



# **PARENT – STUDENT HANDBOOK**

## **2019 – 2020**

**First Christian Academy**  
**24530 NW 199<sup>th</sup> Lane**  
**High Springs, FL 32643**  
**Phone - 386-454-1641**  
**Fax - 386-454-9727**

**[www.fcahighsprings.org](http://www.fcahighsprings.org)**

**PARENT-STUDENT HANDBOOK TABLE OF CONTENTS 2019-2020**

<b>WELCOME to FCA</b>	<b>1</b>	<b>ATTENDANCE POLICIES, K5-12<sup>th</sup></b>	<b>16-19</b>
<b>HISTORY</b>	<b>1</b>	• Attendance and Punctuality Defined	16
<b>PHILOSOPHY</b>	<b>1</b>	• Parent and Student Responsibilities	16
• Guiding Principles / In Loco Parentis	1	• Absences	16
• Vision	1-2	• Excused Absences	16-17
• Mission and Core Values	2-3	• Unexcused Absences	17
• Expected Outcomes	3-5	• Reporting Absences - Elem. and Sec.	17
<b>STATEMENT of FAITH</b>	<b>5-6</b>	• Make-up Work	17
• Chapel	6	• Tardies	18
<b>CURRICULUM / CURRICULUM GOALS</b>	<b>6-8</b>	• Excused Tardies	18
<b>GENERAL INFORMATION</b>	<b>8-9</b>	• Unexcused Tardies	18
• Organizational Structure	8	• Early Dismissal / Early Checkout	18
• School Colors	8	• Attendance & Communicable Disease	19
• School Mascot	8	• Student Illness at School	19
• School Verse	8	• Medication Policy	19
• Hours of Operation - Office and School	9	<b>CONDUCT POLICIES, K5-12<sup>th</sup></b>	<b>20-23</b>
• Afternoon Dismissal / Car Line Pickup	9	• Honoring and Respecting Authority	20
<b>ADMISSION and FINANCIAL POLICIES</b>	<b>9-11</b>	• Respecting Others	20
• Non-Discriminatory Policy	9	• Lion Code of Honor	20
• Student Shadow / Classroom Visit	9	• Discipline Policies, K5 – 5 <sup>th</sup>	20
• Admissions/Enrollment Procedures	9	• Discipline Policies, 6 <sup>th</sup> – 12 <sup>th</sup>	21
• Refund Policy	10	• Offense Levels and Definition of Offenses	21-23
• Payment of Accounts	10	• Detention	23
• Service Charge	10	<b>DRESS CODE POLICIES, K5-12<sup>th</sup></b>	<b>23-25</b>
• Withdrawal Policy	10	• Boys	23-24
• Fees and Tuition / Payment Plans	11	• Girls	24
<b>ACADEMIC POLICIES, K5-12<sup>th</sup></b>	<b>12-16</b>	• Boys and Girls	24-25
• Achievement Testing, K5-11 <sup>th</sup>	12	• Special Dress-Down Days, Spirit Week	24
• Homework, K5-12 <sup>th</sup>	12	• P.E. Uniform	25
• School Term and Report Cards, K5-12 <sup>th</sup>	12	<b>MISCELLANEOUS INFORMATION</b>	<b>25-28</b>
• Grading Scale, K5-12 <sup>th</sup>	12	• Athletic Program	25
• Honor Roll, K5-12 <sup>th</sup>	13	• Areas of Athletic Competition	25-26
• Honor Societies, 7 <sup>th</sup> -12 <sup>th</sup>	13	• Class Parties	26
• Academic Rewards, 6 <sup>th</sup> -12 <sup>th</sup>	13	• Classroom Visits by Parents	26
• Help Class, 1 <sup>st</sup> – 12 <sup>th</sup>	14	• Field Trips: Behavior & Expectations	26
• Academic Probation & Tutoring, 1 <sup>st</sup> – 12 <sup>th</sup>	14	• Health Insurance	26
• Retention Policy	14	• Lockers, Grades 6 <sup>th</sup> -12 <sup>th</sup>	26-27
• High School Graduation Requirements	15	• Lost and Found	27
• Dual Enrollment, 11 <sup>th</sup> -12 <sup>th</sup>	15	• Lunches	27
• Florida Virtual School (FLVS), 9 <sup>th</sup> -12 <sup>th</sup> only	15	• Student Council, 6 <sup>th</sup> –12 <sup>th</sup>	27
• Grade Level Classification, 9 <sup>th</sup> -12 <sup>th</sup>	15	• Student Drivers / Student Parking	27
• Valedictorian/Salutatorian	16	• Visitors	27
		• Weather-related School Closing	27

