end goal of equipping our students to become Christian leaders. Thank you for entrusting us to educate and develop the 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. Please feel free to reach out to the teachers and/or office staff for any further clarification or specific questions you may have related to individual classrooms. I pray that the signing of this handbook will be just one step in the partnership between schools and families. I am thrilled about everything this school year will bring!

Elementary Principal Team

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DIGITAL FORMS- SIGNATURES REQUIRED

SCAN THE QR CODE WITH YOUR PHONE TO COMPLETE THE FORM, OR USE THE LINK.

HANDBOOK ACKNOWLEDGEMENT FORM

COMPLETE NOW



PARENT STATEMENT OF COOPERATION FORM

COMPLETE NOW



ACCEPTABLE USE POLICY FORM

COMPLETE NOW



OUR SCHOOL

Faith Christian Academy opened in 1979 as a ministry of Faith Assembly of God. Pastor Carl Stephens, an advocate of Christian education, has faithfully supported the academy from its inception. Under the leadership of administrators Mrs. Margaret Hunt, Dr. Charles Smith, and Dr. Andrew Rumbaugh, FCA has become a reputable, college-prep school with an enrollment of 680 students. In 2011, the church and academy moved to new facilities at 9307 Curry Ford Road. The academy has grown from an initial graduating class of 8 students to regularly graduating more than 50 students per year. In 2021, Pastor Johnnie Wilson took over as Lead Pastor and continues the legacy of our church and school partnership.

Faith Christian Academy and Faith Christian Preschool together serve more than 850 students. Students experience weekly chapel services held by the leadership teams at Faith Assembly with an integrated approach to ministry unlike other Christian schools across the country. Living a Spirit-filled life is one of the deepest priorities at the academy. Students live fuller, richer lives when they have a personal relationship with Jesus Christ.



CORE VALUES

SCHOLARSHIP

Excel in academics

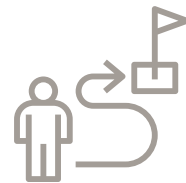


INTEGRITY

Live with biblical principles

SPIRITUALITY

Encounter Jesus



PURPOSE

Identity in Christ

SERVICE

Love God and others



VISION STATEMENT

As a ministry of Faith Assembly, Faith Christian Academy is dedicated to: 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

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.

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 AdvancED. 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 curricula through multiple publishers which 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. Some of the publishers we use are McGraw-Hill Math, Houghton Mifflan, Bob Jones, and more. Many of our academic subject curriculum stems from Bob Jones including BJU Press. BJU Press provides educational materials written from a Biblical worldview that focus on academic rigor and encourage critical thinking—all supported by appropriate educational technology.

This curriculum integrates academic development with God at the center of individual courses with Christian character building to obey, to do right, and to love God and country. Students spend time each day in prayer, study, and the memorization of Scripture. Students also will participate in chapel each week.

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

HOMEWORK

Homework serves four purposes:

1. reinforces concepts, processes, and content discussed in class,
2. builds independency in learning,
3. provides an opportunity to apply creative and critical thinking through project-based learning, and
4. develops responsibility.

The amount of time a child needs to complete homework varies with the individual and from day to day. The faculty will strive to assign homework not to exceed the allotted time.

Daily homework time may not include Daily Oral Reading time and Specials homework assignments.

Approximate Homework Times:

- Kindergarten and First Grades- 20 minutes
- Second and Third Grades- 30 minutes
- Fourth Grade and Fifth Grades- 45 minutes

INSTRUCTIONAL INTERVENTION

The purpose of small group intervention is for students to review and receive extra practice with difficult concepts in reading and/or math. Students who have a math or reading grade below a “C” average (70) or who are below the 20th percentile on the NWEA MAP assessment will be required to participate in small group intervention during the school day. SSS students may attend small group intervention as needed. Students are released from mandatory small group instruction when their progress report or report card grade rises above a “D” (69).

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. Please note: one day absent equals one day to make up the work. For example, two days absent equals two days to make up absent work. If a student has missed more than five consecutive days, his/her parent must communicate with the teacher to discuss an action plan for completing missed work.

*Please note, the FCA Late Work Policy will apply to work that is turned in after the due date.

LATE WORK POLICY

Students need the discipline to complete work on time and to hand it in on the date it is due. Responsibility is a skill that is taught, practiced, and learned over time. Students need to complete their homework and projects in a timely manner. Work that is turned in late will receive a grade reduction starting in second grade.

KINDERGARTEN - GRADE 1

- Missing homework/project notifications for 3 days. Any work turned in after 3 days, may receive partial credit.

GRADES 2 - 5

- 1st day- 10% points off grade
- 2nd day- 20% points off grade
- 3rd day- 30% points off grade

*After 3 days, partial credit may be received when completed at the discretion of the teacher.

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 hard work and claiming them without proper citation violates these noble virtues. Honesty and integrity are the outcome of decisions made each day to do what is right, what is good, and what honors the Lord. 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 on a quiz, test, or major exam (includes a verbal exchange between students, looking on another student's paper, or offering his own to another student).

Certainly included is obtaining or passing advance copies of test items/ information. 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 than taking the content, ideas, and actual process, copying it, and claiming it as personal work. The line between assisting a student and allowing a student to copy the work is very clear. 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 first and not assume it will be permitted.

