

Family Christian Academy



**Family Handbook
2024-2025**

TABLE OF CONTENTS

Academics	19
Biblical Integration	19
Academic Standards	19
Upper School Required Courses	20
Grading	21
Course Withdrawal	22
Course Changes	22
Textbooks	22
Academic and Counseling Services	22
Academic Probation Policy	22
Academic Misconduct	23
Homework Policy	23
Progress Reports	23
Dual Enrollment	24
Promotion Policy	24
Report Cards	25
Valedictorian and Salutatorian	26
Athletics	34
Attendance	31
Arrival	31
Early Dismissal and Leaving School	31
Dismissal	32
Excused Absences	32
Unexcused Absences	33
Attendance Probation	33
Tardiness	33
Reporting to School Following in Absence	34
Sign in/ Out	34
Behavior Probation Policy	37
Community Service Requirement	26
Required Hours	26
Specific Guidelines for Service Opportunities	27
Examples of Approved Community Service Ministries	27
Day to Day Operations	46
Chapel/Bible	47
Student Council	47
Classroom Parties	47
Hall Passes/ Leaving Class	47

Electronics Policy	41
Media Policy	41
Technology Policy	41
Photographs and Videos	41
Bring Your Own Device	41
Definition of a Device	41
Security and Damages	41
Student Use of Personal Electronic Devices at School	41
Discipline Response for Violating the Electronic Device Policy	42
Toys and Games	42
Employee and Student Guidelines	27
Enrollment	17
Application	17
Expectations of Student Conduct	34
Biblical Principles Guiding Student Conduct	34
Standards of Conduct and Discipline	36
Conflict Resolution	37
Lower School (K-5) Discipline Procedures	36
Upper School (6-12) Discipline Procedures	37
Complaint and Resolution Procedures	39
Requirements for Exam Exemptions (Grades 9-12)	40
Rewards of Exemplary Behavior	40
Family Christian Academy	5
Our Mission	5
Statement of Non-Discrimination	6
Family Christian Academy History	6
Statement of Faith	6
Secondary Doctrines	7
Statement on Marriage and Sexuality	7
Christian Philosophy of Education	8
Core Values	8
School Objectives	8
Student Outcomes	10
Facts at a Glance	14
FCA Organization	13
Faculty	14
Field Trips	14

Harassment and Bullying Policy	29
Medical	51
Emergency Phone Numbers	51
Medications at School	51
Illness or Injury at School	51
Illness Policy	51
Coronavirus Diagnosis	52
National Honor Society	28
Probation/expulsion from Honor Society	28
Office Procedures	48
Lockers/Storage	48
Lost and Found	48
Search and Seizure	48
Visitors to Campus	48
Traffic	49
Vehicles on Campus	49
Lunch Deliveries	49
Partnering with Parents	11
Photos and Videos	11
Grievance Policy	12
Parent Volunteer Procedures	13
Payment Policies	17
Fees and Tuition	18
Extended Care Fees	18
Suspension of Families for Non-Payment	19
Transfer/ Withdrawals	19
Gift Giving	19
Uniform Dress Code	42
Weather Conditions	52

FAMILY CHRISTIAN ACADEMY

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

OUR MISSION

Family Christian Academy provides an education that:
Is Bible-centered
Is academically excellent
Equips students to engage the world for Christ

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

Phone Number: (941) 625-8977
School Hours: 8:00 - 2:15 pm - grades PK-5 (lower school)
8:00 - 2:45 pm - grades 6-12 (upper school)

Web Address: www.fcamustangs.org

E-mail Address: office@fcamustangs.org

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

Office Staff:	Mrs. Jessica Martinez	Office Manager
	Mrs. Jennifer Olds	Administrative Assistant
	Ms. Janice Terry	Assistant Finance Director
	Ms. Mary Brooks	Admissions Coordinator
	Mrs. Melissa Stainton	Administrative Assistant

Accreditation Membership

Family Christian Academy is accredited by Christian Schools International (CSI). FCA maintains standards of excellence, allowing us to retain this accreditation continuously. This accreditation provides recognition for our school by the state of Florida as a valid educational institution. It qualifies FCA for grants and other funding opportunities, certifies the validity of our graduates' transcripts and academic program, and holds our school to a high standard of excellence in Christian education. We file annual accreditation reports, and every 5-7 years, a comprehensive self-study is completed, and an on-site team visits to come alongside us and verify the information contained in the reports. Every aspect of our school and program is a part of this process.

STATEMENT OF NON-DISCRIMINATION

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

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

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

FAMILY CHRISTIAN ACADEMY HISTORY

FCA was established in 1983 by Port Charlotte, Florida's First Baptist Church (now Family Church). The church's vision was to provide a Biblically integrated academic school for the children of Christian families in the area. Named initially First Baptist Community Christian School, it was Charlotte County's first Christian school and served students in kindergarten through eighth grade.

In 1995, CCS added high school classes to meet the needs of families that desired a complete secondary education experience. The first graduation class was in 1999.

In 2022, the school became known as Family Christian Academy. FCA provides its students with an educational program that is academically rigorous, culturally relevant, and spiritually robust.

Today, FCA's students and parents benefit from the vision, faith, and experience of nearly four decades of educating our community's young people.

STATEMENT OF FAITH

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

STATEMENT ON MARRIAGE AND SEXUALITY

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

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

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

To preserve Family Christian Academy's mission and integrity and provide a biblical role model to the students and the community, all school employees, students, and their families must agree to and abide by this Statement on Marriage and Sexuality.

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

Everyone must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture or this school's policy.

SECONDARY DOCTRINES

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

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

CHRISTIAN PHILOSOPHY OF EDUCATION

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

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

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

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

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

CORE VALUES

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

SCHOOL OBJECTIVES

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

I. Spiritual

- A. Instruct students in the truths of scripture as outlined in the Statement of Faith.
- B. Develop our students' knowledge, appreciation, and respect for God, His Son Jesus, and the indwelling Holy Spirit, thus instilling a desire in everyone to do God's will.
- C. Instill

- in each student an understanding of the importance of developing a personal relationship with Jesus Christ and the importance of the Holy Spirit in the world and the church.
- D. Instruct students in developing a Biblical worldview in every aspect of their lives.
 - E. Make students aware of the awesomeness of God through their active participation in chapel and other activities.
 - F. Inspire a desire in students to become more reverent, respectful, and humble, transforming their character to be more like Christ.
 - G. Provide a distinctly Christian learning environment where:
 - 1. Every subject is taught from a Biblical perspective.
 - 2. Bible classes are required for all students.
 - 3. Every teacher is a Christian.
 - 4. Daily worship opportunities are part of our program.
 - 5. Community service is required.

