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FIRST CHRISTIAN ACADEMY PARENT - STUDENT HANDBOOK

WELCOME TO FIRST CHRISTIAN ACADEMY!

First Christian Academy exists to support the family and extend the church. The Christian mind should be the best mind, enlightened by the mind of Christ and integrating God's principles with academic pursuits. FCA's leadership, faculty and staff are committed followers of Christ, teaching and leading from a Biblically integrated perspective. Every learning experience aims to enable students to reach their full potential in Christ.

"...that in all things He might have the preeminence." Colossians 1:18

The intent of this Parent-Student Handbook is to establish guidelines for a consistent program throughout the school year. It is impossible to cover every situation, but basic policies and operational procedures are generally covered in this manual. It is imperative that the home and school cooperate and work together to provide the best educational and spiritual opportunities for your child/ren.

HISTORY

The First Christian Academy was formally created by the First Baptist Church of High Springs, Inc., in general conference assembled, on April 23, 2006. First Christian Academy opened their doors in August 2007 with students enrolled in kindergarten through grade three. Each year since, the school has added grades with the goal of eventually completing the high school with grade 12 by August of 2017. On January 27, 2008, in a special meeting, the church affirmed a recommendation by the school boards of Hiz Kidz First (formerly Early Childhood Education Center—ECEC), First Christian Academy, the Personnel and Stewardship committees, and the deacons, to consolidate Hiz Kidz First and First Christian Academy, beginning with the 2008-09 school year, under the name First Christian Academy. This action effectively merged Hiz Kidz and FCA, creating one school, and one mission.

PHILOSOPHY

GUIDING PRINCIPLES

All persons need the saving grace of God purchased by the shed blood of Jesus Christ and the guiding truths of His Word. All persons are made in the image of God and therefore, deserve our love and respect. As representatives of Christ on earth, we must strive for personal, academic, social, and spiritual excellence in all that we do. The family and the church are God's primary educational institutions. First Christian Academy exists to support the family and extend the church. It is the responsibility of the school to provide a learning environment that nurtures and encourages each student and faculty member to achieve their God-designed best effort. Scripture is the revealed word of God and is taught as Truth, and that truth is integrated into the learning experience. The Christian mind should be the best mind, enlightened by the mind of Christ and integrating God's principles with academic pursuits. FCA must have a Board, an Administration, a Faculty and Staff who are committed followers of Christ, teaching and leading from a Biblically integrated perspective. Every learning experience aims to enable students to reach their full potential in Christ. FCA's daily operational practices are a consistent model of integrity, efficiency, and accountability.

IN LOCO PARENTIS POLICY

This policy applies to all teachers and staff who exercise authority of any kind over students and is to ensure that parental authority over the education of their children is respected at First Christian Academy. The phrase *in loco parentis* means "in the place of the parents." Faculty and staff do not function above parental authority, but rather with delegated authority from the parents.

VISION

"Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, bounding in thanksgiving. See to it that no one takes you captive by philosophy and empty deceit, according to human tradition, according to the elemental spirits of the world, and not according to Christ." Colossians 2:6-8

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures – possessing a Biblical worldview of all of life; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from Biblical principles, and to be unswayed toward evil by the former. We aim to find our students well-prepared in all situations, possessing both knowledge and the wisdom of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. All these we desire them to possess with humility and gratitude to God.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of a Biblical worldview, Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow Biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

MISSION AND CORE VALUES

The mission of FCA is to extend the ministry of, and to help accomplish, the mission of First Baptist Church of High Springs by partnering with parents in developing strong Christian character in our students and in providing excellence in Biblical world-view based academic instruction that will enable them to impact their culture and community for the cause of Christ by exalting the Savior, equipping the saints and evangelizing the world through the power of God's Word.

In order to successfully fulfill this mission, First Christian Academy will give priority to seven core values: the Bible, Christlikeness, Christian family, church, service, stewardship, and excellence in education.

The Bible

The Bible is the inerrant Word of God that gives direction to every aspect of life. - 2 Timothy 3:16

- FCA will govern itself according to Biblical principles.
- FCA will integrate the Bible into every aspect of the school's life.
- FCA will use our financial resources in conformance with Biblical principles.
- FCA will use a Bible curriculum that teaches sound doctrine and equips students to defend their faith.
- FCA will encourage board members, administration, faculty, students and parents to be active in a Bible-believing local church.

Christlikeness

Whoever claims to live in Him must walk as Jesus did. - 1 John 2:6

- FCA will employ and/or appoint, develop and retain board members, administrative staff, and faculty whose actions and attitudes model Christ.
- FCA will train and encourage students to apply the qualities of Christ in their own lives.
- FCA will equip students to communicate their faith to others.
- FCA will develop discipline and behavior standards on Biblical principles that lead to Christlikeness in student's lives.
- FCA will challenge parents to demonstrate Christ-like character in their lives before their children and the community.

Christian Family

*The Christian family is God's training ground for preparing future generations to know and serve Jesus Christ.
Deuteronomy 6:6-9*

- FCA will develop policies and procedures that honor Christian families.
- FCA will seek to provide training and resources to help parents build a Christ-honoring home.
- FCA will seek to provide opportunities for families to be discipled and grow in faith in Jesus Christ.

Church

The church has been and always will be the instrument of God to fulfill God's purposes here on earth. The church is the expression of God's kingdom to the world. Acts 2:42-47

- FCA will recognize its existence as a ministry of First Baptist Church of High Springs.
- FCA will operate under the authority of First Baptist Church of High Springs.
- FCA will expect its board members, administration, faculty and staff to be active members of Bible-believing local churches whose doctrine agrees completely with the FCA/FBC Statement of Faith.
- FCA will have as one of its main goals to strengthen the church.
- FCA will encourage parents and their families to be active members of Bible-believing local churches.
- FCA will honor the church through its policies, procedures and practices.

Service

Whoever wants to become great among us must be your servant, and whoever wants to be first must be your slave – just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many. - Matthew 20:26-28

- FCA will encourage students to follow Christ's example of leadership through servanthood.
- FCA will involve students in activities which teach the value of service before self, and the joy of servanthood.
- FCA will train students how to identify their spiritual gifts and use them to glorify God through service in their local school, church, and community.

Stewardship

Every aspect of the educational program must be considered a stewardship responsibility from God so that a Biblical legacy will be successfully passed from one generation to the next. – Matthew 25:23

- FCA will develop and operate with a budget that reflects Biblical principles of stewardship.
- FCA will select, develop, and maintain a qualified, godly staff that will enable the school to fulfill its mission.
- FCA will provide, develop, and maintain all facilities in a way that will honor the Lord and meet the needs of students.

Excellence in Education

A quality education is Bible-based, Christ-centered and one that challenges students to reach their full potential and develop godly wisdom in order to use their God-given abilities to impact their homes, churches and communities for Christ. – 1 Corinthians 10:31

- FCA will develop an entire educational program that is based on the truths of God's Word and the preeminence of Jesus Christ.
- FCA will employ and develop teachers who model godly wisdom and Christian virtues in their lives and cultivate and nurture this in the lives of their students.
- FCA will use curriculum and methods in the classroom which reflect God's truth and prepares students for a life of service for Christ.
- FCA will challenge students to develop a Biblical worldview so that they will be able to intellectually engage the culture for Christ.
- FCA will provide a safe and comfortable learning environment where students are actively engaged and challenged in their learning.
- FCA will provide a curriculum that is defined by clear goals and high expectations so that students can achieve success that is measurable and clearly communicated.

EXPECTED OUTCOMES

We believe the outcome of Truth-based education will be students who are academically strong, spiritually rich, and mission minded to serve God's Kingdom. We believe our students will impact their culture and their communities through lives that exalt the Savior, build up one another, and help share the Gospel of Jesus Christ in the world and workplace. In all its levels, programs, and teaching, First Christian Academy seeks to: teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17); provide a clear model of the Biblical Christian life through our staff and board (Matthew 22:37-40); encourage every student to begin and develop his or her relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15). In all its levels, programs, and instruction, First Christian Academy seeks to encourage every student to develop a love for learning and live up to his/her academic potential; provide an orderly atmosphere conducive to the attainment of the above goals.

With regard to these expected outcomes, the following represent specific goals and outcomes for First Christian Academy students:

Students will love God with all of their hearts, souls, minds, and strength.

- Students know the Gospel and that the Gospel is the framework from which to view and process everything.
- Students will encounter God through both general and specific revelation.
- Our students will encounter Christ and His message through the story of Scripture.
- Students know who they are in Christ and are faithful to Christ.
- Students acknowledge God as the source of all that is true, good, and beautiful.
- Students will exhibit virtue as prescribed in Christ's model.
- Students possess a view of creation and life as created good, beautiful, true and holy, but fallen and broken.

Students will live lives driven by Gospel-centered discipleship.

- Students will surrender their lives to the obedience of Jesus Christ and His command to "make disciples of all nations."
- Students will respond to this command with lives that are not just Christian in name only, but determined with Spirit-filled gifting and passion to see all nations know the name of Jesus.
- Students will recognize that their classmate, their friend, their neighbor, and the waitress who serves them – and all others with whom they have contact – are image-bearers of God, worthy of the redeeming blood of Jesus Christ.
- Students will actively be discipled by brothers and sisters in Christ who have journeyed further in the faith than themselves, and in turn, invest in the life of a younger believer with whom they may instruct in the faith.

Students will view their lives in response to the needs of the community and world around them and desire to serve humanity as Jesus commanded.

- Students will view all humanity as created in God's image and recognize the value and redemptive quality in all life.
- Students will recognize the example of Jesus in serving the needs of those around them: physical, emotional, and spiritual, and strive to meet those needs where God places them.
- Students will operate from the foundation of Scripture that calls them to deny their own desires to serve others unto the Lord.
- Students will endeavor to live lives that glorify Jesus by sacrificially giving of their time, gifts, talents and resources to build up the Kingdom of God.

Students will lovingly engage and influence culture with a Christ-centered worldview.

- Students will take initiative and act courageously.
- Students are able to discern between Biblical and non-Biblical worldviews.
- Students can identify humanistic thought and understand the futility of secular ideals and embodiments.
- Students exhibit empathy and charity in engaging others.
- Students are actively and receptively engaging culture.

Students will reason wisely, listen carefully, think precisely and articulate persuasively.

- Students are able to lead and participate in gracious and meaningful conversations.
- Students possess and use a framework to order, prioritize, and express thoughts well.
- Students will think logically and creatively.
- Students are gracious listeners and able to entertain a thought without necessarily accepting it.
- Students are able to express clearly, creatively, winsomely and persuasively in any given situation.