Cheating/plagiarism is divided into two categories:

- Minor Incidents- Cheating/plagiarism on homework assignments and classwork.
- Major Incidents- Cheating/plagiarism on quizzes, tests, projects, or exams. Each student is expected to exhibit individual skill on projects and assessments. Assisting or receiving assistance is not a true representation of the student's knowledge.

All cheating/plagiarism events will result in a "0" grade on the assignment and will be reviewed according to our discipline policy with disciplinary actions assigned accordingly.

PROBATION- ACADEMIC

An elementary student is placed on academic probation when his/her grades consist of at least 1 F and/or 2 D's in core classes. 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 could be asked to withdraw from school. Students placed on academic probation may 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 students placed on academic or conduct probation will not be permitted to re-enroll during their probationary period.

PROGRESS REPORTS & REPORT CARDS

The purpose of grade reporting is to give parents an indication of the progress being made by students. Progress reports are distributed via RenWeb. Report cards are issued every nine weeks via RenWeb. At any time during the school year, teachers or parents may ask for a conference to discuss student progress.

PROMOTION TO THE NEXT GRADE

Grades K through 5 Students must have passing or satisfactory grades and be recommended for promotion by their teacher. If subjects are failed or adequate progress is not made, a conference will be scheduled with the parents, teachers and administration to determine the best placement for the student.

SPECIALS POLICY

Students are given enrichment classes for the benefit of their education here at FCA. Special classes like art, computer, PE, and music are offered to students on different grade levels. FCA gives grades to students in these enrichment classes based on participation. Students are encouraged to participate and benefit from these classes. If a student does not participate in these enrichment classes, this will be reflected in the grade for the quarter. Required attendance to school concerts will count as a participation grade. In the event of an absence, an absence note should be provided to the music teacher, and the student will be assigned a makeup assignment. The goal is for all students to benefit from these programs and to enjoy the experience.

SPORTS & EXTRACURRICULAR ELIGIBILITY

In order to participate in a seasonal sport or extra-curricular activity, hosted by the school, 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.

SSS DEPARTMENT & POLICY

Student Support Services (SSS) provides support for our ESE students. This support comes in various ways 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 2 tests and 1 quiz given per day for any group of students. Tests may be given 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 school activity. Truancy will result in a one-day suspension and a zero on all missed work (including tests and quizzes). Continual episodes 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.

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

5 ABSENCES

Written communication regarding absences

10 ABSENCES

Completion of Absence Acknowledgment Form

20+ ABSENCES

Meeting with Principal & possible retention

EXCUSED ABSENCES

A child must bring a note to school within two days to have an absence marked excused. An email can be sent to the administrative assistant to give notice of the student's absence.

The following reasons are accepted as excused absences:

- Children who are sick and whose attendance would endanger their health or the health of others. Children who become ill at school must be picked up when the 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
- Family trips (10 school day maximum) and competitions

A note must be received within two days or the absence will be considered unexcused. Pre-approved absence forms can be picked up in the Elementary Office.

UNEXCUSED ABSENCES

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

Students who exceed more than 5 absences in a quarter will receive written communication from the administration. After 10 absences parents are required to complete an absence acknowledgement form.

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 student's name may be reported to the Step Up For Students Scholarship office if the number of absences violates school policy. 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 reach 20 absences may not be promoted to the next grade level. A meeting with the Principal will occur to determine next steps. 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 important parts of a course and cannot be missed in order to receive credit.

LEAVING EARLY

Students who need to leave school earlier than the normal dismissal time must be checked out at the main office. Any student leaving before 11:30 am or arriving after 11:30 am will be marked absent for the school day as a minimum of 3.5 hours of attendance is required in order to be considered present. On Wednesdays only, students are dismissed at 2:05pm. The 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 should 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 every effort be made to schedule appointments during non-school hours or on days when school is not in session.

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. Our school 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 each year prior to opening enrollment to the public. 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 & DISMISSAL

ARRIVAL INFORMATION



REGULAR DROP-OFF LOCATION

Service Road- drop off/Lot 5 for parking



RAINY DAY DROP OFF LOCATION

Lot 4 for drop off and for parking

ARRIVAL TIMES



MORNING CARE

7:00am - 7:30am



REGULAR DROP-OFF

7:30am - 7:50am



TEACHER'S COLLECT CLASSES

7:50am - Kids Theater (K - 1st) and Gym (2nd - 5th)

School day officially begins at 8:00 am

DISMISSAL TIMES



REGULAR DISMISSAL (M, T, TH, F)
2:50pm - 3:05pm



WEDNESDAY EARLY RELEASE
2:05pm - 2:30pm

DISMISSAL INFORMATION



GRADES K - 2 PICK-UP LOCATION
Service Road (entering by the playground)



GRADES 3 - 5 PICK-UP LOCATION
Lot 4



Multiple Siblings - Pick Up at younger student lot



Parent must announce using Pik My Kid app and bring Security Pick-Up Card to dismissal daily.



Students not picked up by 3:00 PM will automatically be checked into aftercare. Standard fees will apply.

AFTERCARE



AFTERCARE TIMES
3:15pm - 6:00pm
2:30pm - 6:00pm (on Wednesdays)



FEES
Daily Fees Apply/Late Fees apply for
pick up after 6:00pm

BALLOONS IN THE ATRIUM

Balloons and other flotation devices are not permitted in the atrium. These items may set off the fire alarm system and require 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.

CHANGE OF INFORMATION

Students and parents are asked to provide written notice or email the school office if they have any changes of 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 students (ex. custody, restraining orders, etc.)