II. Academic

- A. Establish and maintain high expectations. The course of study at FCA is designed to prepare students for college or vocational entrance and achievement. Students can develop their analytical and critical thinking abilities and become problem solvers. Our students are encouraged to become creative and create new ideas and solutions to problems.
- B. It is expected of our staff to instruct and foster the growth and expectations of our students both academically and spiritually.
- C. We will provide differentiation in instruction to develop our student's God-given gifts to their fullest potential.
- D. we desire to develop academic skills which result in the following:
 - 1. Lifelong learners
 - 2. Highly motivated individuals
 - 3. Individuals with the ability to effectively use the English language to express written and spoken thoughts, ideas, and feelings coherently
 - 4. Opportunities for our students to experience a variety of technologies in preparation for future success
 - 5. Ability to use research, analytics, and evaluation in decision-making and resolving problems

III. Social

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

STUDENT OUTCOMES

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

1. Understand and commit to a personal relationship with Jesus Christ.
2. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
3. Are proficient in mathematics and science.
4. Have a knowledge and understanding of people, events, and movements in history and the cultures of other people and places.
5. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
6. Have a critical appreciation of the languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging Biblical hospitality for the "alien" (stranger).
7. Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
8. Know how to utilize resources, including technology, to find, analyze, and evaluate information.
9. Are committed to life-long learning.
10. Have the skills to question, solve problems, and make wise decisions.
11. Understand the worth of all humanity as created in the image of God.
12. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
13. Know, understand, and apply God's word in daily life.
14. Possess apologetic skills to defend their faith.
15. Pursue the fruits of the Spirit in their everyday lives.
16. Treat their bodies as temples of the Holy Spirit.
17. Are actively involved in a church community, serving God and others.
18. Understand, value, and engage in appropriate social (community) and civic (political) activities.
19. Embrace and practice justice, mercy, and peacemaking in family and society.
20. Value intellectual inquiry and are engaged in the marketplace of ideas (open and honest exchange of ideas).
21. Respect and relate appropriately to the people they work, live and play with.
22. Appreciate the natural environment and practice responsible stewardship of God's creation.
23. Are prepared to practice the principles of healthy, moral family living.
24. They are good stewards of their finances, time, and all other resources.
25. Understand that work has dignity as an expression of the nature of God.
26. Are young men and women of integrity.
27. Strive to do their best in whatever they do.
28. Be able to explain the plan of salvation to non-believers.

PARTNERING WITH PARENTS

Agreement with What We Believe

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

Communication

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

Parent Involvement

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

Photographs and Videos

Family Christian Academy students are regularly photographed and videoed. These photos and videos can be used to promote the school by showing many of our activities. If a student or family does not wish such pictures to be used in school publications or promotions, please complete the Opt-Out form and submit it to the office. Consent is implied via the application and re-enrollment process without a completed Opt-Out form.

Custody Information

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

Routines

Establish routines that allow students to attend school regularly and on time and comply with attendance policies and procedures.

Discipline

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

Authority

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

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

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

GRIEVANCE POLICY

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

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

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

One: Keep the matter confidential

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

Two: Keep the circle small

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

Three: Be straightforward

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

Four: Be forgiving

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

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

Procedure to Follow

1. Before expressing any grievance, a person should examine themselves and their own motive.
2. Talk directly with the person they perceive to be causing their grievance. *(Since it might be very intimidating for an individual to approach a supervisor or an adult in confidentiality, there is the option of confidentially approaching a spiritual mentor before the first confrontation for assistance and moral support.)*
3. Suppose the initial discussion does not prove satisfactory. In that case, the complainant should take a grievance designee with them to talk with the person again to have an independent third party confirm the facts of the conversation.
4. If the situation remains unresolved, the complainant shall seek help from the appropriate leadership within FCA. If the original concern relates to a person in authority, the complainant would appeal to the next leadership level.
5. If the complainant feels unable to continue with this outcome, they may:
 - i. Ask the administration for a change of assignment (class, position, etc.), which may or may not be granted
 - ii. Withdraw or resign from FCA.
6. Administration will endeavor to reconcile those in disagreement before assignment, withdrawal, or resignation occurs.

PARENT VOLUNTEER PROCEDURES

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

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

You can pick up the Volunteer Forms in the school office and on the Facts Family Portal.

FIELD TRIPS/OFF-CAMPUS EVENTS

1. Safety is paramount when students are transported to and from a school-sponsored activity.
2. The teacher can deny a student the privilege of participation in an activity outside the school for reasons relating to unacceptable behavior and incomplete academic work.
3. Teachers must submit their supervisory plans for transportation of students to and from a school-sponsored activity for review and approval by the Principal.
4. Those who assist teachers in supervising school students on a school-sponsored trip will be chosen at the discretion of the respective teacher with the approval of the Principal.
5. All participants must have the Field Trip Permission Slip signed and turned in before the field trip, and payment must be received.
6. Before the field trip, all chaperones must have a completed FCA Volunteer Packet and a Volunteer Driver Application. A Volunteer Driver Application is not required if the chaperone is not driving a separate vehicle and rides the bus. A driver may drive only their child to and from a field trip.
7. Suppose the vehicle is provided by volunteers, parents, guardians, chaperones, or any other supervisory personnel. In that case, that driver must be 21 years of age or older and submit to the school a copy of their valid Florida driver's license and proof of current and valid insurance. The school does not provide insurance coverage for teachers, employees, volunteers, parents, guardians, youth directors, chaperones, or any other supervisory personnel who provide approved transportation in privately owned vehicles.
8. If a parent or guardian is a chaperone during a field trip, they may not bring other siblings/family members on the field trip. Field trips are for educational purposes or a reward for participation in a school group. Only the students in the class or group may attend.
9. If a student is not attending a field trip, they will be marked down for an unexcused absence unless another absent protocol has been followed.
10. If a student chooses not to participate in an educational field trip their class takes, they must stay home and will be marked down for an unexcused absence.
11. A field trip is an opportunity to get off-campus educational experiences to further our students' scope of knowledge. Our students are expected to participate in our school-organized field trips.