# **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.

**MARRIAGE AND SEXUALITY:** We believe that the term *marriage* has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union as delineated by Scripture. Whenever there is a conflict between the ministry's position and any new legal standard for marriage, the ministry's statement of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; 1 Cor. 7:1-9) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity. (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4) We believe that God wonderfully and immutably creates each person as male or female. These two-distinct, complementary genders together reflect the image and nature of God and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

## **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 the attendance of visitors (parents, grandparents, etc.).

## ***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.

**GENERAL INFORMATION**

**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.

**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

## HOURS of OPERATION

### 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 Wrap-Around care	7:00 a.m. – 6:00 p.m.
Before School Care (K5 – Grade 12)	7:00 a.m. - 7:45 a.m.
K5 – 3 <sup>rd</sup> Grade	8:00 a.m. - 2:45 p.m.*
4 <sup>th</sup> Grade – 12 <sup>th</sup> Grade	8:00 a.m. - 3:00 p.m.*
Lions Den (After School Care for K5-5)	2:45 p.m. - 6:00 p.m. for Grades K5 – 3 3:00 p.m. - 6:00 p.m. for Grades 4 – 5
Study Hall (After School Care for 6-12)	3:00 p.m. – 6:00 p.m.

### **\*AFTERNOON DISMISSAL and CAR LINE PICKUP**

Two dismissal times are in place to avoid traffic backups in the afternoon.

- Parents who are only picking up children Kindergarten–3<sup>rd</sup> Grade must follow the traffic pattern and use the car line loop along the main school building; please do not line up any sooner than 2:30 for the 2:45 pickup.
- Parents who are only picking up children in middle/high school (6<sup>th</sup>-12<sup>th</sup>) must use the church entrance and circle around the church flagpole; please do not line up any sooner than 2:45 for the 3:00 pickup.
- Parents who are picking up children from a combination of grade levels and dismissal times must use the car line loop along the main school building; please do not line up any sooner than 2:45 for the 3:00 dismissal.

Drivers in both car lines must display the school-administered student name cards. Remember to drive safely, be courteous, and follow all directions of the established traffic pattern and the safety patrol students.

## **ADMISSIONS 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.

### **STUDENT SHADOW / CLASSROOM VISIT**

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. Students will be paired with a current FCA student to spend part or all of a school day. All student visitors must be in appropriate dress.

### **ADMISSIONS / ENROLLMENT PROCEDURES for K5 – 12<sup>th</sup> GRADE**

#### ***“WHAT DOES IT TAKE TO BECOME A LION?”***

*Full admission involves the satisfactory completion of the following steps:*

- A completely filled out Student Enrollment Application and payment of the non-refundable Enrollment Fee
- A Pre-Admissions Test for all new students entering Grades 1 – 8 in order to assess proper grade placement for academic success. Student records along with test results are evaluated and will give valid predictive information about the applicant’s capabilities at FCA.
- Official copies of new student educational records will be requested from all previous schools attended. (Hand-carried copies and partial records are not considered official records. Official copies must come from the sending school by way of fax or mail.) Records requested will include copies of:

- *Academic records* (transcripts and/or report cards to include attendance records)
- *Standardized test results*
- *Records to include evaluations of any diagnosed learning disabilities, difficulties, or differences\**
- **\*NOTE: FCA does not have the staff or resource options available to honor all suggested accommodations, specialized instruction, or related services that may be listed on an IEP, 504 Plan, or Service Plan.**
- *Discipline records* if suspended or expelled
- *Health records* which include a copy of the birth certificate, a *School Entry Health Examination* form and up-to-date *Immunization Records*
- New students who have been homeschooled must provide copies of:
  - Health forms (immunization and physical examination forms; copy of birth certificate)
  - Academic records which include a typed list of curriculum used. (Include textbook and resources used for each subject and grade listing the title, publisher information, and grade level used.)
  - A record of any final grades received
  - Copy of any standardized test results
- A meeting with the Headmaster or his designee will be held before the final admissions process is complete. The student and a parent/guardian should be present at this administrative meeting.
- Agreement to abide by the school guidelines and policies as listed in the Parent-Student Handbook
- Set up a Tuition Payment Plan with the Financial Office