CHAPEL & BIBLE CLASS

Elementary Chapel is held weekly. It is a highlight of the week! Our Faith Kidz Way Ministry Team leads worship and conducts a Bible lesson. A student of the week for each class is recognized. Parents are welcome to attend Chapel! During devotions, prayer, Bible class, or chapel, students are expected to maintain an attitude of reverence and respect. Activities are designed to foster a personal relationship with Christ. All students in all grade levels are required to attend and participate.

ELEMENTARY PLACEMENT POLICY

The Division Principal makes decisions about class placement. Many factors are taken into consideration when placing students in a class with other students and a teacher. Teacher recommendations, mix of students, class size, academic ability, student needs, and the personalities of all students are carefully weighed to bring a balanced educational environment. Parent input is welcomed and gives additional information about a child's strengths, weaknesses, and needs. A particular teacher request may be considered but may not be guaranteed placement. In some instances, there may be a particular student need that would require a change of teacher. While these are rare, the Division Principal reserves the right to make this decision in consideration of how it would benefit the student, other students, and the teacher. This decision solely belongs to the Division Principal.

ELEMENTARY PROCEDURES



3 FOR ME: CLASS ATTENTION

1. Stop what you are doing
2. Look at the Teacher.
3. Listen for instructions.



FANTASTIC 4 LINE PROCEDURE

1. Face forward
2. Stand directly behind
3. Be quiet
4. Hands by your side

ELEVATOR USE

Students may not use the elevator except with written permission from the office. A doctor's note stating the reason and length of time is necessary.

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 like emergency preparedness, hurricane drills, and intruder alert are practiced in phases throughout the year. Emergency drills are revised as needed.

EXTENDED CARE/AFTERCARE

Extended care is available for students in grades K through 5th from 7:00 am to 7:30 am and after school until 6:00 pm. Fees apply. All students in grades (K-5) staying after school MUST attend our extended care program unless they are involved in an after-school sports activity or other school-sponsored events.

Students who are on campus after school and are unsupervised will receive a discipline referral and parents will be required to pay the AfterCare charge. FCA high school students who are drivers may pick up their younger siblings only if they are authorized on the pick-up list and are leaving campus with the sibling.

FIELD TRIPS

FCA has field trips in all grade levels. Field trips are organized to be 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 for students and increasing student involvement. All students are welcomed and strongly encouraged to attend each field trip offered during the school year. Students who have had disciplinary infractions throughout the year may be required to have a chaperone accompany them on the field trip. Students who do not attend the field trip are counted as absent and should not be sent to school. There is not an alternative activity of supervision for students who do not attend field trips.

Parents are always welcome to attend field trips when the opportunity arises. Their presence as a chaperone or as a guest is a time of shared experiences and assistance. 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 PVO the Division Principals share the school 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, no exceptions. The background check must be completed at least two weeks before the overnight field trip. Background checks appointments are made by contacting the main office.

Chaperones are not to bring siblings on field trips. Chaperone selection will be on a first-come, first-serve basis. Everyone that desires to chaperone may not be able to. Please take steps early to ensure you are able to chaperone. Background checks must be completed before you will be considered a chaperone.

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 treats may be permitted, but there are specific guidelines to be reviewed with the teacher. All birthday food items must be served in the cafeteria during the student's lunchtime. Food items must be approved by the teacher in advance due to student allergies and dietary restrictions. No helium balloons are permitted on campus.

Gum is also not allowed on campus.

LOST & FOUND

Lost and found items are the responsibility of FCA students but will be kept at the main office. At the beginning of each month, unclaimed items will be discarded. Clearly label all the items your child brings to school including clothing. This will assist us in locating the owner of misplaced items.

LUNCHES

Faith Christian Academy makes available a hot lunch for student purchase. Lunch is ordered online via the EZ school lunch website daily by 8:30 am, weekly, or monthly. Vending machines cannot be accessed during lunch.

LUNCHROOM PROCEDURES

- Talking must be kept to a reasonable volume.
- Students are not to shout to one another across the tables.
- Students must walk in the cafeteria. No running.
- Students must remain seated while eating. Students are not to get out of their seats unless given permission by the teacher or teacher assistant.
- Students must leave the lunch area clean.
- Students must obey all other school rules during lunch.
- Enjoy your lunchtime!

RECESS

We believe in the importance of students having a break time during the day to decompress and release their energy. For this reason, all students have 25 minutes of recess as well as "brain breaks" built into their daily schedules. In order to ensure the safety and well-being of all of our students, it is imperative that students adhere to the safety guidelines listed below.

RECESS PROCEDURES

- Line leaders are to stop at the entrance before entering the playground to receive instructions from the teacher or teacher assistant.
- Students are to obey the teachers and teacher assistants on recess duty.
- Students are to respect the playground equipment.
- Students are to play safely, keeping their hands and feet to themselves. Fence climbing is not permitted.
- Students are not to handle or kick sticks, mulch, grass, dirt, or other objects.
- Students must obey all other school rules during recess.
- Swings are to be used in a safe manner
- Have fun!

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 administration of its educational policies, scholarships, tuition aid, educational programs, or extra-curricular activities.

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 building 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.

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All students are to respect the church and school property. The furniture in the rooms, the gymnasium, Kidz 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 respected.

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.