FACTS AT A GLANCE

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

School Mascot: Mustang

Accreditation: Christian Schools International (CSI)

Membership: Association of Christian School International (ACSI)

Student-to-Teacher Ratio/Class Size

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

<u>Grade Level</u>	<u>Class Size</u>
K3	8 - 10
K4	10 - 12
K5 to 5th	18 - 20
6th to 8th	20 - 24
9th-12th	16 - 18

FACULTY

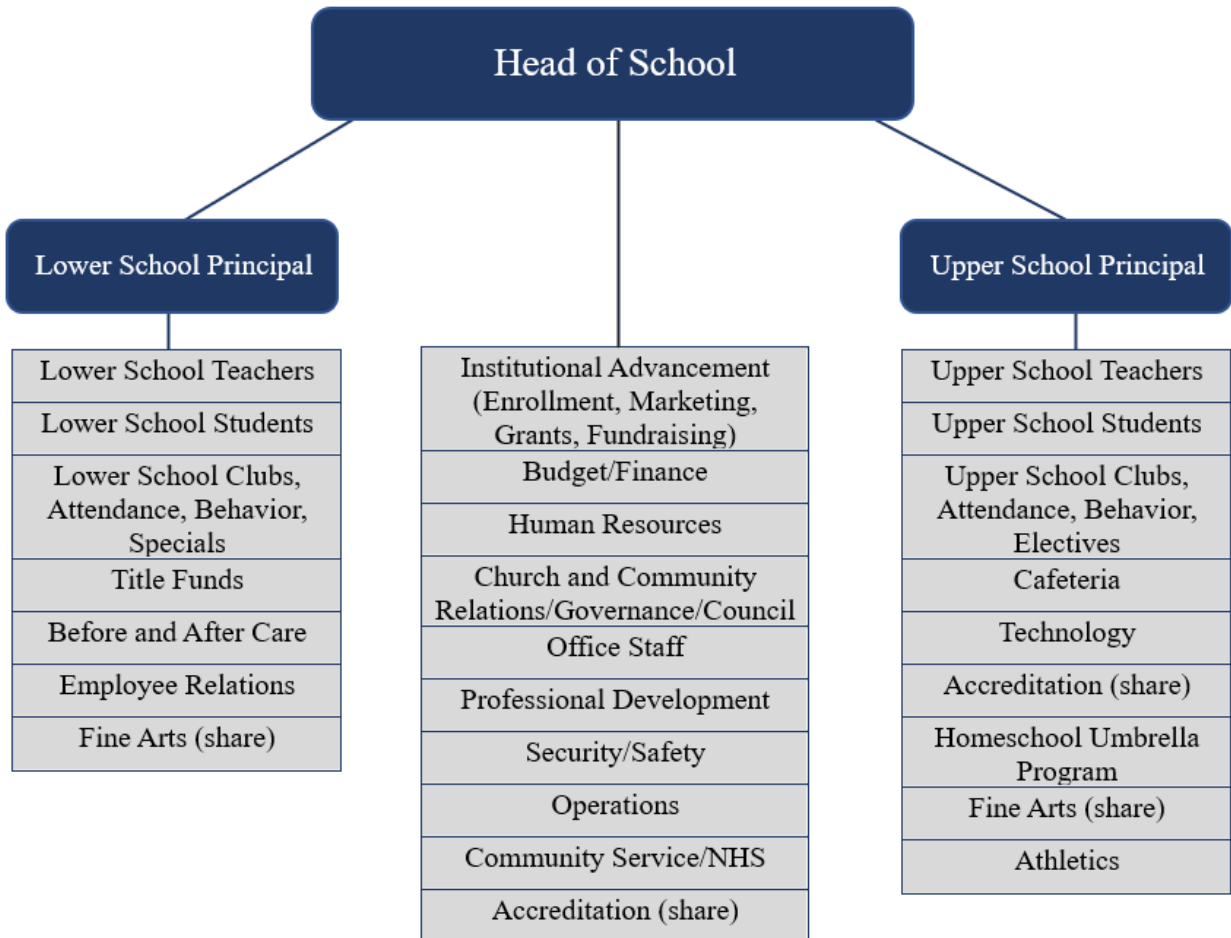
The administrative team screens and interviews all faculty. Each one is hired based on their testimony of salvation in Christ, their love for children, and their academic preparation, including a minimum of a Bachelor’s degree. Teachers are expected to maintain professional certification and a commitment to FCA's goals, purposes, philosophy, standards, and mission. Every faculty member is certified through ACSI, FLDOE, or FACCS, or a detailed professional growth plan is in place to help them fulfill these requirements.

FCA ORGANIZATION

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

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

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



ENROLLMENT APPLICATION

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

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

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

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

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

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

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

To Apply:

1. You can schedule a tour by clicking on “Schedule a Tour” at the top of the page.
2. Submit a completed application by clicking on “Apply Online” to the left
3. Submit the following requirements:
 - a. Teacher Recommendation
 - b. Signed Statement of Faith (1 per family)
 - c. Student Testimony (grades 6-12)
 - d. Signed Release of Student Records
 - e. Pastoral Recommendation (1 per family)
 - f. Submit the following forms to the office:
 1. A current copy of your student’s IEP, 504, or medical concerns that are educationally relevant
 2. Florida Certificate of Immunization (DH #680)
 3. Florida Student Health Examination form (DH #3040)
 4. A copy of the student’s Birth Certificate
 5. A copy of the student’s most recent and previous year’s report card

6. A copy of the student's most recent Standardized Test Scores (FCAT, SAT, IOWA, Terra Nova, etc.)
7. \$75 Non-Refundable Application Fee
4. Take an academic assessment consisting of reading and mathematics (grades K-12). This will be scheduled through the admissions office.
5. Meet with a member of the administration team for a family interview.
6. Meet with the Assistant Financial Director of FCA.

PAYMENT POLICIES

Fees and Tuition

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

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

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

The FACTS Tuition Management Program is set up for all monthly accounts. Payments are due on the 5th or 20th of each month. When it receives a completed agreement, FACTS will collect a \$50.00 annual fee. The 12-month payment plan begins in July and concludes in June, and the 10-month payment plan begins in August and concludes in May.

Before Care

Before care is offered beginning at 7:00 a.m. each day, families interested in paid childcare between 7:00 a.m. and 7:30 a.m. may contact the school office for further details about current fees and to sign up. All other students may be dropped off beginning at 7:30 a.m. at no charge.