Students will have a dedication and love for learning and scholarship.

- Students understand all studies as a gift from God.
- Students value hard work, learning, and leisure.
- Students possess a desire for learning.
- Students can learn independently.
- Students pursue deeper learning in areas of interest.
- Students are on their way to becoming life-time learners.

Students will possess the tools to live and think with truth, wisdom, and independence.

- Students have and make use of a Biblical, intellectual and moral framework in order to discern between truth and error and to make decisions.
- Students can formulate the right questions to find meaning and purpose in all of life.
- Students view all learning and life as integrated and unified in and through Christ.
- Students will possess foundational and core knowledge in the major discipline areas.
- Students will be exposed to the great ideas of civilization.
- Students will have formed aesthetic skills and sensibilities.
- Students will be trained physically as well as intellectually.
- Students will view every subject in terms of its historical narrative.

STATEMENT OF FAITH

The following is the foundation of beliefs on which First Christian Academy is based. They are also the key elements of Protestant Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in First Christian Academy. Secondary doctrine or divisive issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority (see Secondary Doctrine Policy).

THE SCRIPTURES: We believe that the entire Bible, all 66 books of the combined Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice. (II Timothy 3:16-17; II Peter 1:20-21)

GOD: We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfections, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence and obedience. (Deuteronomy 6:4-5; Genesis 1:31).

JESUS CHRIST: We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally, in glory and power (John 1:1-3; 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; I Corinthians 15:1-8; Acts 1:11).

HOLY SPIRIT: We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; I Corinthians 6:19-20; Romans 8:9,11; Titus 3:5).

MANKIND: We believe that in the beginning God created mankind in His image, and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27; 31)

SIN: We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind, therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; Romans 5:12-21; 6:23).

SALVATION: We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death (Ephesians 2:8-10; II Corinthians 5:21).

THE CHURCH: We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry (Matthew 16:18; I Corinthians 12:12-14; Hebrews 10:25).

EVANGELISM: We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:18-20; Acts 1:8).

THE HOME: In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4; Proverbs 22:6). We believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concepts of life.

SECONDARY DOCTRINE POLICY

This policy applies to all FCA teachers in their capacity as teachers at FCA. Secondary doctrine refers to doctrinal issues which are not addressed in the FCA School Statement of Faith.

1. Classroom discussion of secondary doctrine should be on an informative, non-affiliated level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
2. Presentation of all sides of an issue is encouraged.
3. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

CHAPEL

A chapel time is set aside each week for all students in Preschool through High School as a means of presenting the tenets of the Christian faith and to develop strong moral character based upon biblical preaching. Our intent is that this required activity would make each child aware of his personal accountability to God. Each chapel is designed for the age-appropriateness of the child. We welcome visitors (parents, grandparents, etc.) to attend.

ADMISSION AND FINANCIAL POLICIES

NON-DISCRIMINATORY POLICY

First Christian Academy admits students of any race, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic or other school-administered programs.

ACADEMIC AND HEALTH RECORDS

Academic records and references from the school previously attended are required. All First Christian Academy students must have a school health entry form (physical exam) and a health record showing proof of immunization on file in the school office before attending classes. Students participating in the sports program must also have a recent physical examination (good for 12 months) by a licensed physician before being allowed to participate in sports activities (practices and games).

PAYMENT OF ACCOUNTS

All accounts must be paid in full before a student can receive a report card, or transfer of any records to another school or individual. Payments may be made online, in person in the school office, or by mail to First Christian Academy, 24530 NW 199th Lane, High Springs, FL 32643.

FEES AND TUITION

REGISTRATION FEE:	Infants, 1, 2, 3 Year Olds	\$100.00 per child (one-time fee; NON-REFUNDABLE)
	VPK (Voluntary Pre-Kindergarten)	None
	K5-12 th Grade	\$300.00 per child annually (NON-REFUNDABLE)

PRE-ADMISSION TESTING FEE: K5 – 7th Grade \$75.00 (Due at time of testing)

CURRICULUM FEE: K5 – 12th Grade \$250.00 (Due on or before the first day of school)

MISCELLANEOUS FEES:

- Lion's Den (after school care) K5 to 12th Grade \$3.00 per hour (\$. 75 per quarter hour)
- Athletic Fee (students in grades 6-12 only) \$100.00 per sport
- Tutoring Fee: \$25.00 per hour

WEEKLY RATES for PRESCHOOL (7:00 a.m. – 6:00 p.m.)

Infants (6 weeks to 12 months):	\$170.00
Toddlers (12 to 24 months):	\$160.00
K2:	\$150.00
K3:	\$140.00

VPK: FREE (8:00 a.m.-11:00 a.m.)

Weekly wrap around care	\$90.00
Weekly 2:45 pick up	\$50.00
Late Pick-up (up to one hour)	\$10.00
Wrap around care and non-VPK daily rate:	\$30.00

YEARLY TUITION:	K5 - 6 th Grade:	\$4,500.00
	7 th - 12 th Grade:	\$4,800.00

TUITION PAYMENT PLANS

Monthly: 12 Months (June 2017 - May 2018)
11 Months (July 2017 – May 2018)
10 Months (August 2017 – May 2018)
Paid in full (see details below)

Paid in Full: Tuition discounts will apply as follows (K5-12th Grade):

- An approximate 5% discount for full year's tuition if paid in full by June 1, 2017
(Tuition for Kindergarten-6th Grades: \$4,500 - \$225 = \$4,275; Tuition for 7th-12th Grades: \$4,800 - \$240 = \$4,560)
- An approximate 2.5% discount for full year's tuition if paid in full by August 1, 2017
(Tuition for Kindergarten-6th Grades: \$4,500 - \$113 = \$4,387; Tuition for 7th-12th Grades: \$4,800 - \$120 = \$4,680)
- Tuition will be discounted for additional children from the same family (does not apply to preschool students):
Second child: Ten percent (10%) of annual tuition
Third child: Fifteen percent (15%) of annual tuition
Fourth child or more: Twenty percent (20%) of annual tuition

REGISTRATION PROCEDURE, POLICY, and TESTING (Grades 1-12)

The registration process of First Christian Academy is based on the following steps:

1. The application/registration packet is filled out and brought to the school by the parent along with the non-refundable registration fee.
2. New students entering grades 1 - 7 are required to provide all educational records from all previous schools attended. This includes official copies of academic records (transcripts and/or report cards), health forms (immunization and physical examination form), standardized test results, and discipline records (if suspended or expelled). Students will also need to take an entrance test to assure proper grade placement. The results of the test will be considered as part of the admissions procedure along with information gathered from interviews, other application data, and previous school records. Student records along with test results are evaluated and will give valid predictive information about the applicant's capabilities at FCA.
3. New students entering grades 8 - 12 are required to provide all academic, health, and discipline records from all previous schools. This includes official copies of academic records (transcripts and/or report cards), health forms (immunization and physical examination form), standardized test results, special needs or services records, and discipline records (if suspended or expelled).
4. New students in grades 1-12 who have been homeschooled must provide a typewritten list of educational records including a list of curriculum textbooks and resource books used for each subject and grade. Include the title, publisher information, and grade level used. Provide any final grades received and any standardized test results.
5. The following stipulations may apply to any and all credits (Carnegie Units) transferred to FCA and placed on an official FCA *high school transcript*, (whether at the time of initial entry or any time during the student's career):
 - Course competency exam results may be required.
 - Validation of course content which may include lists of textbooks, resource books, daily grade results, and copies of tests.
6. An interview with the Headmaster (or his designee) will be held before the final admissions process is complete. The parents/guardians should be present at this administrative meeting.

Acceptance is based upon evidence of academic ability, a favorable interview, and available space. We realize that students have different maturation rates, and First Christian Academy accepts the obligation to work with a child and family to determine the proper placement of the child. The parents' acceptance of the school guidelines listed in the Handbook is a requirement for admission. The First Christian Academy Headmaster shall make final admission decisions.

REFUND POLICY

School policy is to **not** refund any fees. If after evaluation testing, the student is not accepted for admission to the school, then any paid fees will be refunded (with the exception of the testing fee).

SERVICE CHARGE

There will be a \$35.00 service charge for any check returned from the bank. Should a second check be returned, we may not accept personal checks from that family in the future.

WITHDRAWAL POLICY

Once a student has been enrolled, any arrangements for withdrawal from FCA must be made through the school office. A refund of tuition money will be pro-rated; all other fees are non-refundable. Please notify the office of the withdrawal date at least one week in advance. The parent must stop by the school office to sign the Withdrawal Form, make sure all fees are paid, and return any school belongings (textbooks, library books, sports uniforms, locks, etc.) Once all of these items are taken care of, scholastic records and any tuition refunds will be authorized to be released. If a child is not formally withdrawn by a parent/guardian, the child is considered absent, and tuition will continue to be charged until a Withdrawal Form is signed in the school office.

ACADEMIC POLICIES

CURRICULUM

The academic program at FCA is designed for the average to above-average student. We offer quality, Christ-centered curriculum. Christian textbooks are used in almost all areas of study and each teacher is required to use methods of Biblical integration for all course work. A Beka Books, Bob Jones Press, and Summit Ministries supply most textbooks.

CURRICULUM GOALS

BIBLE – We seek to:

- a. Have the students read the actual text for themselves; not only prescribed verses.
- b. Begin with an overview of the redemption story and proceed to the study of historic epics using inductive methodology.
- c. Encourage the students to understand verses in context, along with other good interpretation principles.
- d. Let the Scriptures speak for themselves with clarifications and illustrations by the teacher.
- e. Teach the students to understand the Bible as God's Word.
- f. Teach the biblical pattern of Salvation.
- g. Encourage each student to come to the Father, through the Son, and grow in their knowledge and love of Him.

ENGLISH – We seek to:

- a. Equip every student with the skills necessary for good writing, including spelling, grammar, style, clarity, etc.
- b. Put a major emphasis on good writing by requiring the students to write often and correctly in each subject area.
- c. Encourage clear thinking by requiring clear writing.
- d. Introduce the students to many styles of writing using the Bible and other classics.

HISTORY/GEOGRAPHY – We seek to:

- a. Teach the students that God is in control of history and its ultimate outcome.
- b. Enable the students to see God's hand in the history of the world and the United States.
- c. Broaden the students' understanding of history and geography as the students mature.
- d. Make history and geography "come alive" for the students through the use of many forms of information and research, e.g., biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc., for each of the yearly time periods they will study.