TARDIES

Irregular and unfaithful class attendance jeopardizes students' progress and detracts from the instruction and learning time. Please minimize tardiness in order to ensure maximized learning time 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 8:00 am. Students who do not enter the morning care entrance prior to 8:00 am must report to the main office before they proceed to class. There will be a grace period of four tardies. Student FACTS accounts will be incrementally charged \$5 additional dollars for tardies that exceed 15 (ex: 20 tardies= \$30; 25 tardies= \$35.00).

Tardies will result in the following steps:

5 TARDIES

Written communication regarding tardiness a

10 TARDIES

Written communication and \$15 charge

15 TARDIES

Parent meeting with the division principal to discuss an action plan and \$25 charge

VISITING & VOLUNTEERING

SCHOOL CLOSURES/RE-OPENING

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, Twitter, the school's website, and www.fcalions.org. We will also use the school's phone message system and send emails.

VISITING PARENTS

Parents are always welcome at Faith Christian Academy! Parents may have lunch with their student in the atrium and may visit our weekly chapels. Parents must enter through the Main Office doors (Lot 5) 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. If parents wish to talk to their child's teacher, they can arrange for a private conference by calling the school office.

VISITING STUDENTS

Students visiting the school are only permitted if they are potential Faith Christian Academy students. No student may bring a visitor to school without obtaining permission from the administration 24-hours in advance of the visit. Approved visitors must come to the Main Office (Lot 5) 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 the pick-up list prior to volunteer 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, Twitter, and the school's website, fcalions.org. We will also use the school's phone message system and send emails.

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, finances (including books) and administration. Students who withdraw for financial reasons may re-enroll when financially feasible.

Prepayment discounts will be forfeited upon early withdrawal and deducted prior to any refunds. Scholarships and other forms of tuition assistance will be prorated in accordance with the date of withdrawal.

COMMUNICATION POLICIES

CONFLICT RESOLUTION - PARENT GRIEVANCE

All parents who have chosen to have their child attend FCA agreed to resolve disputes in a peaceful, respectful, and private manner within the Christian community (Parent Statement of Cooperation, specifically no. 26). 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.

If a concern arises regarding a specific teacher, another staff member, or a student-related issue (discipline matter, academic issue and the like), the parent should communicate that concern according to guidelines found in Matthew 18. This involves first meeting with the teacher or staff member to discuss the matter further. Only if an understanding is not reached should the parent contact the Division Principal or Dean, to discuss the matter further. Any conflict that is not satisfactorily resolved by the school faculty and administration may be addressed in writing to the School Board.

If a parent still is not satisfied with the situation, the parent has the responsibility to honor the Parent Statement of Cooperation (pg. 49) 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

Students cannot be called to the classroom telephone or a student's personal cell phone during the school day. However, emergency messages will be taken by the office and forwarded to the student. Students are not permitted to use the office phones except in emergency situations. School phones are business phones; they cannot be used to arrange for rides or after-school activities. These arrangements MUST be made before school and a written note or email sent to school. Students may bring cell phones to school, but it must be turned off and kept in their backpacks. If a parent needs to contact their student, they must do so through the main office. The elementary discipline policy will be followed with students who have their cell phone without teacher permission, and the phone will be stored in the office for parents to pick up. (For more information regarding cell phone usage please reference the cell phone policy in the handbook below.)

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 and are required for every parent to attend. Any student on academic probation will also require mandatory meetings after the first quarter, and each additional quarter as needed. Any parent may request additional appointments that can 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 through the elementary or secondary office. All concerns, questions, problems, or complaints should be brought directly to the teacher first before involving the Division Principal or Dean. If the situation is not resolved, a meeting should be scheduled with the classroom teacher and the Division Principal or Dean. A group meeting may help resolve miscommunications and understandings. If the problem is still not resolved, a meeting with the classroom teacher, Division Principal or Dean, and the Administrator should be scheduled.

MEETINGS WITH ADMINISTRATION

If you would like to set up a meeting, please contact the office of the corresponding division. If a student issue has not been resolved with the parent, teacher, and Principal, the Head of School 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 Head of School, the Division Principal or Dean will be present at the meeting.

All student-related meetings with the school administration will only involve the parents of the student. 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.

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 the 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.

OFFICE HOURS

The FCA office hours are Monday through Friday from 7:30am until 4:00pm.

DRESS CODE POLICY

RATIONALE

The dress code policy at Faith Christian Academy is intended to provide a guideline for a modest, conservative appearance that promotes respect and equality among all students (Proverbs 4:13, 1 Timothy 2:9). 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:

1. 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.
2. Modesty - Students need to learn modesty in dress and manners to maintain personal integrity, wholeness, and professionalism characteristic of a college preparatory environment.
3. 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 the 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.

FCA students are required to wear their appropriate school uniform daily. Because there are any factors to consider such as comfort, style, length, color, and fit, Uniform bottoms only may be purchased from any store.

BOTTOM REQUIREMENTS

- Shorts must be 3 inches or less from the knee cap (no matter the length of your student's leg)
- Tan (may be described as beige, stone, or khaki) or black color
- Must be loosely fit
- Must be flat front or pleated (Cargo style is not permitted)

SUCCESSIVE DRESS CODE INFRACTIONS WILL RESULT IN DISCIPLINARY ACTION.

DRESS CODE INFRACTION POLICY

1ST VIOLATION

- Review of the dress code policy.
- Contact will be made with parent via Renweb
- Students may be asked to correct the situation or change clothes if deemed necessary by the administration.