If your account is more than two weeks past due, your child(ren) will be suspended from before-care services until your balance is reconciled. If you are experiencing financial hardship, you can set up a payment plan, which will allow your child(ren) to remain in aftercare. Please see the front office to set up a payment arrangement.

After Care

The After Care program is for enrolled FCA family students. FCA families needing extended care may register for this service through FACTS during enrollment. After Care will open immediately after dismissal and close at 6:00 pm on school days. Monthly rates for extended care may be included in your FACTS Tuition Management Program. Families who are interested in signing up for After Care should contact the school office to get further details about current fees and to sign up.

If your account is more than two weeks past due, your child(ren) will be suspended from after-care services until your balance is reconciled. If you are experiencing financial hardship, you can set up a payment plan, which will allow your child(ren) to remain in aftercare. Please see the front office to set up a payment arrangement.

SUSPENSION OF FAMILIES FOR NON-PAYMENT

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

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

TRANSFERS/WITHDRAWALS

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

GIFT GIVING

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

ACADEMICS

Biblical Integration

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

Academic Standards

Family Christian Academy endeavors to maintain a rigorous and challenging academic curriculum focusing on developing a Biblical worldview. Our curriculum, while challenging, is also founded on Biblical principles, which prepares our students to become spiritually discerning young adults who can apply God's truth throughout their lives.

Lower School Required Curriculum Courses

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

Middle School Required Curriculum Courses

- Bible
- Math - General Math
 - Pre-Algebra
 - Algebra I * **
 - Honors Algebra I * **
- Science
- English/Language Arts
- History
- Electives – Band, Art, Media/Technology, Cadets, Physical Education, or Life Skills

* Prerequisites are pre-algebra and teacher recommendation

** Passing grade qualifies this course for Upper School Credit

High School Required Curriculum Courses

All students enrolled in grades 9-12 at FCA complete the following courses. The Academic Advisor will meet with students and parents periodically to help plan schedules and to explore career exploration, dual credit options, and technical college programs.

**FAMILY CHRISTIAN ACADEMY
UPPER SCHOOL REQUIRED COURSES**

9 th Grade	10 th grade	11 th Grade	12 th Grade
Bible-Bible Doctrines Part 1	Bible-Bible Doctrines Part 2	Bible-Biblical Worldview Part 1	Bible-Biblical Worldview Part 2
English I English I Honors	English II: World Literature English II: World Literature Honors	English III- Am. Lit. English III: Am. Lit. Honors	English IV: British Lit English IV: British Lit Honors
Algebra I Algebra I Honors Geometry Geometry Honors	Algebra II Algebra II Honors Geometry Geometry Honors	Algebra II Algebra II Honors Pre-Calculus	College Level Mathematics/Online DC Math Consumer Mathematics/ Financial Literacy
Physical Sci. Physical Sci. Honors	Biology I Biology I Honors	Chemistry Chemistry Honors	
Physical Education/ Health *	World History World History Honors	Am. History Am. History Honors	Economics Economics Honors Am. Government Am. Government Honors
Cultural Geography	Speech/Debate (Fine Arts)	Foreign Language- Spanish 1	Foreign Language- Spanish 2
Elective	Elective	Elective	Elective

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

Graduation Requirements

Bible - 4 credits (or one (1) credit for every year attending FCA Upper School)
English - 4 credits
Math - 4 credits
Science - 3 credits (2 must be a lab)
History - 3 credits
Foreign Language - 2 credits (preferably consecutive years for college entrance)
Physical Education - 1 credit
Fine Arts - 1 credit
Other Electives- 2 credits
 ** *A total of 24 credits are required for an Upper School student to graduate.*

Grading

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

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

N- Needs Improvement

The Honor Roll is determined using scores from only academic courses, including English Language Arts, Mathematics, Science, and Social Studies.

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

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: Below 60

All non-academic subjects will follow the same grading procedures listed for K3- fifth grade.

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

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: Below 60

Course Withdrawal

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

Course Changes

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

Textbooks

Students are issued textbooks at the beginning of the school year. Some of the books are consumable, which means that students may keep their books after the school year is over. Other books are non-consumable, which means they are the property of FCA and must be returned.

Academic Probation Policy

Purpose

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

Students are placed on probation because of the following:

1. Two consecutive quarters with one grade below 60%
2. Student's GPA for the current school year drops below 70%
3. At the end of a quarter, the student has two failing grades

Length of Probation

A probationary student's report card is reviewed at the end of each quarter. Students who pass all subjects after the previous grading period will be removed from academic probation. A student may be recommended for dismissal if they pass only some classes after the completion of two academic quarters.

Limits of Probation

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

Role of the Principals During the Probation Period

The principal will monitor the student's academic progress during the probationary period and will employ specific strategies to help the student focus on improving their academic performance. These strategies may include, but are not limited to, homework contracts, parent/student contracts, signing of daily homework planning forms, and required tutoring. These and other strategies will support student and parent accountability in meeting the student's goal of passing all subjects and performing up to their potential. These strategies will be outlined in a Provisional Agreement created between the parent, student, and school.

Recovery of Failed Required High School Graduation Credits

If a student fails a class and is required to complete a recovery course, the parent is responsible for paying for the course to be completed virtually. The cost needed to be covered is \$375 per semester per class.

Academic Misconduct

Family Christian Academy expects all students to exhibit a biblical standard of conduct. Therefore, conduct regarding academics that is inconsistent with this standard is not acceptable. Misconduct

includes dishonesty, cheating, plagiarism, or any other effort that the teacher has not approved in advance to gain help from another student or aid another student.

Cheating

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

Plagiarism

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

Homework Policy

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

It is our goal to develop good study habits from the very beginning and to encourage lifelong learning. In an effort to provide students the best education while not overwhelming them with homework, an average student can expect to spend 10 minutes multiplied by their grade level each evening on homework (example: third grade = 30 minutes). In addition to daily homework, teachers may assign projects that are done over a period that takes longer to complete. Our focus is not on giving students the maximum amount of homework but on giving them the kind of homework that will be most effective in building study skills and study habits and reinforcing concepts in order to practice what was already learned in class. Time is a factor to be considered, although not a determinative factor. Classroom teachers will communicate homework to students and parents via a weekly letter sent home, FACTS entries, Google Classroom, or a teacher website.