SCIENCE – We seek to:

- a. Teach that the biblical Creation account is true and that the theory of macro-evolution is false.
- b. Teach the students the basic elements of both accounts and that both systems are based on either sound or unsound faith.
- c. Show the students that because God made the universe, it has inherent order which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths God put into Creation.
- d. Treat the study of science as a "means to an end," not an end in itself.
- e. Use many forms of instruction to teach scientific concepts and methods, e.g., a large variety of experiments, demonstrations, research projects, illustrations, field trips, guest speakers, etc.

MATHEMATICS – We seek to:

- a. Ensure that the students have a thorough mastery of basic mathematical functions and tables.
- b. Emphasize a conceptual as well as practical understanding of math through the frequent use of word problems.
- c. Illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.

READING – We seek to:

- a. Use phonics as the primary building blocks for teaching students to read.
- b. Encourage the students to read correctly beginning in Kindergarten.
- c. Introduce the students to high quality children's literature through our literature program beginning in first grade.
- d. Carefully monitor the student's reading abilities to ensure a reasonable level of proficiency, adequate comprehension, and fluency in oral and silent reading.
- e. Foster a lifelong love of reading high quality literature after being taught to recognize the characteristics of such literature.

ART – We seek to:

- a. Teach all students the basic fundamentals of drawing to enable them to create adequate renderings.
- b. Encourage the students to appreciate and imitate the beauty of the Creation in their own works.
- c. Introduce the students to the works of the masters in Western culture.
- d. Equip the students to knowledgeably use a variety of art media.
- e. Systematically teach the history of art and its relation to historical events.

MUSIC – We seek to:

- a. Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
- b. Systematically instruct the students in the fundamentals of vocal and instrumental music.
- c. Enrich the teaching of Scripture through the teaching of classic, meaningful hymns.
- d. Encourage the students to select some area of music, vocal or instrumental, to pursue on their own.
- e. Systematically teach the history of music and its relation to historical events.

PHYSICAL EDUCATION – We seek to:

- a. Teach fundamental locomotor and manipulative skills through exercises, games, and activities.
- b. In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.
- c. Enhance biblical patterns of behavior through activities requiring cooperation, team work, and general good sportsmanship.
- e. Provide interscholastic sports teams for our students, to teach teamwork, build fellowship, and be a positive witness to the community. We view the athletic fields as an extension of our classrooms and a crucible to build Christ-like character in our student athletes.

SCHOOL TERM

The school operates on a nine-month basis divided into four terms of nine weeks each.

REPORT CARDS

Report cards are distributed on the Friday following the end of each nine-week term.

GRADING SCALE

In **Kindergarten through grade 6**, the following scale may be used for behavior and other courses:

E	=	Excellent
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

In **Kindergarten through grade 12** for all courses including Resource classes, the following scale will be used:

A+	=	98 – 100	C	=	73 – 76
A	=	93 – 97	C-	=	70 – 72
A-	=	90 – 92	D+	=	67 – 69
B+	=	87 – 89	D	=	63 – 66
B	=	83 – 86	D-	=	60 – 62
B-	=	80 – 82	F	=	59 and below
C+	=	77 – 79	I	=	Incomplete

HONOR ROLL

The honor roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into three categories:

1. Headmaster's Honor Roll - students with all A's in every subject in every quarter – recognized at the end of the year
2. A Honor Roll – students who have earned all A's for the quarter – recognized each quarter
3. A/B Honor Roll - students who have earned all A's and B's for the quarter – recognized each quarter

HOMEWORK

Students in First Christian Academy will normally have homework. We believe it is an integral part of the school program, which will aid students in advancing their studies. Students are expected to complete the homework assigned and parents are expected to monitor their child's homework activity.

Homework is given for several purposes:

1. For drill - to master material essential to the educational process;
2. For remedial activity - to strengthen various academic weaknesses; and,
3. For projects - book reports, special research assignments that expand academic experience.

Homework Policy:

1. In order to encourage local church attendance on Wednesday evenings, there will be no homework assigned on these nights. Due to other special events at First Baptist Church, on occasion, there may be other nights designated for no homework as well. Wednesdays are not considered a homework night for multi-night assignments.
2. Studying for a test as well as all projects and special assignments will not be included in the homework time allotment. Tests may be given on Thursdays. Teachers should announce all tests one week in advance.

Homework Time Allotment: These times reflect how long it should take the average student to complete homework.

Kindergarten	No homework except some reading to parents
1 st – 3 rd Grade	30 minutes per night
4 th – 6 th Grade	1 hour per night
7 th – 8 th Grade	1.5 hours per night
9 th – 12 th Grade	2-3 hours per night

Weekends are considered one night. In Grades 9-12, teachers are to give no more than 25 minutes of homework per subject, and may not give that amount excessively. (Exceptions: Honors and AP classes)

ACHIEVEMENT TESTING

Stanford Achievement Tests and Otis-Lennon School Ability Tests are administered to students in grades K5 - 11 each spring. Appointments may be arranged through the office for parents wishing to discuss achievement test results.

HELP CLASS (K-12th Grade)

Help classes are offered at no extra charge for students having occasional trouble with a particular concept or in a particular subject. Parents will be contacted if the teacher feels it is necessary for a student to attend help class. (Should you desire this type of extra help for your child, please contact your child's teacher.) Students may also receive short-term help through a student mentor program.

ACADEMIC PROBATION and TUTORING (Grades 1 – 12)

We consider academic success and progress to be a priority. FCA uses a point system to track the academic progress and determine whether or not a student needs to have extra help in the area of tutoring in order to succeed academically and to continue at FCA. (**D = 1 point; F = 2 points**)

- Any student, new or returning, who begins their year at FCA with 4 points from their last quarter, will automatically be placed on Academic Probation for the first quarter of the new school year.
- A student who receives a total of 4 points or more on their report card for any quarter during the school year will be placed on Academic Probation for a period of time that will be specified on an Academic Probation Contract. The Headmaster or his designee will arrange a meeting with the student, the parents, and the teachers involved and a contract of agreement will be signed to insure positive academic progress.
- Students placed on Academic Probation must obtain tutoring from an educational professional other than the student's teacher. The name of the tutor must be provided to the school office within two weeks of probation notification, and tutoring must begin within two weeks or the student may be considered for dismissal from FCA.
- If a student receives 4 or more points in two consecutive quarters, continued enrollment at FCA will be reevaluated and the student may be considered for dismissal from FCA.
- **Student Athletes in Grades 5 –12:** The Athletic Director will check grades approximately every 15 school days/3 weeks. Student athletes who have 4 or more points will be ineligible to participate in any practices or games until the next grade check (15 school days/3 weeks later). Students who remain ineligible after the second grade check may be dismissed from the team.

PROMOTION AND RETENTION (Grades 1 – 12)

Teachers have the responsibility to personally monitor the progress of each child under their care, and to encourage, with individual time and effort, successful achievement of standards and objectives. A part of this responsibility involves the integrity necessary to retain a child in his current grade level until mastery of skills is accomplished. The following criteria will guide teachers in determining the need to *retain* a student at his current grade level until mastery of certain subjects or skills has been achieved:

1. **1st - 2nd Grades:** Unsatisfactory progress in reading and/or mathematics, U's or failure to complete minimum levels. (Failure for these grades is not mandatory if sufficient improvement is shown later in the year.)
2. **3rd - 8th Grades:** Failure in two of the following major subject areas: mathematics, history, language, science, or reading. Unsatisfactory progress (or below grade level) in the development of reading skills may be considered as failure of a major subject. (Failure for these grades is not mandatory if significant improvement is achieved during the last two nine-week grading periods.) Any major course, (Bible, English, history, math, and science), that is failed must be successfully made up during the summer through a method approved by the Headmaster. If two or more major courses are failed and not successfully made up during the summer, the entire grade may need to be repeated.
3. **9th - 12th Grades:** Any course required for graduation that is failed must be repeated to gain credit. Courses must be made up by a method approved by the Headmaster (such as independent / online studies). Any costs incurred in repeating a course are the responsibility of the parents.

HALL PASSES (Grades 7 – 12)

Any student leaving a classroom before the period ends should have a hall pass. This includes going to the office or to another building. If the student is not returning to that class, the pass must be turned over to the teacher at the final destination. Any student not in the classroom during regular class hours without permission from a teacher may receive disciplinary action (Level 1).

HONOR SOCIETIES (Grades 7 – 12)

Membership in the Noah Webster Chapter of the National Honor Society and the Benjamin Rush Chapter of the National Junior Honor Society is based on scholarship, character, service, leadership, and Christian character. Minimum requirements include being at FCA for one semester and having a cumulative GPA of 3.5. To be considered by Faculty Council members for induction, qualified students must fulfill additional requirements. More information may be obtained from the office of the Student Services Director.

GRADE LEVEL CLASSIFICATION (Grades 9 – 12)

At the beginning of each school year, the grade level classification is determined by the total number of earned high school credits. **9th GRADE** – successfully completed 8th Grade (passed all core subjects)

10th GRADE – 4 credits

11th GRADE – 10 credits

12th GRADE – 16 credits

GRADUATION – 24 credits

HIGH SCHOOL GRADUATION REQUIREMENTS (Grades 9 – 12)

FCA offers the Standard Diploma option which requires 24 credits including 4 credits in English/language arts; 4 credits in math (including Algebra I and Geometry); 3 credits in science (including Biology I); 3 credits in social science (World History, U.S. History, and U.S. Government / Economics); 1 credit in Fine Arts; 1 credit in PE; and 8 credits in elective courses.

- If a student desires to take a course for high school credit that is not currently offered at FCA (including AP classes), eligible students may take online courses through Florida Virtual School (FLVS).
- Students who qualify may also take courses through the Dual Enrollment program of Santa Fe College. More information may be obtained from the Office of the Student Services Director.
- Community Service Requirement: Grades 9 – 12: A total of 60 hours (15 hours per year) of volunteer community service hours must be served for graduation from FCA.
- High school graduates must have a minimum cumulative high school Grade Point Average (GPA) of 2.0.

VALEDICTORIAN / SALUTATORIAN (Grade 12)

Students who meet FCA's highest academic, behavioral, and ethical standards are eligible for selection as valedictorian or salutatorian of their graduating class. These top graduates must be students in good standing who have been continuously enrolled at First Christian Academy for a minimum of three semesters, starting no later than the first day of school of their junior year. These positions are also contingent upon successful completion of the final (spring) semester of the student's senior year.