2ND VIOLATION

- Contact will be made with the parent via Renweb
- Students will be required to change clothes if deemed necessary by the administration

3RD VIOLATION

- A conference with Elementary Administration to determine a plan of action that adheres to the dress code policy.

FRIDAY ONLY DRESS CODE

- Students are allowed to wear FCA athletics, Integrity Dance, and/or Spirit Shirts.

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.

GENERAL GUIDELINES

- Uniforms must be worn as per their design with proper fit.
- Students may wear a belt if they'd like to.
- Only FCA outerwear is to be worn on campus - indoors and outdoors.
- No hats are allowed in the building. The hood part of a hoodie is not to be worn in the building.
- Body piercings or tattoos are not allowed. Earrings are allowed for girls (see guidelines below).
- Socks must be solid black, maroon, white, and gray.
- Socks may have a logo the size of a quarter.
- All uniforms worn must present a clean appearance.
- Uniforms with stains, tears, rips, and holes are not permitted.
- All shoes must be closed toe. No slippers, platform wedges, open-toed shoes, heels or clogs. Crocs must be worn with a strap on the back of the foot.
- Crocs are not permitted on P.E days

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 secured 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 bun.
- Hair should not intentionally be styled greater than 3 inches off the whole head - this includes mo-hawks, spikes, afros, teasing, and blowing out.
- Hair buns for boys must be secured at the back of the neck.
- 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 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, mid ear, and to the top of the collar.
- Boys must be clean shaven. This includes but it is not limited to beards, mustaches, goatees, etc.
- Sideburns may not extend below the earlobe and should not flare out.
- Boys may not wear earrings to school or school functions.
- Cologne should be a light fragrance.

GIRLS

- All uniform shorts, skirts, and skorts must be no shorter than 3 inches above the knee.
- 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. No more than two piercings per ear are allowed.
- Hair may not extend below the natural waist.
- Make-up should not be excessive but modest in appearance.
- Perfume should be only light fragrances.

COLD WEATHER GEAR

Only FCA outerwear is to be worn on the school campus at any time. (Exceptions are for temperatures below 50 degrees from December 1st - Feb 28th where non-FCA coats only may be worn to get into the building.) Non -FCA items must be removed. Lined jackets, hoodie sweatshirts, sweat pants, and pullover fleece sweatshirts are available for purchase through the FCA website. FCA team jackets are approved outerwear but must belong to that student. Additionally, FCA sweatpants may be worn during this time.

USED UNIFORM SWAP

A uniform swap may be held periodically throughout the school year. Notification will be sent through email. The uniform swap allows parents an opportunity to exchange and purchase used uniforms at a reduced cost. All uniforms brought in for exchange should be freshly washed, and free of stains, tears, rips or fading. For more information, contact the school office.

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, and tobacco products.
- Students are to abstain from sexual immorality and all forms of divination.
- 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 (inappropriate 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 and other devotionals.
- Students are expected to show respect and care for property belonging to others. Therefore, do not steal or destroy things that do not belong to you, including school and church property.
- Students are expected to use technology in a responsible, efficient, courteous and appropriate manner. (See Acceptable Use Policy.)

FCA Elementary Expectations for ALL Students

- Show respect to everyone.
- Obey the teacher's directions and procedures.
- Choose kind words and actions.
- Practice safety at all times.

FCA Elementary Focuses



RESPECT



OBEDIENCE



KINDNESS



SAFETY

DISCIPLINE POLICY

Our aim for all FCA students is that they have as their goal to put God first in all things. Students are to show respect for those in authority, including teachers, staff, and administration. (Romans 13:1-5). Students are to also show respect and treat fellow students, teachers, staff, and administration 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 school, a place of learning how to lead a life pleasing to God. Teachers support this endeavor by having classroom rules and guidelines posted to direct student attention and behavior. Consistent review and implementation of these rules will help a student learn self-management. When a misbehavior occurs, the teacher will have a consequence. Repeated misbehavior will lead to further involvement from the administration in an effort to support the teacher and correct the situation. The focus should be placed on student action and moving toward correcting the problem. The goal is to train the student 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 which may result in disciplinary action or a student's dismissal from the school. 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.

1. The student's age
2. The seriousness of the offense
3. The frequency of the misconduct
4. The attitude of the student
5. And 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 discussed privately with each family, not with other families.

ADMINISTRATIVE DISCIPLINE PLAN

The administration is involved in student incidents that are continual classroom disruptions. The division principal or assistant principal will meet with the student and assign an appropriate consequence according to where the student is in the discipline plan. Consequences assigned by the division principal include recess detention(s), after school detention(s), suspension, expulsion, and required withdrawal from school.

The Administrative Discipline Plan is as follows:

- Warning(s)
- Detention(s)
- 1/2 Day In School Suspension
- Full Day In- School Suspension
- Half Day Suspension
- One-Five Day Suspension(s)
- Conduct Probation
- Withdrawal from FCA

The steps in the Administrative Discipline Plan may not be followed consecutively, depending on the reason for the Office Referral. The severity of the situation may warrant a more severe consequence. All discipline consequences in the Administrative Discipline Plan will be recorded in Renweb on the student's profile, and parents will be contacted within 24 business hours with the result of the office referral.