Progress Reports

Mid-quarter progress reports are available on FACTS to evaluate student academic and conduct status. Parent conferences are scheduled as soon as a pattern of academic or disciplinary problems occurs.

Honors Courses

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

Dual Enrollment

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

Promotion Policy

Grades K 3-5

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

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

Grades 6-8

If two or more core subjects (English, Math, Science, History, or Bible) are failed, the entire grade must be repeated.

Grades 9-12

Students must pass all required graduation courses, which are determined by semesters. If students fail a complete course or a semester, FCA may be unable to accommodate their schedule to make up for this failed course.

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

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

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

Report Cards

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

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

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

Testing

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

Valedictorian and Salutatorian

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

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

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

COMMUNITY SERVICE REQUIREMENT

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

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

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

1. This program involves students in grades 6-12. In the younger grades, other projects related to community service are conducted.
2. This program provides community service. The administration must approve any projects that benefit FCA, its students, or families.
3. All FCA students should always exemplify the Lord Jesus Christ in their behavior while serving in the community.
4. Our objective is for students to have a passion for the community service projects they engage in. Students will note on their Community Service Forms why they have chosen the organizations and activities for their community service hours. Students may choose to be part of an ongoing outreach ministry or project, or they may choose to complete the required community service hours for the year in a single outing.
5. If the student does not follow the proper procedures, the work or project may be rejected, or hours (all or partial) spent on it may be lost.

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

Required Hours

Middle School and High School

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

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

Specific Guidelines for Service Opportunities

1. Service opportunities must be completed with non-profit organizations, such as private hospitals or nursing homes, with a few exceptions. (see list below)
2. The student must contact the agency and arrange for the time of the community service. This is the student's responsibility.
3. Students must have parental permission to go to the community location.
4. The student must provide their transportation to and from the volunteer site.

5. The student must have the agency director or supervisor complete a Community Service Form (The student will not receive credit without this form). Family members may not sign their students' community service hours forms.
6. Unique ministry opportunities within your local church are acceptable. These activities must be beyond the church's regular activities and the student's involvement.
7. Students may also complete community service projects over the summer using the Community Service Form and adhere to the same criteria.
8. If a student does not meet the community service requirement, they will meet with their homeroom teacher to discuss the next steps and complete a Google Form Plan. If the community service hours still need to be met, the student will meet with leadership and be assigned an activity to help complete them.

Examples of approved Community Service ministries off campus:

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

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

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

NATIONAL HONOR SOCIETY

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

To qualify for NHS, a student must have a 3.5 unweighted cumulative GPA, show evidence of leadership, display Christian character, be involved in service projects, and attend weekly church services. The student is presented with an application form and invited to apply.

Step One:

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

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

Step Two:

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

Step Three:

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

Step Four:

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

Probation/expulsion from Honor Society

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

FCA HARASSMENT AND BULLYING POLICY EMPLOYEE AND STUDENT GUIDELINES

Introduction

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

Definition and Examples of Bullying/Harassment

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

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

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

Definition and Examples of Cyber Bullying/Harassment

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

Examples of cyberbullying include, but are not limited to:

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

Definition and Examples of Sexual Misconduct/Harassment

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

These behaviors can include, but are not limited to:

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

Reporting Harassment, Bullying, or Cyberbullying

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

Investigation

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

Disciplinary Action

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

Retaliation

Retaliation against anyone complaining of perceived unlawful harassment is not biblical or illegal. FCA defines retaliation as “a form of revenge that results in the hurting or harm to someone (emotionally, mentally, or physically) in response to something they have done to you or previous actions. Retaliation in any manner may result in dismissal from FCA.

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

2. *“Do not repay anyone evil for evil. Be careful to do what is right in sight of everyone. If it is possible, as far as it depends on you, live at peace with everyone. Do not take revenge, my dear friends, but leave room for God’s wrath, for it is written: ‘It is mine to avenge, it is mine to repay,’ says the Lord.”*

Romans 12:17-19.

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

I Thessalonians 5:15.

4. *“Do not repay evil for evil or insult for insult. On the contrary, repay evil with blessing, because to this you were called so that you may inherit a blessing.”*

I Peter 3:9.

ATTENDANCE

Students are expected to be at school when it is in session. State Law (FS 1003.21, (1)(a) requires all children who have attained the age of six (6) years or who will have attained the age of six (6) years

by February 1 of any school year or who are older than six years of age but who have not attained the age of 16 years, except as otherwise provided, to attend school during the entire term.

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

- | | | |
|---------------------------|------------|--|
| 1. Grades K- 3 students – | 720 | net instructional hours = four (4) net instructional hours per day |
| 2. Grades 4-12 – | 900 | net instructional hours = five (5) net instructional hours per day |
| 3. Grades 9-12 – | 135 | net instructional hours for a core credit course that is required for graduation |

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

Arrival

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

Early Dismissal or Leaving School

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

Dismissal

At dismissal, teachers in the lower school will escort their students to the parent pickup area. Students will be supervised by their teachers until they are picked up by parents/guardians or escorted to their aftercare room at 2:30 pm. Students in grades 6th through 12th will walk to the parent pick-up area or student parking area. Their teachers supervise students until they are picked up or leave campus in their vehicle. Those students in grades 6 - 8 who remain on campus after 3:00 pm will be dismissed to their Aftercare room. High School students who stay on campus after 3:00 pm will go to the school office and contact a parent/guardian for pickup.

Excused Absences

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

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

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

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

If a student must be absent from school for reasons that result in an excused absence, the student remains responsible for the work assigned for each class missed. If there is a pre-planned absence, please contact the office in advance. If the absence is not pre-planned, please contact the office **by 10:00 am** that day to inform us that your child will be absent. Students will be allotted five excused absences per semester. Any absence after this will be counted as unexcused. If your family is taking a vacation during the school year, your child is responsible for completing all missed work. Your child will receive one day for every day out of school to make up classwork and homework. If your child missed an assessment (quiz, test, major project), you or they, as their guardian if they are in PK-5, will need to schedule a time with the teacher to make that up after school hours. Teachers are not required to provide work ahead of family vacations and will do so at their discretion.