The grade point average will be calculated as a cumulative, weighted GPA of all high school courses including any online, FLVS, AP, and dual enrollment courses. This GPA will be computed to three digits past the decimal place. The student with the highest grade point average will receive the title of valedictorian, and the student with the second highest grade point average will receive the title of salutatorian. In the event of a tie in the grade point average as calculated, multiple valedictorians/salutatorians will represent the school.

Students will not be honored with the title at graduation if that student has committed an infraction that would bring dishonor to the office of valedictorian/salutatorian, or to the school.

CONDUCT POLICIES

STUDENT CODE OF CONDUCT

“Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God.” Ephesians 5:1-3

As in all things, God’s Word is our guide as we seek to govern ourselves and establish rules of conduct. “Be imitators of God; walk in love,” could sum up our entire code of conduct. In all things we are to represent the Lord Jesus Christ and bring Him honor: how we act, dress, speak, and interact with others.

The administration, faculty and staff of FCA, will exercise the letter of the law – as well as the *spirit of the law* – in regard to all rules of conduct. If a rule is not specifically spelled out but its violation clearly brings dishonor to the name of Jesus, First Baptist Church of High Springs, First Christian Academy, and/or any individual, then disciplinary action may be taken.

It should be noted that employees and students of FCA represent the Lord Jesus Christ and First Christian Academy both on – and OFF – campus. Therefore, students who are in violation of these rules of conduct off campus may be held accountable to disciplinary actions as deemed appropriate and necessary by the School Headmaster.

While we recognize that at certain developmental stages certain sin habits may be more prevalent (i.e. biting and hitting), we also recognize and affirm that God’s Word holds us accountable for the sin issues of the heart that manifest in the outward behavior. We should never dismiss inappropriate behavior as a “stage” or provide any other excuse, yet in wisdom provide reproof and necessary discipline.

All students are expected to follow the code of conduct expectations, which is known as the **Lion’s Honor Code**:

1. Obey Right Away – “Obey those who rule over you for they watch out for your souls.” Hebrews 13:17
2. Work Cheerfully – “Do all things without complaining and disputing.” Philippians 2:14
3. Work Hard – “And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23
4. Be Kind to One Another – “And be kind to one another, tenderhearted, forgiving one another.” Ephesians 4:32
5. Speak True and Encouraging Words – “Let no corrupt word proceed out of your mouth, but what is good for....edification.” Ephesians 4:29
6. Exercise Self-Control – “Whoever has no rule over his own spirit is like a city broken down, without walls.” Proverbs 25:28
7. Display Order – “Let all things be done decently and in order.” I Corinthians 14:40
8. Be Thankful – “In all things give thanks for this is the will of God concerning you in Christ Jesus.” I Thessalonians 5:18

Teachers, along with parents, will lead students to memorize the Lion’s Honor Code – including Scriptures.

HONORING AUTHORITY

Training up children to honor and submit themselves to earthly authority is the beginning of training hearts to one day respond in submission to the Lordship of Jesus Christ. It is the intent and desire of FCA to affirm the honoring of all authority placed over a student including parents and all FCA faculty and staff. Students who are in violation of showing humble respect to authority at FCA will face serious disciplinary measures. Students who show disrespect and dishonor to authority will be expected to humbly seek forgiveness from that authority while also possibly experiencing some other level of disciplinary action.

1. Students will speak with reverence and respect to all teachers, staff, and parents. Defiant looks or disrespectful tone, will not be tolerated.

2. Students will obey promptly and completely in all requests. Students will respond with respect and without a haughty or whining attitude.
3. Students will refrain from speaking negatively about teachers, staff, or parents.
4. When asked a question, students will respond with the appropriate “Yes” or “No.”

At all times, students should posture themselves humbly and respectfully with regards to the authority of FCA.

RESPECTING AUTHORITY

“You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself.” In obedience to these Scriptures, students will be held accountable to the highest standards of respect and good will towards one another. We affirm the words of the Apostle Paul who, led of the Spirit, penned: “Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.” (Philippians 2:3-4)

1. Students at all times will respect fellow classmates with their words, language, attitudes, and actions.
2. Name-calling or hurtful, crude, or mean-spirited behavior will not be tolerated.
3. Hitting, biting, or otherwise hurtful physical contact will not be tolerated.
4. Students are not to grab toys away or take items that are being used by another.
5. Students should be encouraged to allow another to go first and not insist on having the best spot or first choice.
6. Students should encourage other classmates with their words, actions, and behaviors.

In addition to the above guidelines for all students, the following guidelines also govern student conduct expectations for the upper grades:

REWARDS (Grades 7 – 12)

Qualified students will have the opportunity for off-campus lunch privileges at the end of the first, second, and third quarters, as well as semester exam exemptions for first and second semester.

Exam Exemption Guidelines

- Must have at least a 90% average for the semester in the specific course
- Must have an overall average in all other classes of 80% or higher for the semester
- Must not have any detentions for the semester
- Must not have more than 10 excused or unexcused absences per class for the semester
- If exempt, a student may choose which exam to exempt.

Number of exemptions allowed:

7 th – 8 th Grade	1 exam per semester
9 th Grade	2 exams per semester
10 th Grade	3 exams per semester
11 th Grade	4 exams per semester
12 th Grade	Unlimited

Off-Campus Lunch Guidelines

Students in 7th – 12th Grade will have an opportunity to have an off-campus lunch following the first three grading periods. This is a great time for parents to have lunch with their child or the child can join a group of other students and parents.

The school will set the lunch dates and the students will have an allotted time to eat lunch off-campus.

- Student cannot have a report card grade below a 70/C- in every course (no D's or F's)
- No detentions for the quarter
- Must return the parent-signed form by the due date
- Will be allowed to eat at any appropriate establishment and provide their own transportation
- May not be checked out from school for the remainder of the day, but must return on time for their afternoon classes
- Anyone arriving late from off-campus lunch will receive a detention applied to the next quarter.
- Students who are not eligible for off-campus lunch will remain at school for lunch during this time. They will not be allowed to leave campus, have food delivered to them, or leave school early. (It is a regular school day.)
- Any parent transporting anyone other than their own child/ren must have signed permission from the other student's parent. (This includes student drivers.)

DISCIPLINE POLICIES for GRADES 7 – 12

STUDENT BEHAVIOR REFERRAL FORMS (Grades 7-12)

Generally, Student Behavior Referral forms for secondary students will be sent home with students on the day of the infraction. The referrals are to be reviewed and signed by the parents. The student returns the referral to the homeroom teacher or to the Dean of Students the next school day. (If the referral is not returned, further disciplinary actions may result.) If a parent has any questions regarding the details of the referral, the questions should be directed to the teacher or staff member who wrote the referral.

DEFINITION OF OFFENSE LEVELS

Level 1 Offense

Level 1 offenses receive a written warning. A Student Behavior Referral is given to the student to take home to the parents to review, sign, and return the next school day. Level 1 offenses accumulate during each quarter and are wiped clean at the start of each new quarter.

Level 2 Offense

Level 2 offenses are detention offenses. An accumulation of any three (3) Level 1 offenses may result in a Level 2 offense. The parent-signed Student Behavior Referral must be returned to the school office the following school day. Detention dates will be assigned by the Headmaster. Any student not following the guidelines of detention (not returning the parent-signed form, not showing up for detention, breaking the specific rules of detention, etc.) will be subject to further assigned days and possibly a suspension. Level 2 offenses accumulate during each semester and are wiped clean at the end of each semester.

Level 3 Offense

When a student receives a third detention or commits a Level 3 offense, a Student Behavior Referral will be sent home for the parent to sign and the student to return the next school day. There may also be a conference with the parents, student, and Administration and the consequences may result in suspension from school. Disciplinary probation is automatically invoked when a suspension occurs. The suspension may be given for 1-3 school days. Level 3 offenses accumulate throughout the year.

In-School Suspension (ISS)

In-School Suspension will be held on campus with the student being monitored in a location away from his/her peers for the entire school day. All assigned work will be completed during ISS but credit for the work may not be given. Any homework, quizzes or tests due during an ISS may be an automatic zero. Please note: the work that is assigned during an ISS is to assure that a student does not fall behind in classwork. This may include homework, quizzes, and tests.

Out-of-School Suspension (OSS)

The student will not be permitted to attend school. Any homework, tests or quizzes due during an OSS will be an automatic zero. Although all work will receive zeroes, the work that is assigned during an OSS must be completed and is to assure that a student does not fall behind in their classwork.

Disciplinary Probation

Disciplinary Probation will result from a suspension, violation of Level 3 offenses, or any actions Administration deems warranted. Disciplinary probation will last for an assigned amount of time set by the Administration (3, 6, or 9 weeks). Students on probation will be closely monitored, and specific changes in behavior are expected. Probation can be invoked with or without the consent of the parents. Any Level 3 offense committed during probation will be cause for a recommendation for expulsion. At any time during the probation, if Administration determines that necessary behavior changes have not occurred, a recommendation for expulsion may be given.

Disciplinary probation may also be assigned for any new students who have had previous disciplinary problems. Disciplinary probation may be assigned as a condition of enrollment or re-enrollment. Any student with Level 3 offenses will be re-evaluated prior to re-admittance the following semester.

Level 4 Offense

Level 4 offenses mean automatic expulsion and possible notification of legal authorities. Expulsion may result from a combination of Level 3 offenses. Any student expelled from FCA for disciplinary reasons will not be allowed to apply for re-enrollment until the beginning of a semester following one full year after the date of expulsion. The student must show evidence of repentance in order to be considered for re-admittance. The students and parents must be interviewed by Administration and go through the admissions process as a new student. Administration will make recommendations concerning re-enrollment.