ACTION AND CONSEQUENCE GUIDE

Discipline actions may be taken in no specific order

LEVEL 1- STUDENT ACTIONS NOT IN ACCORDANCE WITH THE CLASSROOM RULES

- Disobeying classroom instructions
- Dress Code infractions
- Excessive talking
- Class disruption
- Inappropriate chapel, lunch, recess behavior
- Minor misuse of school devices
- Horseplay/prank with no risk of injury

LEVEL 1- DISCIPLINE ACTIONS:

- Teachers will follow their classroom management plan to address the Level 1 offense. These consequences may include notification of parents, parent meeting, loss of privileges, etc.
- Restorative Practice/Assignments
- Repeated Level 1 offenses translate into a Level 2 offense.

LEVEL 2- STUDENT ACTIONS

- Repeated Level 1 actions
- Disrespect toward God, teachers, staff, or peers
- Continually disobeying instructions
- Continually disrupting the class
- Physically hurting others (including spitting)
- Inappropriate body language or gestures
- Profanity or inappropriate talk
- Lying/Cheating/Stealing/Plagiarism
- Leaving a supervised area
- Running from adult supervision
- Use of electronic devices/cell phones, without permission from the teacher
- Horseplay/pranks with the risk of injury
- Misuse of church/school property (including devices)
- Repeated dress code infractions
- Hitting/pushing/shoving/tripping, etc

LEVEL 2- DISCIPLINE ACTIONS:

- Detention(s)- Recess, After School or Timed
- Restorative Practice/Assignments
- In-School Suspension (ISS)
- Withdrawal from FCA- Depending on action(s)

LEVEL 3- STUDENT ACTIONS

- Repeated Level 2 actions
- Defacing school or church property
- Fighting or excessive physical force
- Threatening physical harm
- Biting
- Bullying others
- Exposing oneself or others
- Touching others inappropriately
- Horseplay/prank with Injury

LEVEL 3- DISCIPLINE ACTIONS:

- In-School Suspension (ISS)
- 1-2 Day Suspension
- 3-5 Day Suspension
- Review by administration and subject to immediate Withdrawal from FCA

LEVEL 4- STUDENT ACTIONS

- Repeated Level 3 actions
- Possession/misuse of un-prescribed or prescribed drug
- Possession of an illegal substance
- Possession of a weapon
- Moral misconduct

LEVEL 4- DISCIPLINE ACTIONS:

- 3-5 Day Suspension pending review by discipline committee and administration. Student may be expelled or asked to withdraw.

*Additional student misconduct will be reviewed by the administration for determined discipline action.

*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.

Note: These rules are not all-inclusive and other specific area rules may be given. All rules are expected to be followed with the appropriate attitude.

OFFICE REFERRALS

Students are referred to the office for level 2-4 infractions. Upon receipt of the office referral, Administration will investigate by meeting with the student and/or any other parties involved. Office referrals will be recorded in Renweb, and the parent will be notified via Renweb.

STUDENT INVESTIGATIONS

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. 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 on the school's website and in the student's agenda. FCA does not administer corporal punishment. Students are not spanked or paddled.

DETENTIONS

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

SUSPENSIONS

Suspension is a discipline consequence that provides students with an opportunity outside of the classroom to reflect on the discipline infraction committed and employ restorative practices. The goal of suspension is for students to refrain from negative behavior actions and in turn be re-integrated into the classroom. Suspensions will be assigned by the school administration. At FCA there are 2 methods of suspension- in school suspension and out of school suspension.

IN SCHOOL SUSPENSION

In-school suspension (ISS) is a school-level intervention that can be used with student discipline. ISS is a positive alternative to out of school suspensions. ISS will be used in cases where it is important to maintain a safe and positive learning environment and the student would benefit from remaining in the school building, rather than being sent home. Students may be placed in ISS at the discretion of FCA Administration.

Restorative Approach

“A continuum of intervention strategies, including positive behavioral interventions and supports, shall be available to help students whose behavior in school repeatedly falls short of reasonable expectations. Prior to expelling or changing the placement of a student for repeated acts of willful disobedience, defiance of authority, or disruptive behavior which are not so extreme or violent that immediate removal is warranted, good faith efforts shall be made at the school level to implement a remedial discipline plan to allow the student to remain in his or her school of attendance.”

In School Suspension Incidental Cost

Parents will assume financial responsibility for the in school suspension program. These fees will cover the cost of program preparation and student monitoring. If in school suspension is assigned to your student, it will be required and the parent will be responsible for ensuring the child arrives to school on time and ready to complete the program requirements. Fees are to be paid with monthly FACTS incidentals.

Half Day Cost

Hours of ISS: 8:00am- 11:30am
Cost: \$50.00

Full Day Cost

Hours of ISS: 8:00am-3:00pm
Cost: \$100.00

OUT OF SCHOOL SUSPENSION

Parents will be notified of student suspension (s). Administration may request a parent conference regarding student behavior expectations. The student may be placed on Disciplinary Probation. Academic work missed during a suspension is required to be completed and full credit will be awarded. Suspensions are considered unexcused absences.

A student who is suspended is not allowed on campus or permitted to participate in any athletic or extra-curricular events during the duration 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.

If a student is suspended, the parents are responsible to make alternative arrangements for student care as student is not allowed on campus. In the event a student is suspended and requires immediate pick up, 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.

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.

CONDUCT PROBATION

An elementary 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. Disciplinary probation may include denial of privileges and participation in school activities. Students on conduct probation will be required to have a chaperone when attending a school field trip. 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 Administration. 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 disciplinary 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 students placed on academic or disciplinary probation will not be permitted re-enroll during their probationary period.