Unexcused Absences

Any absence other than those stated above is considered unexcused unless the administration approves. Unexcused absences will be handled in the following manner:

1. Students who are excused from absence will receive make-up work. Unexcused absences will result in a grade of zero for missed classwork or homework. Any formal assessment (e.g., quiz, test, project, performance, etc.) that is missed due to an unexcused absence can be made up within two school days of returning to school.
2. When a student has five (5) unexcused absences, the parents will receive notification.
3. When a student has missed ten (10) days, excused and unexcused, the Principal will request an in-person meeting with the parents/guardian.
4. When a student has missed more than ten (10) days, a student may be required to make those days up on field trip days.
5. High school students missing eight class periods of the same subject during a semester may not receive credit for that class.

6. Extended illnesses will be handled on an individual basis.
7. Family vacations will be considered unexcused absences. The Request to Absent form should be filled out prior to the trip and approved by the Principal. All make-up work is the student's responsibility.
8. High school students are defined as habitually truant: a student who has missed 15 unexcused absences within ninety (90) calendar days and has attained the age of 14 will be reported to the Department of Highway Safety and Motor Vehicles. According to state statute, those students who fail to satisfy attendance requirements will be ineligible for driving privileges.
9. School-sponsored activities are considered part of the education program and will not count against attendance for those attending the trip. Students choosing not to attend a school-sponsored trip will be expected to report to school unless the Principal gives prior approval for the student to be excused.
10. Students on state scholarships who exceed the maximum allowable unexcused absences (10% of school days) may jeopardize their state scholarship.
11. If a student misses school (excused or unexcused), they will not be permitted to attend or participate in any school activities or functions that day or evening. This includes, but is not limited to, sports, events, and trips.
12. If a student exceeds 30 absences (any combination of excused or unexcused) per school year, they may be considered for retention.

Attendance Probation

Students with excessive absences and tardiness (seven absences or ten tardies) may be placed on probation. Students who are placed on probation will have a Provisional Agreement created with the principal, student, and parent, which will outline the expectations for improving tardies and absences. Once placed on probation, upper school students will be asked to make up excessive time missed in school in either morning or afternoon detention. School personnel will closely monitor attendance and contact parents/guardians regarding attendance issues.

Tardiness

Arriving at school late can be a distraction not only to the tardy student but to their peers and teachers. We encourage parents and students to be at school on time. Students who are unprepared for work at 8:00 am or for the tardy bell for each subsequent class period are considered tardy. The following is the procedure for addressing tardy students:

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

Reporting to School Following an Absence

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

Sign In/Out

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

ATHLETICS

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

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

High School

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

Middle School

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

To be eligible to play athletics at FCA, students must maintain a "C" average (70% or above) overall and have a passing grade average (**65% or above**) in all classes. Students must carry a 2.0

grade point average (FHSAA rules) throughout the activity or be removed from the activity. Complete eligibility requirements are available from the coach or Athletic Director.

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

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

Physical Education Attire

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

EXPECTATIONS OF STUDENT CONDUCT

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

Standards of Conduct and Discipline

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

FCA's discipline procedures aim to influence student behavior so that students develop self-control and can problem-solve complex and challenging issues. Students are expected to respect the God-given authority of faculty and staff members regarding conduct and dress code issues.

FCA's approach to discipline is multi-tiered: preventative, corrective, and restorative. We prevent issues by establishing Biblical standards that lead to self-discipline, if possible. We want the students to see that responsible conduct is pleasing to God and is beneficial to them. Each student must

maintain their relationship with God and develop an understanding that a life lived in obedience to God provides abundance. The final expectation is to restore the relationship(s).

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

Classroom Conflict Resolution

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

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

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

Lower School (K-5) Discipline Procedures

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

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

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

UPPER SCHOOL (6-12) DISCIPLINE PROCEDURES

Family Christian Academy aims to provide all students with a Christ-honoring, safe, and orderly environment. We never desire to need to implement disciplinary measures with a student. However, all students are subject to school disciplinary measures if a student's behavior is inappropriate. Behavior that occurs off campus and negatively impacts the school's daily operations can lead to disciplinary measures. Each student will be provided with a copy of student classroom expectations. FCA's teachers are empowered and encouraged to resolve minor disciplinary issues in their classrooms. The following are designed to provide a general outline of a teacher's procedures to address student misbehavior.

Behavior Probation Policy

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

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

The probation period lasts one (1) quarter, and the child's status is reviewed when report cards are issued.

A child who completes the first quarter without significant behavioral problems will be removed from behavioral probation, and standard rules and consequences will apply. The child may be on probation for another quarter if the Administration considers it necessary. A severe offense, including Level II or III offenses, can lead to the automatic expulsion of a student on probation.

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

Level I Offenses and Consequences:

Examples of Level I Offenses:

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

Examples of Level I Consequences:

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

Teacher-assigned consequences may include changes to seating arrangements in person or phone conferences with parents.

Level II Offenses and Consequences

Examples of Level II Offenses:

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

Examples of Level II consequences:

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

Level III Offenses and Consequences:

Level III misbehavior incidents will be referred to the Head of School or Principal and posted on FACTS. Possession of a gun or knife will result in automatic expulsion.

Examples of Level III offenses:

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

Examples of Level III consequences:

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

If a student is placed in in-school suspension (ISS) or out-of-school suspension (OSS), they will be required to complete their classwork, homework, and make-up assessments. Arrangements will need to be made with the teacher to make up missed assessments.

COMPLAINT AND RESOLUTION PROCEDURES

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

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

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

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

Step I – Resolution Procedure

All questions, problems, or complaints should be brought directly to the individual teacher/staff member for resolution before the involvement of other individuals. If an acceptable resolution cannot be reached at this step, the staff member involved will arrange for a Step II meeting.

Step II – Meeting

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

Step III - Meeting

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

Step IV - Meeting

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

Rewards for Exemplary Behavior

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

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

Requirements for Exam Exemptions (Grades 9-12 only)

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

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

ELECTRONICS POLICY

Definition of a Device

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

Technology Policy

FCA maintains the right to supervise and review all media at school. Electronic devices must be turned off throughout the school day, turned in at the beginning of the day to their homeroom teacher, and then put into designated storage containers. If a student arrives tardy and misses homeroom time, they will need to leave their cell phone with the front office and pick up their phone

there at the end of the day. Devices that FCA furnishes are to be used following the directions provided by the instructors. Students who abuse the privilege of using a device may forfeit that privilege for a set period or indefinitely, depending on the infraction. Please refer to the *FCA Technology Acceptable Use Policy Agreement* for more information.