OFFENSES

Level 1 (Written Warning; Three Level 1 offenses per quarter = 1 Detention)

- Bus misconduct (on field trips or to games)
- Chewing gum
- Disrupting class (including talking in class without permission)
- Disobedience
- Dress code violations during school hours, exam days, or any school activities
- Eating or drinking in inappropriate places on campus
- Failure to obey when warned on minor issues
- Locker offense - unlocked, no lock, messy
- Minor offenses determined to be detrimental to the nature of a Christian school
- Out of classroom without a pass
- Rowdy, boisterous behavior; running in buildings
- Throwing trash or paper on campus
- Unprepared for class
- Use of crude language; inappropriate slang or talk
- Verbal harassment or inappropriate conduct toward another person
- Actions determined to merit a written warning

Level 2 (Automatic Detention)

- 3 unexcused tardies (per class; per quarter)
- Actions determined to be rebellious in nature
- Being or causing others to be involved in verbal and/or physical abuse of others; fighting
- Cell phone use without permission during school hours (must be powered off and kept in locker)
- Cheating: copying homework or sharing answers without permission; copying or sharing answers during a quiz or test; plagiarism (using another author's words as your own). A lower grade or a grade of "0" may also be given for the assignment.
- Destruction or misuse of school property (writing or etching on desks, chairs, lockers, walls, etc.)
- Disrespect, insubordination to faculty, staff, or other adults on campus
- Failure to appear for an assigned detention
- Forging a parent signature on any school form, assignment, quiz, or test
- Inappropriate material in lockers
- Inappropriate physical contact between students; no public displays of affection (i.e. holding hands, kissing)
- Leaving campus without permission
- Lying; deliberate deception; dishonesty
- Skipping any class during a school day; truancy
- Use of profane or abusive language
- Use of school equipment without staff permission (computers, copiers, technology, etc.)
- Actions determined to merit detention assignments

Level 3 (Suspension of 1 – 3 days; possible Expulsion)

- Actions or attitudes which are spiritually detrimental to the nature of a Christian school
- Being involved in or causing others to be involved in serious verbal / physical abuse of others
- Habitual non-conformity to school rules
- Internet or other activity involving inappropriate content or photos
- Possession of pornography or other sexually-related materials
- Possession of a weapon
- Sexual harassment, verbal or physical
- Skipping school
- Stealing
- Use or possession of tobacco in any form, alcohol, illegal drugs and/or drug paraphernalia
- Vandalism (must pay restitution of all damages)
- Actions determined by Headmaster to merit suspension

Level 4 (Immediate Suspension pending Expulsion)

- Any action by a student or a parent/guardian which seriously interferes with the school's ability to accomplish its spiritual and/or educational purpose
- Serious violations of the law, on or off campus
- Sexual / immoral activity, on or off campus
- Any violation which transcends the scope of the above
- Actions determined by Headmaster to merit expulsion

DETENTIONS

Detentions are assigned on Saturdays and run from 8:00 – 10:00 a.m. There is a \$25.00 detention fee for each detention issued and is payable to the staff member in charge on the day the detention is served. Detentions are assigned one week in advance. Students are to come prepared with school work to do during this time.

DRESS CODE POLICY

Our commitment at First Christian Academy is to do all things in a way that is pleasing to the Lord and that will bring honor and glory to Him. A student's appearance is integral to promoting a positive learning environment as well as fostering a sense of school spirit. Our standard is that a student's appearance must be appropriate for the school setting: safe, neat, clean, modest, non-disruptive, and also reflect God-honoring values. Therefore, students are expected to dress according to the guidelines below. *Please be aware that this dress code may be subject to change or updates.*

Uniform clothing may be purchased through any retail store that sells school uniforms. FCA also receives out-grown, used uniforms, and parents may "shop" from the uniform closet. All items are free. When shopping for uniform clothing, please follow the guidelines for boys and girls listed below:

BOYS (K5 – 12th Grade)

The basic uniform for boys is a long or short-sleeved collared polo shirt with pants or walking style shorts. Details are as follows:

- Tops:** Color: Polo shirts must be red, white, navy blue, or light blue.
School Logo: An embroidered school logo is available for shirts, but it is not a requirement. If you wish for a shirt to be embroidered, Clubhouse Athletics in downtown High Springs will do this for approximately \$8.00 per shirt.
Tucked Shirts: Boys in Grades 4 - 12 are required to wear their shirt tucked in.
- Bottoms:** Color: Pants or shorts must be khaki or navy blue
Style: Regular, traditional, uniform-style pants or walking length shorts; made from cotton or a cotton blend; no overly-tight pants; no baggy pants.
May not wear: cargo-style pants or shorts; jeans; sweatpants; athletic pants or shorts (unless special permission is given for a dress down day or spirit week)
- Belt:** Boys in Grades 4 - 12 are required to wear a plain belt if their pants are made with belt loops.
- Shoes:** May wear: Shoes that are appropriate for school and safe for outdoor play and activity; closed toe and heel; must be worn with socks.
May not wear: bedroom slippers; sandals; flip-flops; "croc"; shoes with rollers
- Hair:** Color: Must be a "natural color" which is defined as a hair color that a person is born with. Dyeing, bleaching, streaking, tinting hair to an unnatural color is not permitted. (No blue, purple, white, unnatural shade of red, etc.) An exception to this rule is a temporary, wash-out color used for school spirit week.)
Style: Fad, extreme styles and/or cuts are not permitted (mohawks; man bun; shaved head; shaved sections/portions of hair; razor-cut/carved initials or designs).

GIRLS (K5 – 12th Grade)

The basic uniform for girls is a long or short-sleeved collared polo shirt with pants, or walking-style shorts/ skorts. Dress code details are as follows:

- Tops:** Color: Polo shirts must be red, white, navy blue, or light blue.
School Logo: An embroidered school logo is available for shirts, but it is not a requirement. If you wish for a shirt to be embroidered, Clubhouse Athletics in downtown High Springs will do this for approximately \$8.00 per shirt.
Style: Shirts may not be tight and must be long enough to cover the midriff when arms are raised.

You must not be able to see the outline of any undergarment. Girls are not required to wear their shirt tucked in.

- Bottoms: Color: Pants, shorts, or skorts must be khaki or navy blue.
Length: The length of shorts, skorts, or jumpers is no more than 3 inches above the knee (top of the kneecap/patella).
Style: Regular, traditional, uniform-style pants, shorts or skorts (of appropriate length); made from cotton or a cotton blend; no overly-tight, form-fitting stretch pants, shorts, or skorts; no spandex-material leggings, tights, or jeggings unless worn under shorts or skorts during cooler weather. You must not be able to see the outline of any undergarment.
May not wear: cargo-style pants/shorts/skorts; jeans; sweatpants; athletic pants/shorts (unless special permission is given for a dress down day or spirit week)
- Shoes: May wear: Shoes that are appropriate for school and safe for outdoor play and activity; sandals are permitted but must have a back strap.
May not wear: bedroom slippers; sandals without a back strap; flip-flops; “croc”; shoes with rollers; platform shoes or shoes with high heels
- Hair: Color: Must be a “natural color” which is defined as: a hair color that a person is born with. Dyeing, bleaching, streaking, dip dying, tinting hair to an unnatural color is not permitted. (No blue, purple, white, unnatural shade of red, etc.) An exception to this rule is a temporary, wash-out color for school spirit week.)
Style: Fad, extreme styles and/or cuts are not permitted (i.e. shaved head or shaved sections/portions of hair).

BOYS and GIRLS (K5 – 12th Grade)

Other:

- Accessories: Do not wear or bring any accessories (including *outer garments/jackets, backpacks, lunch boxes, purses, and/or jewelry*) which have inappropriate, lewd, or suggestive slogans or sayings; signs, images or symbols that promote drugs, alcohol, tobacco, gang identification, weapons, or sexual behavior. A manufacturer’s logo/image is acceptable as long as it follows these guidelines.
 - No visible tattoos
 - No body piercings or rings/gauges for boys or girls except earrings for girls (in the ears only.)
 - Sunglasses may not be worn inside the school buildings.
 - No hats, bandanas, sweatbands, headgear or other head coverings unless permission is given for a special dress down day or spirit week.
 - Outer garments, jackets, coats: Outer garments worn due to weather conditions and other legitimate purposes must be of the appropriate size and may not be overly baggy. If the garment is a hoodie, the hood may not be worn during the school day without permission. A dress code polo shirt must still be worn under the hoodie or outer garment.
 - Special dress-down days; Spirit Week: wear appropriate, safe clothing and shoes in keeping with the intent of the special day. (Students who do not participate in dress-down days or spirit week must wear their school uniform.)
- Do not wear:
- clothing that is form fitting, i.e. leotards or spandex, unless proper outer garments are worn over top of it
 - clothing that is not properly fastened
 - clothing that is unlined sheer or unlined lace
 - platform shoes or high heeled shoes

- short-shorts or athletic shorts
- sleepwear or outer garments traditionally designed as undergarments, such as boxer shorts, athletic undershirts, or camis/camisoles
- torn, frayed, shredded, cut-off pants / shorts, or clothing with holes

P.E. UNIFORM

On P.E. day, students must wear the following uniform which must be purchased through the FCA office:

Bottoms: Shorts (navy blue) with the FCA school logo
 Tops: T-shirts (gray) with the FCA school logo
 Shoes: Tennis/gym shoes, worn with socks

During cooler weather, if desired, students may wear sweatpants instead of P.E. shorts, and FCA hoodies over their P.E. t-shirt.

ATTENDANCE POLICIES

ATTENDANCE and PUNCTUALITY

Each parent or guardian of a child within the compulsory attendance age is legally responsible for the child's school attendance as required by law (Florida Statute 1003.24). Excessive absence from school can have an adverse effect on a student's grades and achievement, and while most of the time, the missed work can be made up, it can never substitute for lost time in the classroom where the student receives verbal instruction, review of class material, and discussion from the teacher and classmates. *Please strive to minimize absences or early dismissals from classes for reasons other than those necessitated by serious illness or emergency.* Whenever possible, doctor and dental appointments should be made for after school hours.

Students are expected to be on time to school and to all classes. The greatest ability is dependability. Classes begin promptly at 8:00 a.m. each morning for students in kindergarten, elementary and secondary school. When students arrive late, it causes a disruption for the entire class. **Being on time is very important.**

ABSENCES

Elementary and secondary school students who are absent fifteen (15) days during any one semester or thirty (30) days in one school year may be subject to failure, dismissal, and/or non-reenrollment. Any elementary student who exceeds 30 absences may be required to repeat the grade level in which they are enrolled, and any secondary student who misses more than fifteen (15) days during any one semester and/or 30 absences during the year may be subject to failure or loss of credit for the classes missed. **This includes excused or unexcused absences.**

Excused Absences

- Illness of the student. A written excuse from the doctor may be required for illnesses which last more than 4 consecutive days.
- When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a doctor and in order to receive excused absences, *the doctor's statement should confirm that the student's condition requires absence for more than the number of days permitted by school policy.*
- Death of a family member
- It is requested that all dental and medical appointments be scheduled so they do not conflict with school attendance. *If this is not possible, a note signed by the doctor or dentist is required to excuse the absence.*
- Participation in approved school activities
- Documented appointments for court appearance; documented absence for religious holidays/instruction
- Special reasons to be evaluated by administration

REPORTING ABSENCES – Elementary and Secondary (Does not apply in the Preschool or Kindergarten)

It is the responsibility of the parent/guardian to explain absences from school in one of the following acceptable methods of notification:

- Call the school office by 9:00 a.m. You may also call earlier and leave a message. (386-454-1641).
- Send an email to the front office (emerson@fbchighsprings.org) stating your name, your child's name, and the reason for your child's absence.
- If a call or email is not received on the day of absence, a written note must be brought in upon the student's return to school, and it must state the reason for the absence as well as the date(s). The note must be signed by the parent/guardian and given to the child's teacher, homeroom teacher, or front school office.