EXPULSIONS - REQUIRED WITHDRAWAL

Attending FCA is a privilege. A student whose conduct in or out of school that 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.

INAPPROPRIATE PHYSICAL CONTACT

Public Display of Affection (PDA) is not permitted. Please keep hands to yourself. This includes playing with or picking on another student and social familiarity with the opposite and/or same gender. FCA policy requires students to maintain a six-inch distance between one another.

INAPPROPRIATE PHYSICAL CONTACT OR EXPOSURE

Behaving in a socially acceptable manner is a skill to be learned, not an innate behavior. Younger students who are new to 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 are not acceptable. Voluntary physical exposure is not acceptable behavior by children at any age. Unwanted physical contact or voluntary exposure by younger children, older children, or an adult will be taken very seriously.

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 would include, but is 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.

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 or administration. The school administration will be in contact with the child's parents to help resolve the situation as quickly as possible.

Any school staff who acts in a physical manner with a student may be subject to immediate dismissal. If an incident involves a teacher, the teacher will be placed on immediate suspension until the results of the investigation are shared with the school administration.

BULLYING

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 from relationships over an extended period of time.
- Bullying includes isolating the victim by making him/her feel rejected by his/her community.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they occurred on school grounds. 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 and 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, cyber-bullying and cyber-stalking

Forms of bullying can also appear in 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, blogs, 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 student, or school owned property. Students will be given consequences consistent with the school's discipline policy.

INTIMIDATION

Intimidation is considered a form of bullying. 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 contacts (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 a form of bullying. Harassment is defined as repeated, intrusive or unwanted acts, words or gestures that are intended to adversely affect the safety, security or privacy of another person. Harassment involves behavior that is intended, on an ongoing basis, to disturb or upset (torment, bother, trouble, annoy) 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 elementary and secondary offices and by email. Bully reports will be investigated by 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 is 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 its discretion, may expel a student when deemed necessary.

REPORTING BULLYING

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 tattling, but is the responsibility of our FCA students.

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

ELECTRONIC DEVICES

Students are responsible for the proper use of their phones and electronic devices like tablets and computers. All material stored and distributed on a personal device is the responsibility of the student. Transmitting a picture or a video file with nudity, obscene gestures, indecent language, or other obscene visual content with the intent to embarrass or harm someone violates the Student Code of Conduct and does not reflect behavior representing a student at FCA. A student who willingly chooses to send and receive digital material to another minor with the intent to harm a person will be subject to school discipline.

DRUGS, ALCOHOL, TOBACCO, E-CIGARETTES, & VAPING

ANY use or possession of illegal drugs, tobacco products, or alcohol will result in immediate expulsion. These substances are illegal, dangerous, and objects of negative influence. 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. Refusal to cooperate will mean immediate expulsion. The use of possession of these items off school property will result in immediate expulsion.

WEAPONS & GUNS

Weapons are used to harm, cause fear, or intimidate another person. Examples include, but are not limited to, knives, switchblades, mace, teargas, fireworks, and other explosive device objects which can be used as weapons. Whether the object is designed or not as a weapon, if it is used to harm, cause fear, or imitate another student, it will be considered a weapon. A student who brings weapons to any school activity, is in possession of a weapon, or who threatens others will be immediately expelled.

Guns are not permitted at school. The immediate fear and disruption caused by a gun being seen on school property is a very serious issue to the safety and security of all school students. At times a student may need or want to bring a toy gun as part of a school project, costume, or dramatic prop. Permission to bring the toy gun to school must be given by the Division Principal.

Using a toy gun as a weapon is prohibited on campus. A student who brings a gun or toy gun and uses it as a weapon may be expelled from school.

A student who makes a threat to use a weapon to hurt, cause fear or intimidate another student will be taken very seriously. Whether the student said the comment in anger with no intent to act on it, the student made the threat and it will be interpreted as an intent to act on the threat. The student will be immediately suspended until an investigation is completed. A parent conference with the Division Principal will be conducted before the student is permitted to return to school.

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 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. The principals may interview students who have demonstrated through detentions, progress reports, and poor attitude or lack of interest in being at FCA to discuss their continued enrollment. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on disciplinary probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

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 a contraband (illegal item like a gun) is located there or an illegal substance (drugs, cigarettes, electronic cigarettes, etc). 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.

The school reserves the right to search a student or student's property while involved in a school sponsored activity even if off campus.

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

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>.)

TECHNOLOGY POLICIES

ACCEPTABLE USE POLICY

The [Acceptable Use Policy](#) (available online) 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 e-mail 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 are permitted on campus. If a student must bring one to school, they must keep it in their backpack. The school is not responsible for cell phones. Students bring cellphones to school at their own risk. Cell phones may be used for pictures and video purposes with teacher permission. Any cell phone with pictures, videos, and other media content that violates the Acceptable Use Policy, the Student Code of Conduct, the Parent/Student Handbook, or other school policies will be handled according to the discipline policy. The elementary discipline policy will be followed with students who have their cell phone without teacher permission, and the phone will be stored in the office for parents to pick up.

SOCIAL MEDIA & DIGITAL DEVICES

Technology devices such as iPads, tablets, and cell phones are permitted on school property at the student's own risk. These items must remain turned off and in the student's backpack during school hours. 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, MP3 players, smart watch, 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 of the kinds of communication (including pictures) that are posted on their own personal account and the kind of communication they choose to post on their friends’ accounts (including activity through summer vacation). 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 nurse or office personnel will assess the student to determine the care necessary. Parents may be contacted to pick up the student. Students are not to contact the parents with their cell phone. The school office will contact the parents.