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

Security and Damages

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

STUDENT USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL

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

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

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

Discipline Response for Violating the Electronic Device Policy

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

Second offense—After a second occurrence, all technology privileges will be revoked for the remainder of the semester. Students will also not be allowed to bring a cell phone or smartwatch to campus for the remainder of the semester. If the second occurrence happens at the end of a semester, the student will lose the privilege the following semester.

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

Toys and Games

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

SCHOOL UNIFORM DRESS CODE

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

Gentlemen - Grades 6-12

Standard School Day Attire

Optional Attire

<p>Required: Navy, Black, Gray, or Royal Blue Polo Shirt (Short or long-sleeved) with the school logo.</p> <p>Khaki or black uniform pants or shorts (no cargo pants, shorts, or jeans), and <u>the short length may be no shorter than the vertical length of a credit card between the bottom of the shorts and the crease on the back of the knee.</u></p> <ul style="list-style-type: none"> ● The waistline of the pants must be at the waist. ● All pants/shorts must be relaxed with a straight opening at the bottom. ● Athletic shoes, closed-toe shoes, ● <i>Crocs are not allowed.</i> ● All clothing must be size-appropriate. 	<ul style="list-style-type: none"> ● Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. Outerwear must be plain, have the school emblem or mascot, and be a school color. Logos more prominent than 1” are not allowed. ● Spirit Friday’s single-color blue jeans, black loose-fitting jeans, or uniform mesh shorts may be worn with a spirit shirt purchased by the family. No ripped, torn, shredded or excessively distressed jeans are allowed. ● To participate in Spirit Friday, \$1 is paid to the student’s homeroom teacher for the FCA Sunshine Fund.
<p>No hats or sunglasses are permitted unless approved by the leadership team.</p>	<p>Tattoos, ear gauges, or body piercings, including ear piercings, are unacceptable at any time.</p>

Additional Guidelines

<p>Hair should be clean and neat, and should not interfere with the student’s ability to see, learn, and function as a student at school. Hair should not be distracting to the learning environment, or draw undue attention to the student. If hair is pulled back, only a plain black elastic hair tie may be used. When hair is naturally falling, the student’s face and eyes should be able to be seen by the teacher at all times. No hair adornments may be worn; this includes headbands, ponytail holders (except a plain, black elastic hair tie), barrettes, hairpins, clips, etc. Boys may not wear make-up, female jewelry, or nail polish. Hair must be of a natural color. Insignias may not be shaved or dyed into the hair. Students are to be clean-shaven.</p>
--

Ladies (Grades 6-12)

Standard School Day Attire

Optional Attire

<p>Required: Navy, Black, Gray, or Royal Blue Polo Shirt (Short or long-sleeved) with the school logo.</p> <p>Khaki or black uniform pants, skirts, skorts, or shorts (no cargo pants, shorts, or jeans), and <u>the shorts/skort/skirt length may be no shorter than the vertical length of a credit card between the bottom of the shorts/skort/skirt and the crease on the back of the knee.</u></p> <ul style="list-style-type: none"> ● The waistline of the pants must be at the waist. ● All pants/shorts must be relaxed with a straight opening at the bottom. ● Athletic shoes, closed-toe shoes, ● <i>Crocs are not allowed.</i> ● All clothing must be size-appropriate. 	<ul style="list-style-type: none"> ● Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. Outerwear must be plain, have the school emblem or mascot, and be a school color. Logos more prominent than 1” are not allowed. ● Spirit Friday’s single-color jeans black loose-fitting jeans or uniform mesh shorts may be worn with a spirit shirt purchased by the family. No ripped, torn, shredded or excessively distressed jeans are allowed. ● To participate in Spirit Friday, \$1 is paid to the student’s homeroom teacher for the FCA Sunshine Fund.
<p>No hats or sunglasses are permitted unless approved by the leadership team.</p>	<p>Tattoos, ear gauges, or body piercings are unacceptable at any time.</p>

Additional Guidelines – Ladies Grades 6-12

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

Boys (PK-5)

Standard School Day Attire	Optional Attire
<p>Required: Navy, Black, Gray, or Royal Blue Polo Shirt (Short or long-sleeved) with the school logo.</p> <p>Khaki or black uniform pants or shorts (no cargo pants, shorts, or jeans), and <u>the short length may be no shorter than the vertical length of a credit card between the bottom of the shorts and the crease on the back of the knee.</u></p> <ul style="list-style-type: none"> ● The waistline of the pants must be at the waist. ● All pants/shorts must be relaxed with a straight opening at the bottom. ● Athletic shoes, closed-toe shoes, ● <i>Crocs are not allowed.</i> ● All clothing must be size-appropriate. 	<ul style="list-style-type: none"> ● Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. Outerwear must be plain, have the school emblem or mascot, and be a school color. Logos more prominent than 1” are not allowed. ● Spirit Friday’s single-color jeans, black loose-fitting jeans, or uniform mesh shorts may be worn with a spirit shirt purchased by the family. No ripped, torn, shredded or excessively distressed jeans are allowed. ● To participate in Spirit Friday, \$1 is paid to the student’s homeroom teacher for the FCA Sunshine Fund.
<p>No hats or sunglasses are permitted unless approved by the leadership team.</p>	<p>Tattoos, ear gauges, or body piercings, including ear piercings, are unacceptable at any time.</p>

Additional Guidelines – Boys PK-5th grade

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

Girls (PK-5)

Standard School Day Attire

Optional Attire

<p>Required: Navy, Black, Gray, or Royal Blue Polo Shirt (Short or long-sleeved) with the school logo.</p> <p>Khaki or black uniform pants, skirts, skorts, or shorts (no cargo pants, shorts, or jeans), and <u>the shorts/skort/skirt length may be no shorter than the vertical length of a credit card between the bottom of the shorts/skort/skirt and the crease on the back of the knee.</u></p> <ul style="list-style-type: none"> ● The waistline of the pants must be at the waist. ● All pants/shorts must be relaxed with a straight opening at the bottom. ● Athletic shoes, closed-toe shoes, ● <i>Crocs are not allowed.</i> ● All clothing must be size-appropriate. 	<ul style="list-style-type: none"> ● Hooded sweatshirts and outerwear may be worn with a school polo shirt underneath. Outerwear must be plain, have the school emblem or mascot, and be a school color. Logos more prominent than 1” are not allowed. ● Spirit Friday’s single-color jeans, black loose-fitting jeans, or uniform mesh shorts may be worn with a spirit shirt purchased by the family. No ripped, torn, shredded or excessively distressed jeans are allowed. ● To participate in Spirit Friday, \$1 is paid to the student’s homeroom teacher for the FCA Sunshine Fund.
<p>No hats or sunglasses are permitted unless approved by the leadership team.</p>	<p>Tattoos, ear gauges, or body piercings are unacceptable at any time.</p>