If the reason for the absence has not been verified through a call, email, or written note from the parent within 2 school days, the absence will be considered unexcused and teachers will be notified. Schoolwork may not be made up for unexcused absences. If any absence is unexcused, a "zero" will be given for any assignment that is missed.

Parents wishing to pick up books or materials from their child's teacher, classroom, or locker must plan to pick that work up after school. Teachers have been instructed not to allow parents to interrupt a class by gathering materials during class time. Remember to check RenWeb for missed classwork (found under Lesson Plans tab) and missed homework.

TARDIES

Any elementary and secondary student who does not arrive in time to be in their assigned seat and ready to begin the school day by 8:00 a.m. is considered tardy and must obtain a pass from the office to enter class. The reason for the tardy must be given and the office personnel will determine if the reason is excused or unexcused and will indicate such on the admit form. A parent conference with the Headmaster will be scheduled for elementary students who are habitually tardy to school, and further action may be taken. Secondary students (grades 7-12) who have three (3) unexcused tardies to school, per quarter, will receive a written warning; four (4) unexcused tardies to school per quarter is considered chronic and excessive, and will result in the assignment of a Saturday detention. Failure to show up for the assigned detention will result in further disciplinary action which may include more detentions or dismissal.

Excused Tardies

- Illness of the student or parent
- Required court appearance
- Emergencies or special conditions which will be evaluated by administration

Secondary Students are given five (5) minutes between classes during the school day. Students are considered tardy if not in his/her assigned seat when the bell rings. Three (3) tardies per quarter will result in a detention (see Level 2 offense). Any secondary student who is more than 10 minutes late to any class and does not have an excused tardy from the office will be marked "absent-unexcused," and will not receive any credit for work done during that period.

EARLY DISMISSAL

All school subjects have academic value, and classroom attendance is important in each one – including resource classes and 7th period elective classes. An early dismissal not only disrupts learning for all students, but like absences, instructional time in the classroom is lost and can never be fully recovered through make-up work; therefore, please do not check a student out early unless it is absolutely necessary.

Parents who must pick up an elementary or secondary student early must notify the office ahead of time, giving the time for early dismissal and the reason why. The parent must also come in to the school office to check the student out.

Excused Early Dismissals

- Doctor or dental appointment (bring a written excuse from doctor or dentist the next school day)

- FCA athletic team dismissals on away game days
 - Emergencies or special conditions which will be evaluated by administration
- Three (3) unexcused early dismissals (and any additional unexcused early dismissals thereafter), per quarter, will result in an unexcused absence and schoolwork cannot be made up for any unexcused absences. If any absence is unexcused, a “zero” will be given for any assignment that is missed.*

MAKE-UP WORK

A student is required to make up the work they miss during an absence, including early dismissals. The student will be allowed the same number of days that he or she was absent, plus one, to make up the work that has been missed. Exceptions to this policy: 1. Any work that was assigned before the absence occurred is due within one day of returning to school. 2. If a student is absent only on the day of a test or when a paper is due, s/he should be prepared to take the test or turn in the paper on the day s/he returns to school. It is the responsibility of the student (and the parent of elementary children) to talk to the teacher following an absence, to turn in missing work, and if necessary, schedule a time for make-up quizzes or tests.

ATHLETICS

ATHLETIC PROGRAM

The goal of the FCA Athletic Program is to serve as a partner with students and parents in providing a positive athletic experience consistent with biblical truth, using athletic involvement as a tool to teach lessons for life.

Students must have an athletic physical and pay a per sport fee in order to participate. FCA is a member of the FHSAA (Florida High School Athletic Association). For further details, rules and regulations, please consult the *FCA Athletics Handbook*. The following areas of athletic competition are offered for qualified students in grades 6 – 12:

BOYS ATHLETICS

MIDDLE SCHOOL/JV (6-9)

- Cross Country (fall)
- Basketball (winter)
- Archery (spring)
- Baseball (spring)

VARSITY (7-12)

- Cross Country (fall)
- Basketball (winter)
- Archery (spring)
- Baseball (spring)

GIRLS ATHLETICS

MIDDLE SCHOOL/JV (6-9)

- Volleyball (fall)
- Basketball (winter)
- Archery (spring)

VARSITY (7-12)

- Volleyball (fall)
- Basketball (winter)
- Archery (spring)

GENERAL / MISCELLANEOUS INFORMATION

AFFILIATIONS AND ACCREDITATION

First Christian Academy is dually accredited by AdvancEd/SACS (Southern Association of Colleges and Schools and ACSI (Association of Christian Schools International), and is a member of SBACS (Southern Baptist Association of Christian Schools). Each teacher (K5-12) is certified either by the State of Florida and ACSI or both. FCA also established chapters for the National Honor Society (NHS) and National Junior Honor Society (NJHS). We are active members of these organizations which provide leadership in strengthening existing schools and offering a voice in legal matters at both the state and national levels.

ORGANIZATIONAL STRUCTURE

The First Baptist Church of High Springs (FBC) has elected a School Board to govern First Christian Academy (FCA). It is

the desire of the church that First Christian Academy serve as a ministry of FBC, and FCA operates within the same general parameters as First Baptist Church.

The Senior Pastor

The Senior Pastor of FBC serves as an ex-officio member of the School Board (non-voting except in the event of a tie vote.) The Senior Pastor is the spiritual leader of FBC and as such is the spiritual leader of FCA, giving spiritual direction and counsel to the School Board and Headmaster. As the direct supervisor of the Headmaster, the Senior Pastor will lead and exhort the Headmaster as a member of his staff. As all of the Board Members are members of FBC, they are spiritually accountable to the Senior Pastor, his leadership, and his exhortation with regard to Board function and policy.

The School Board

The governance style for the School Board of FCA will focus on the mission, vision, philosophy of education, and expected outcomes of the academy rather than an emphasis on its daily management and operation. The Board will emphasize strategic policy-directed leadership more than administrative detail, and it will clearly designate the Headmaster as the visible leader of the school.

The Headmaster

The *Headmaster* is the one employee directly responsible to the Board with regard to the policy, vision and mission of the school. With regard to job performance and expectation, the Headmaster is under the authority of the Senior Pastor of FBC as a member of his staff. The Headmaster is responsible for carrying out the vision, mission, and philosophy of FCA as established by the Board through his/her daily responsibilities in administrating the functions and operations of the school. All staff and employees of FCA are directly responsible to the Headmaster.

OFFICE HOURS

School Year: Monday – Friday, 7:30 a.m. - 4:30 p.m.

Summer: Monday – Friday, 9:00 a.m. - 3:00 p.m.

SCHOOL HOURS

Infants, Ones, Twos, & Threes	7:00 a.m. – 6:00 p.m.
Voluntary Pre-Kindergarten (VPK)	8:00 a.m. - 11:00 a.m.
VPK with wraparound care	7:00 a.m. – 6:00 p.m.
Before School Care (K5 – 12 th Grades)	7:00 a.m. - 7:45 a.m.
K5 – 3 rd Grade	8:00 a.m. - 2:45 p.m.
4 th Grade – 12 th Grade	8:00 a.m. - 3:00 p.m.
Lion’s Den (After School Care K5-12 th)	2:45 p.m. - 6:00 p.m. for K5 – 3 rd Grades 3:00 p.m. - 6:00 p.m. for 4 th – 12 th Grades

SCHOOL COLORS Red, White and Navy Blue

SCHOOL MASCOT “Lions”

SCHOOL VERSE "Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God." Ephesians 5:1-2

AFTERNOON DISMISSAL

In order to avoid traffic backups in the afternoon, students in grades K5 through 3 will be dismissed at 2:45 p.m. and students in grades 4 - 12 will be dismissed at 3:00 p.m. Please drive safely and follow the directions of the pick-up line which takes place along the building canopy and walls. Be sure to display or hold up the school-administered name card when it is your turn in the dismissal line.

CLASSROOM VISITS by PARENTS

Be sure to talk with your child’s teacher regarding any questions or problems that concern your child. It is the desire of

the faculty and the administration to be of service to both the parent and the student. If you desire to have a Parent-Teacher Conference or if you want to visit in your child's classroom to observe, you are welcome to do so; however, prior arrangements and appointments must be made.

Once the school day has begun, if you need to come to the school for any reason, in order not to interrupt class, **COME TO THE OFFICE FIRST; DO NOT GO DIRECTLY TO THE CLASSROOM.** This applies to all elementary and secondary classrooms in all three buildings. Forgotten lunches, P.E. uniforms or other items may be left in the office for delivery to the students at an appropriate time.

CLASS PARTIES

Birthday and other parties during the school day must be scheduled with the child's teacher. Please schedule far enough in advance to avoid any potential school conflicts.

FIELD TRIPS: BEHAVIOR and EXPECTATIONS

Students participating in trips, whether one day or overnight, will be expected to adhere to all school policies and regulations. Because of the nature of the trips, if a problem arises, it may be necessary for the sponsor, chaperone, or coach, to take immediate action depending on the seriousness of the offense, the attitude of the students involved, or the nature of the violation.

Behavioral expectations on a school bus or vehicle during field trips or athletic trips will not vary from those of the classroom. The students' safety depends largely on the driver's ability to concentrate on his or her work. The following rules will be strictly enforced:

1. Students must remain seated except when getting on or off the vehicle. No standing is allowed for any reason when the vehicle is in motion.
2. No body parts (i.e., hands, head, etc.) are to be extended from the vehicle windows.
3. Nothing is to be thrown from the vehicle windows.
4. No loud or distracting activities at any time, as decided by the driver.
5. No food, drinks or gum chewing will be allowed while on the vehicle without permission.
6. No littering or vandalism will be tolerated.
7. Upon completion of field trips, students are required to remain with the vehicle until it is cleaned.
8. The testimony of FCA is at stake when our vehicles (with our ministry name on the sides and backs of the vehicles) leave the campus. Students should refrain from making fun of people in other vehicles, being rude, or making gestures that may be considered disrespectful or distasteful.