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
- Head lice
- Strep throat
- Chicken pox
- Skin and/or eye infection

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. 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, copy of a physical, and a birth certificate on file in the school office. 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.

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**Fever 100F or above
- Suspicious rash
- Any communicable diseases/illnesses

Students must be picked up within 30 minutes after parent notification. If a parent is not available, they must assign another adult on the approved pick up list to pick up their student.

*If, for any reason, your child has a gastrointestinal problem which 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.

HANDBOOK ACKNOWLEDGMENT FORM

PLEASE COMPLETE & SUBMIT TO THE TEACHER

Faith Christian Academy Elementary Parent/Student Handbook Acknowledgement

I _____ parent and/or guardian of _____ acknowledge that I received a copy of the 2024-2025 Student/Parent Handbook for Faith Christian Academy. I understand the handbook policies/procedures and agree to follow them as written. We look forward to partnering with Faith Christian Academy and understand that the policies set forth in the handbook are designed to support a healthy, safe, and productive school environment.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Email



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).

1. We have read the “Statement of Faith” of the school and are willing to have our child educated in accordance with them.
2. We will regularly and earnestly pray for Faith Christian Academy.
3. We will worship the Lord regularly at a Bible-believing church
4. 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 cooperate with the ideals and educational process of FCA. (Ephesians 5:15-16)
5. 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.
6. We understand it is our responsibility to pay our financial obligations to the school regularly and on time.
7. 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.
8. 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, completing classwork, homework and projects. Phones are not an acceptable device to use for this purpose.
9. 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](#).
10. We will require our child to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.)
11. We will volunteer for duties and responsibilities for Faith Christian Academy as opportunities arise and God provides the time and strength.
12. To the best of our ability, we will faithfully attend parent meetings, bi-annual music performances, and other school activities including fundraisers.
13. We understand that the school reserves the right to place our child at the appropriate grade level and designate the appropriate teacher(s).
14. 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 including non-completion of work at home and school. (Proverbs 3:11-12)
15. 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.
16. We understand that students new to FCA are placed on probation for one year.
17. 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.
18. 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.
19. We agree to pay reasonable assessments to cover damage to the school or personal property of others caused by our child.
20. We give my permission for the counseling department at Faith Assembly and Journey’s End to share information with the school administration should the counselor think it pertinent and important to the well-being of my child.
21. 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.

22. 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.
23. 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 and alcohol), immorality or for possession or distribution of pornography or lewd materials.
24. 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.
25. 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).
26. We understand that we choose binding arbitration instead of litigation to resolve any disputes between us and Faith Christian Academy.
27. We understand that the school may request withdrawal at any time if in the opinion of the administration and/or School Board 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.
28. 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, disqualifying handicap 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:

Parent/Guardian Signature

Date

Parent/Guardian Email

Parent/Guardian 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 cancellation or restriction of your account. 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 System Administrator at FCA 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 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. 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. Each student is responsible for ensuring that their username and passwords are protected and not shared. Students who share devices must ensure that they log out of their accounts after usage.

CHAT ROOMS, SOCIAL NETWORKING, & ONLINE COMMUNICATION

At no time is blogging and social networking sites to be used during school hours. Social networking sites like Facebook, Twitter, Tumblr, LinkedIn, Snapchat, and the like are not permitted to be used during school hours. Participating in realtime 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. Prior permission from all parties in an audio and video file and/or photo must be given by all parties.

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 ear buds 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 contain 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 backup 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. A 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 DVD's 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 like 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 material is used as a quote or summarized.

PRIVACY, USE, & SAFETY ONLINE

Students should always be thinking about the digital footprint they leave behind on the internet. Information, activities, pictures, 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 to personal information that is personal.

A student who accesses another student or teacher's email account or personal account on any device without permission is violating the student'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 are subject to view 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, for 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 use 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.

I have read, understand, and will abide by the responsibilities, behaviors, and consequences defined in the Acceptable Use Policy. I also understand that any violation of federal, state, or local regulations will be considered a breach of contract, unethical behavior, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Email

In-School Suspension Acknowledgement Form

PARENT AGREEMENT

Please complete & submit to the teacher

The following statement has been selectively taken from the Discipline Policy.

The FCA Discipline policy contributes to cultivating a Christ-like atmosphere. Consistent review and implementation of these rules will help students learn self-management. Repeated misbehavior will lead to further involvement from the Administration in an effort to support the teacher and maintain a healthy school culture. The Administration is involved in student incidents that are continual classroom disruptions and/or violate the Student Code of Conduct and/or other relevant school policies.

I _____ (**parent name**) agree to the following In-School Suspension (ISS) program for my student _____ (**student name**). I am fully aware of and assume all costs associated with ISS and understand that the Administration reserves the right to decide which level of suspension my student will participate in due to their actions.

I _____ (**parent name**) authorize Faith Christian Academy to charge my student's FACTS account in the amount associated to the designated In-School Suspension type, which will be paid with my students monthly incidental charges.

TYPES OF IN-SCHOOL SUSPENSIONS

Half Day Cost

Hours of ISS 8:00 am-11:30 am

Cost \$50.00

Full Day Cost

Hours of ISS 8:00 am-3:00 pm

Cost \$100.00

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date