Additional Guidelines - Girls PK-5th grade

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

DAY-TO-DAY OPERATIONS

Chapel/Bible

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

Pledges

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

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

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

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

Student Council

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

Student Council Officer election requirements are as follows:

1. All students shall profess Jesus Christ as their personal Savior and participate in a local church.
2. All officers shall maintain an overall grade average of 74% in academic subjects with no individual grade below 70%.
3. All officers must have satisfactory conduct grades and no major discipline issues.
4. All officers must be enrolled for at least one year at FCA.

5. All officers must commit to attending all required school events and be actively involved in fundraising for the school, student council, and their class.

Classroom Parties

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

Hall Passes/Leaving Class

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

OFFICE PROCEDURES

Lockers/Storage

Students in 6th-12th grades will be assigned lockers. Students may purchase and use a lock; however, they need to provide the combination to the office. Sharing lockers is not allowed, nor is using an unused locker. Students are responsible for the inside and outside of their assigned locker. Students are expected to keep materials and books adequately stored inside the locker.

Lockers are the school's property and can be inspected at any time by school or law enforcement officials without the presence of the students. At the year's close, the student is responsible for removing items from the locker and either disposing of them or taking them home. Backpacks or other materials are not to be left in the walkways at any time during the day.

Lost and Found

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

Search and Seizure

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

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

Visitors to Campus

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

Traffic

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

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

Vehicles on Campus

Students with valid Florida driver's licenses can drive to school. Rules regarding parking and safety must be followed, or driving privileges may be lost. Students must register their vehicles in the school office. When their vehicle is on campus during the school day, the student will display their vehicle's parking tag on the dash to be visible from the outside.

Lunch Program

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

Lunch Deliveries

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

If your child is not ordering lunch through the cafeteria, please send a packed lunch with them. If your child forgets their lunch from time to time, we understand that lunch will need to be dropped off. However, we prefer that parents not drop off outside food. Either provide your child with food or purchase lunch from the school cafeteria.

Drinks on Campus

We understand your children may be eating/drinking in the car on the way to school. However, we ask them to finish their food and drinks before entering their homeroom class. We also ask that students only bring **water** to drink throughout the school day, whether in a reusable water bottle or not. Reusable water bottles must be completely sealed and leakproof. No unsealable water bottles or straw water bottles are permitted in PE. Please do not send your child in with a coffee or specialty drink to their homeroom. This will allow us to keep the classrooms clean. We do have refilling water stations on campus.

MEDICAL

Emergency Phone Numbers

It is crucial that Family Christian Academy has updated and current home, cell, work, and emergency contact numbers. FCA will try to contact parents or emergency contacts in case of a severe illness or injury. In critical cases, the first call will be made to 911. Please inform the office personnel of any changes to your address or emergency contact information. Each student must have an emergency contact other than their parents.

Medications at School

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

medications. Tylenol will only be provided with the parent's written permission and a doctor's permission, and for the relief of headaches only.

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

1. All emergency medication (Tylenol, Ibuprofen, etc.) given to a student must be accurately recorded with the student's name, date, medication given, dosage, and parent/guardian contact confirmation.
2. For the front office staff to give a student medication, a "Medication Information Form" signed by the parent must be present.
3. All medication must be locked up in the front office.
4. All medication must be clearly labeled.
5. Before any medication (Tylenol, Ibuprofen, etc.) is given to a student, the front office staff must contact the student's parents/guardians for permission if it is not a doctor-prescribed medication.
6. Each parent/guardian must bring any prescribed medication to the front office during the first week of school and fill out a "Medication Information Form."
7. All prescribed medications must be stored in the school office. If a student has a prescription that must be kept refrigerated or cold, the Principal will make arrangements to have that medication stored appropriately or kept with the student in a freezing bag.
8. Epi-pens can be kept in the front office, classroom, or on the student as directed by the prescribing doctor.
9. The front office staff will not hand out feminine hygiene products unless the student's parents/guardians give permission. Please make sure your daughter is prepared with her items as needed. The office can hand out pads in an emergency but will not provide tampons.

Illness or Injury at School

If a student becomes ill or is injured, the student will be sent to the office, which will contact the parent or emergency contact. Students will be sent home if they have a temperature of 100.4 or above and are vomiting. Parents will be notified immediately and must plan for their child to be picked up. To return to school, a student must be fever-free for at least 24 hours.

Illness Policy

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

1. Fever of 100.4 degrees or above.
* To return to school, Children must be fever-free for 24 hours without using fever-reducing medications (such as Tylenol, Motrin, Advil, etc.).
2. An illness that prevents a child from participating comfortably in activities or results in a greater need for care than our staff can provide without compromising the health and safety of other children.
3. Unusual behavior: a child is irritable or less active than usual, cries more than average, or does not seem well. The child also exhibits loss of appetite or general discomfort.

4. Lethargic or sluggishness
5. Severe and persistent coughing
6. Congestion or nose drainage that is not clear in color
7. Excessive nose drainage, regardless of color
8. Swollen glands
9. Eye drainage or Conjunctivitis
10. Abdominal pain
11. Skin rash (unless a physician has determined it is not contagious) or cold sore
12. Diarrhea or vomiting
13. Sore throat, strep throat, difficulty breathing or wheezing
14. Ear infection
15. Chicken Pox
16. Lice or nits

Coronavirus Diagnosis

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

1. Once they feel better and are fever-free for 24 hours.
2. No additional testing is required.

WEATHER CONDITIONS

If Charlotte County Public Schools are closed due to weather conditions, FCA and Extended Care will also be closed. The Charlotte County Emergency Preparedness Department has been issued authority to notify the public when all schools are to be closed. Parents are encouraged to join major television and local radio stations for information. Parents may also opt for RenWeb's Parent Alert to be notified by FCA in the event of inclement weather or other notification of late openings and early closures.

Last Revised 8/28/24