Any student violating these rules will be subject to suspension of vehicle riding privileges. The Headmaster will determine the length of suspension after assessing the situation. Repeat offenders may be permanently expelled from riding any First Christian Academy vehicle. Parents will be notified if any disciplinary action is being considered. Parents, please take the time to discuss with the student the importance of vehicle safety and the consequences of improper conduct while on school vehicles. Remember, the student's safety and health may depend on it!

MEDICATION POLICY

Prescription medications will be administered through the Office for students in Kindergarten through 12th Grades. The medication containers must be clearly marked with the student's name, doctor's name, name of the medication, dosage, and time of dosage. A medication permission form will need to be filled out by the parent and kept on file in the school office before medication can be administered to the student. Neither the school office nor the school staff provide non-prescription medications to students such as aspirin, Tylenol, etc.

STUDENT ILLNESS at SCHOOL

When children are not feeling well or need minor first aid, they are brought to the office. When it is determined that a

child has a temperature or is not able to return to class for other reasons such as vomiting or diarrhea, the parents will be called to take the child home. School personnel will make the telephone call to the parents. FCA policy is that children who have a temperature, are vomiting, or have diarrhea are not permitted to stay at school, so if a parent is unable to come and get their child in a timely fashion (within approximately 30 minutes), they must make arrangements with a friend or neighbor to come, and must also notify the office of the name of the person who will pick up their child.

Students cannot return to school until they have been fever-free, have not vomited or had diarrhea for 24 hours.

COMMUNICABLE DISEASE and ATTENDANCE POLICY

First Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or staff member who has reason to suspect that a student or employee has a communicable disease shall immediately notify the Headmaster. The reportable diseases include but are not limited to:

- | | |
|--|---|
| Acquired Immune Deficiency Syndrome (AIDS) | Meningococcal Disease |
| Aids Related Complex (ARC) | Mumps |
| Amebiasis | Paralytic Shellfish poisoning |
| Animal Bite of a potentially rabid animal | Pertussis |
| Anthrax | Pesticide poisoning |
| Bacterial Conjunctivitis (pink eye) | Plague |
| Botulism | Poliomyelitis |
| Brucellosis | Psittacosis |
| Campylobacteriosis | Rabies |
| Chancroid | Relapsing Fever |
| Dengue | Rocky Mountain Spotted Fever |
| Diphtheria | Rubella Rickettsia (including congenital) |
| Encephalitis | Salmonellosis |
| Fifths Disease | Scarlet Fever |
| Giardiasis (acute) | Schistosomiasis |
| Gonorrhea | Shigellosis |
| Granuloma Inguinale | Smallpox |
| Hansen’s Disease (Leprosy) | Syphilis |
| Head Lice | Tetanus |
| Hemorrhagic Fevers | Toxoplasmosis (acute) |
| Hepatitis | Trichinosis |
| Histoplasmosis | Tuberculosis |
| Human Immunodeficiency Virus | Tularemia |
| Legionnaires’ Disease | Typhoid Fever |
| Leptospirosis | Typhus |
| Lymphogranuloma | Vibrio Cholera |
| Malaria | Vibrio Infections |
| Measles (rubeola) | Yellow Fever |
| Meningitis | |

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, First Christian Academy may require an independent physician's examination

of the student or employee to verify the diagnosis of communicable disease. First Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

HEALTH INSURANCE

First Christian Academy *does not* provide health/accident insurance for its students. Parents are responsible for any health expenses incurred by their child(ren), including doctor's office visits, emergency room or other hospital services, and emergency transportation.

LOCKERS

Lockers are for students in grades 6 – 12 and must be kept locked at all times. Only the locks distributed by the school will be used. Lockers must be kept locked and neat at all times, and any decorations or pictures must be on the inside of the locker and must be appropriate. Violations of these rules will result in a Level 1 offense. *Administration may inspect lockers at any time.* Students are encouraged not to give their lock combination to others. *The student will be held monetarily responsible for any items stolen from unlocked lockers, the loss of a lock, or damage/breakage of a locker due to misuse.* The replacement fee for a lock is \$20.00.

FCA STUDENT COUNCIL (Grades 7 – 12)

FCA's Student Council is a representative body of students chosen by their classmates to serve their fellow students and their school community. The purpose of the Student Council is to work with the Student Council Faculty Advisor and the Student Services Director to help plan, promote, and implement social activities for the student body.

Student Council Officers and Representatives

- Officers: President, Vice-President, Secretary, and Treasurer; male or female; elected from grades 9-12 only
- Class Representatives: 1 male and 1 female for each grade (7th – 12th)

Requirements and Responsibilities

- Must be a student at FCA for a minimum of one full semester in order to campaign and/or run for the position of student council officer or class representative
- Must demonstrate responsibility in the areas of school attendance, academics, and conduct
- Must be dedicated to being involved in the promotion of school spirit
- Must be in attendance and participate both in and out of council meetings
- Must go to the Faculty Advisor for instructions if absent from a scheduled council meeting
- May be dismissed from Student Council for violation of requirements and responsibilities

LOST AND FOUND

Please mark all items—uniforms, jackets, caps, ball gloves, book bags, etc. - with the student's name. Periodically, the school's lost and found coordinator will display all the lost items in the lobby area of the school. Students and parents may visit the display area and claim any personal belongings. Parents will be notified of the display dates in the school email. Items that are not claimed will be donated to charity.

LUNCHES

Students may bring lunch from home or participate in our hot lunch program which consists of food brought in by various vendors. A lunch menu will be published and you may order by the week or the day. Payment may be made on the day of ordering, or you may pay for a re-loadable Meal Card.

PARENT - TEACHER FELLOWSHIP (PTF)

Parent-Teacher Fellowship meetings will be held periodically throughout the school year. You will be notified of all

meetings and your participation is greatly encouraged and appreciated. The nature of the meetings will vary from time to time, but the general objectives are as follows:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
3. To provide an opportunity for parents and teachers to know and fellowship with each other.
4. To provide parents an opportunity to see the achievements of the students through various student or class performances.
5. To inform parents of PTF activities and fundraisers and to solicit volunteers for these functions.

VISITORS

First Christian Academy is a closed campus. No unauthorized visitors will be allowed on campus. All visitors must immediately check in at the office. The visitor identification must be visible at all times. In accordance with this closed campus policy, out-of-town visitors, boyfriends, girlfriends, or friends are not allowed to visit FCA without administrative approval.

Students interested in attending/enrolling in FCA are cordially invited to visit our campus during school hours for a planned visit. These visits must be approved through the school office and the headmaster. These students may be paired with a current FCA student to spend a half day or a whole day. All student visitors must be in appropriate dress.

WEATHER-RELATED SCHOOL CLOSING

FCA will generally follow any weather-related closings, delayed start policies, or early dismissal policies of Alachua County Public Schools. We will attempt to announce any weather-related events on the major TV stations (ABC, CBS, FOX, NBC), as well as three Christian radio stations (WPLL, 106.9, The Pulse; WJIS, 91.7, The Joy FM; WOLR, 91.3, The Edge).

SUPPLY LISTS Grades K-12

KINDERGARTEN

- (1) scissors (blunt, child scissors) Note: if your child is left-handed, please buy for left-handed

- (1) pencil box: plastic, with snapping lid
- (6) jumbo glue sticks (Elmers brand)
- (1) box of 24-pack crayons
- (1) “Pink Eraser”
- No backpacks - school provides pouch from Office

FIRST GRADE

- Bible (ESV) – no children’s Bibles please
- (2) pocket folders (no prongs)
- (2) large pink erasers
- (2) boxes of crayons(one will be used as a replacement)
- (1) pencil case that zips closed
- (1) plastic or wooden ruler with inches and centimeter markings
- (2) composition notebooks (Writing and Phonics/Spelling)
- (1) scissors (blunt)
- (2) boxes of #2 pencils
- (2) bottle of white school glue
- No backpacks - school provides pouch from Office

SECOND GRADE

- Bible
- (2) packs of #2 pencils (pack of 8)
- (2) boxes of Crayola crayons (16 count): One box as a replacement in January
- (1) Plastic pencil box with snapping lid
- (2) Elmers glue sticks (large size)
- (1) Scissors (child-size)
- (2) packs of wide-ruled loose leaf notebook paper (150 sheets)
- (2) yellow highlighters
- No backpacks - school provides pouch from Office

THIRD GRADE

- Bible
- Backpack (no wheels)
- (2) packages wide ruled notebook paper
- (4) boxes (12 each) Ticonderoga Noir Black Wood Pencils, #2 soft lead
- (2) boxes pencil top erasers
- (2) plastic pocket folders (without prongs)
- (2) packages capless red pens
- (2) large pink erasers
- (1) 12" ruler (English and metric markings)
- No binders

FOURTH GRADE

- Bible (ESV)
- (1) backpack (no wheels)

- Paperback dictionary – needs to be a quality purchase from a book store; dictionaries purchased from places like the Dollar Store do not offer sufficient information needed to complete certain tasks
- Paperback thesaurus – needs to be a quality purchase for same reasons stated above
- (6) folders to keep up with subject area work and to take graded papers home (any kind/color)
- (1) package of # 2 pencils
- (1) package colored pencils
- (1) box crayons
- (1) highlighter (any kind/color)
- (1) red pen (for grading)
- (1) scissors
- (1) 12-inch ruler (English and metric markings)
- (1) pencil box
- (1) package of wide ruled paper (NO spiral paper)
- Glue sticks
- Spiral notebook (History)
- Spiral notebook (Science)

*Students will be responsible for their own supplies on a daily basis. Items will not be collected, divided and shared; therefore, students and parents are expected to communicate when items need to be replaced throughout the year. Student items may be placed in a book bag and brought in on the first day of school.

FIFTH GRADE

- Bible (ESV)
- (1) backpack (no wheels)
- (4) packages of wide-ruled notebook paper
- (24) - #2 pencils
- (1) package pencil top erasers
- (1) box of 24 crayons
- (1) scissors
- (1) box colored pencils (12 count)
- (4) highlighters (any color)
- (1) 12" ruler (English and metric marked)
- (1) pencil pouch
- (2) pens for correcting (not blue or black)
- (2) plastic red folders without prongs
- (3) spiral bound notebooks
- (1) assignment planner
- (1) 8 ½ x 11 spiral sketch book – 100 pages (for art)

SIXTH GRADE

- Bible (ESV)
- (1) pen/pencil zippered bag (no boxes please)

- (2) 1 inch 3-ring binders
- (6) folders for use in 3-ring binders (holes punched)
- (1) Package #2 pencils sharpened (no designs please, they damage pencil sharpeners. Mechanical pencils ok.)
- (4) Red ink ball-point grading pens
- (2) Highlighters
- (4) packages or (500 sheets minimum) loose leaf paper
- (2) packages of 3x5 lined index cards
- (1) 12" ruler (English and Metric marked)
- Scissors
- Assignment notebook – any type
- Compass (math)
- Protractor (math)
- 8.5 x 11 spiral bound sketch book (art)

*Papers, pens, and pencils will need to be replenished throughout the year.

SEVENTH GRADE

General supplies for use in all classes:

- Backpack
- Locker decorations/shelves, if desired (lock is supplied by the school)
- Planner for Homework assignments (Could use a spiral notebook for this)
- USB flash drive
- Colored Pencils
- #2 pencils/Mechanical pencils are fine
- Erasers for pencil tops
- Pens for grading (No BLACK, please.)
- Highlighters (at least 4 different colors)
- 5 packages of loose leaf notebook paper (college and/or wide ruled to be used throughout the year)

Specific supplies for use in the following classes:

Math 7 and PreAlgebra

- * 1 – 1.5", 3-ring binder (for completed Math HW and handouts)
- * 2 spiral notebooks (for class notes – 1 per semester)
- * graph paper (as needed)
- * ruler (as needed)
- * compass (as needed)
- * protractor (as needed)
- * basic four function calculator with square root ($\sqrt{\quad}$) key (only to be used with teacher permission)

Science:

- * 1 – 1.5", 3-ring binder
- * 4 spiral notebooks (100 pages – 1 for each quarter)
- * 2 pocket folders with prongs

Note: A materials list for the Science Fair Project will go home at a later date.

Language:

- * 1 – 1.5", 3-ring binder
- * 4 pocket folders with prongs

History:

- * 2 pocket folders with prongs
- * 4 spiral notebooks (100 pages – 1 for each quarter)

P.E.:

- * P.E. uniform (purchase through the school)

Bible:

- * 1 spiral notebook (for notes and homework)
- * Bible (English Standard Version – ESV)
- * 1 pocket folder with prongs

We are asking that students DO NOT use Trapper Keepers. They will need the specified supplies for each class listed above. Students will have an assigned locker to use between classes in order to lighten the load.

EIGHTH GRADE

General supplies for use in all classes:

- Backpack
- Locker decorations/shelves, if desired (Lock is supplied by the school.)
- Planner for Homework assignments (Could use a spiral notebook for this.)
- USB flash drive
- Colored Pencils
- #2 pencils/Mechanical pencils are fine.
- Erasers for pencil tops
- Pens for grading (No BLACK, please.)
- Highlighters (at least 4 different colors)
- 5 packages of loose leaf notebook paper (college and/or wide ruled to be used throughout the year)

Specific supplies for the following classes:

PreAlgebra or Algebra 1:

- * 1 – 1.5", 3-ring binder (for completed Math HW and handouts)
- * 2 spiral notebooks (for class notes – 1 per semester)
- * graph paper (as needed)
- * ruler (as needed)
- * compass (as needed)
- * protractor (as needed)

PreAlgebra only:

- * basic four function calculator with square root ($\sqrt{\quad}$) key (only to be used with teacher permission)

Algebra 1 only:

- * The school will supply a TI- 73 or TI-84 plus graphing calculator to be used throughout the year.

Science:

- * 1 – 1.5", 3-ring binder
- * 4 spiral notebooks (100 pages – 1 for each quarter)
- * 2 pocket folders with prongs

Note: A material list for the Science Fair project will be sent home at a later date.

Language:

- * 1 – 1.5", 3-ring binder
- * 4 pocket folders with prongs

History:

- * 2 pocket folders with prongs
- * 4 spiral notebooks (100 pages – 1 for each quarter)

P.E.:

- * P.E. uniform (purchase through the front office)

Bible:

- * 1 spiral notebook (for notes and homework)
- * Bible (English Standard Version – ESV)
- * 1 pocket folder with prongs

We are asking that students DO NOT use Trapper Keepers. They will need the specified supplies for each class listed above. Students will have an assigned locker to use between classes in order to lighten the load.

NINTH GRADE**General supplies for use in all classes:**

- Backpack
- Locker decorations/shelves, if desired (Lock is supplied by the school.)
- Planner for Homework assignments (Could use a spiral notebook for this.)
- USB flash drive
- Colored pencils
- #2 pencils/Mechanical pencils are fine.
- Erasers for pencil tops
- Pens for grading (No BLACK, please.)
- Highlighters (at least 4 different colors)
- 5 packages of loose leaf notebook paper (college and/or wide ruled to be used throughout the year)

Specific supplies for the following classes:**Algebra 1 and Geometry:**

- * 1 – 1.5", 3-ring binder (for completed Math HW and handouts)
- * 2 spiral notebooks (for class notes – 1 per semester)
- * graph paper (as needed)
- * ruler (as needed)
- * compass (as needed)
- * protractor (as needed)
- * The school will supply a TI- 73 or TI-84 plus graphing calculator to be used throughout the year.

Physical Science:

- * 1 – 1.5", 3-ring binder
- * 4 spiral notebooks (100 pages – 1 for each quarter)
- * 2 pocket folders with prongs

English 1:

- * 1 – 1.5", 3-ring binder
- * Dividers
- * 6 pocket folders with prongs
- * 1 composition notebook (for journaling and note taking)

World History:

- * 2 pocket folders with prongs
- * 4 spiral notebooks (100 pages – 1 for each quarter)

Health and P.E.:

- * 2 pocket folders with prongs
- * P.E. uniform (purchase through the school)

Spanish 1:

- * 2 pocket folders with prongs

Bible/Biblical Worldview:

- * 1 spiral notebook (for notes and homework)
- * Bible (English Standard Version – ESV)
- * 1 pocket folder with prongs

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TENTH GRADE**General supplies for use in all classes:**

- Backpack
- Locker decorations/shelves, if desired (Lock is supplied by the school.)
- Planner for Homework assignments (Could use a spiral notebook for this.)
- USB flash drive
- Colored pencils
- #2 pencils/Mechanical pencils are fine.
- Erasers for pencil tops
- Pens for grading (No BLACK, please.)
- Highlighters (at least 4 different colors)
- 5 packages of loose leaf notebook paper (college and/or wide ruled to be used throughout the year)

Specific supplies for use in the following classes:**Geometry or Algebra 2:**

- * 1 – 1.5", 3-ring binder (for completed Math HW and handouts)
- * 2 spiral notebooks (for class notes – 1 per semester)
- * graph paper (as needed)
- * ruler (as needed)
- * compass (as needed)
- * protractor (as needed)
- * The school will supply a TI- 73 or TI-84 plus graphing calculator to be used throughout the year.

Biology:

- * 1 – 1.5", 3-ring binder
- * Dividers

English 2:

- * 1 – 1.5", 3-ring binder
- * Dividers
- * 6 pocket folders with prongs
- * 1 composition notebook (for journaling and note taking)

U.S. History:

- * 2 pocket folders with prongs
- * 4 spiral notebooks (100 pages – 1 for each quarter)

Health and P.E.

- * 2 pocket folders with prongs
- * P.E. uniform (purchase through the school)

Bible 2/Leadership and Character Development:

- * 1 – 1.5", 3-ring binder
- * Dividers
- * Bible (English Standard Version – ESV)

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ELEVENTH GRADE

General supplies for use in all classes:

- Backpack
- Locker decorations/shelves, if desired (Lock is supplied by the school.)
- Planner for Homework assignments (Could use a spiral notebook for this.)
- USB flash drive
- Colored pencils
- #2 pencils/Mechanical pencils are fine.
- Erasers for pencil tops
- Pens for grading (No BLACK, please.)
- Highlighters (at least 4 different colors)
- 5 packages of loose leaf notebook paper (college and/or wide ruled to be used throughout the year)

Specific supplies for use in the following classes:

Algebra 2 or Pre-Calculus:

- * 1 – 1.5", 3-ring binder (for completed Math HW and handouts)
- * 2 spiral notebooks (for class notes – 1 per semester)
- * graph paper (as needed)
- * ruler (as needed)
- * compass (as needed)
- * protractor (as needed)
- * The school will supply a TI- 73 or TI-84 plus graphing calculator to be used throughout the year.

Marine Science:

- * 1 – 1.5", 3-ring binder
- * Dividers

English 3:

- * 1 – 1.5", 3-ring binder
- * Dividers
- * 6 pocket folders with prongs
- * 1 composition notebook (for journaling and note taking)

U.S. Govt. and Economics:

- * 2 pocket folders with prongs
- * 4 spiral notebooks (100 pages – 1 for each quarter)

Bible/World Religions:

- * 1 – 1.5", 3-ring binder
- * Dividers

- * Bible (English Standard Version – ESV)

We are asking that students DO NOT use Trapper Keepers. They will need the specified supplies for each class listed above. Students will have an assigned locker to use between classes in order to lighten the load.

TWELFTH GRADE

General supplies for use in all classes:

- * Backpack
- * Locker decorations/shelves, if desired (Lock is supplied by the school.)
- * Planner for Homework assignments (Could use a spiral notebook for this.)
- * USB flash drive
- * Colored pencils
- * #2 pencils/Mechanical pencils are fine.
- * Erasers for pencil tops
- * Pens for grading (No BLACK, please.)
- * Highlighters (at least 4 different colors)
- * 5 packages of loose leaf notebook paper (college and/or wide ruled to be used throughout the year)

Specific supplies for use in the following classes:

Pre-Calculus/Calculus or Financial Algebra:

- * 1 – 1.5”, 3-ring binder (for completed Math HW and handouts)
- * 2 spiral notebooks (for class notes – 1 per semester)
- * graph paper (as needed)
- * ruler (as needed)
- * compass (as needed)
- * protractor (as needed)
- * The school will supply a TI- 73 or TI-84 plus graphing calculator to be used throughout the year.

English 4:

- * 1 – 1.5”, 3-ring binder
- * Dividers
- * 6 pocket folders with prongs
- * 1 composition notebook (for journaling and note taking)

U.S Government and Economics:

- * 2 pocket folders with prongs
- * 4 spiral notebooks (100 pages – 1 for each quarter)

Bible/World Religions:

- * 1 – 1.5”, 3-ring binder
- * Dividers
- * Bible (English Standard Version – ESV)

We are asking that students DO NOT use Trapper Keepers. They will need the specified supplies for each class listed above. Students will have an assigned locker to use between classes in order to lighten the load.