**Acceptance is based upon available space, evidence of academic ability, and a favorable interview.**

#### **REFUND POLICY**

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

#### **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 199<sup>th</sup> Lane, High Springs, FL 32643.

#### **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.**

## FEES AND TUITION / PAYMENT PLANS

<b>FEES</b>		
<b>AFTER CARE FEE (LIONS DEN)</b>	Kindergarten (K5) – Grade 12	\$3.00 Per hour (\$ .75 per ¼ hour)
<b>ATHLETIC FEE</b>	Grades 6 - 12	\$100.00 “Per Sport” fee
<b>CURRICULUM FEES (*Non-Refundable)</b>		
Kindergarten (K5)	Due by June 1, 2019	\$200.00*
Grades 1 – 5	Due by June 1, 2019	\$400.00*
Grades 6 - 12	Due by June 1, 2019	\$450.00*
<b>ENROLLMENT FEES (*Non-Refundable)</b>		
Infants, 1, 2, and 3 Year Olds	Per child (one-time fee)	\$100.00*
Voluntary Pre-Kindergarten (VPK)	4 Year Olds	None
Kindergarten (K5) – Grade 12	Per child (annually)	\$300.00*
<b>PHYSICAL EDUCATION (PE) UNIFORM</b>	Kindergarten (K5) – Grade 9	\$20.00 set (FCA t-shirt and shorts)
<b>PRE-ADMISSION TESTING FEE</b>	Grades 1 - 8	\$75.00 - due at time of testing
<b>TUTORING FEE</b>	Kindergarten (K5) - Grade 12	\$25.00 per hour
<b>VPK (VOLUNTARY PRE-KINDERGARTEN)</b>	4 Year Olds - 8:00 am – 11:00 am	FREE
VPK Late Pick-up (up to one hour)	11:15 am – 12 noon	\$10.00
VPK Wrap-Around Care & non-VPK Daily Rate	Per day	\$40.00
VPK Weekly 3:00 pm Pick Up	11 am – 3 pm	\$70.00
VPK Weekly Wrap-Around Care	11 am – 6 pm	\$120.00
<b>WEEKLY RATES for PRESCHOOL</b>	<i>Hours - 7:00 am – 6:00 pm</i>	<i>Effective July 1, 2019</i>
Infants	6 Weeks - 14 Months Old	\$200.00
Toddlers	15 Months – 24 Months Old	\$170.00
Twos	2s	\$160.00
Threes	3s	\$150.00
<b>TUITION / PAYMENT PLANS</b>		
<b>YEARLY TUITION</b>	Kindergarten (K5) – Grade 5	\$4,800.00
	Grades 6 - 12	\$5,100.00
<b>TUITION PAYMENT PLANS (Monthly)</b>	12 Months	June '19 – May '20
	11 Months	July '19 – May '20
	10 Months	Aug. '19 – May '20
	Paid in Full	See discounts below
<b>Tuition Discounts (K5 – Grade 12)</b>	5% discount for full year’s tuition	If paid in full by June 1, '19
	2.5% discount for full year tuition	If paid in full by Aug. 1, '19
<b>Multiple Children Discount (K5 – Grade 12)</b> <i>(Tuition Discount for additional children from the same family)</i>	Kindergarten (K5) – Grade 12 (Discount does not apply to Preschool)	Second child: 10% annual tuition Third child: 15% annual tuition Fourth + : 20% annual tuition

## ACADEMIC POLICIES, K5 – 12<sup>th</sup>

### ACHIEVEMENT TESTING (K5 – 11)

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.

### HOMEWORK (K5 – 12)

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
3. For projects - book reports, special research assignments that expand academic experience

#### Homework Policy:

1. In order to encourage family worship and/or Wednesday evening church activities, there will be no homework assigned on this night. Wednesday is 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.
3. Weekends are considered one night.

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

Kindergarten	No homework assigned except some reading to parents
1 <sup>st</sup> – 3 <sup>rd</sup> Grade	30 minutes per night
4 <sup>th</sup> – 5 <sup>th</sup> Grade	1 hour per night
6 <sup>th</sup> – 8 <sup>th</sup> Grade	1 - 1.5 hours per night
9 <sup>th</sup> – 12 <sup>th</sup> Grade*	2 - 3 hours per night (approximately 25 minutes per subject)
	*Exception: Honors, AP, and DE classes

### SCHOOL TERM and REPORT CARDS (K5 – 12)

The school operates on a quarterly basis divided into four terms of approximately nine weeks each. Report cards are generally distributed on the Friday following the end of each quarter / term.

### GRADING SCALE (K5 – 12)

Grading scale for **Kindergarten through Grade 5** for Behavior and for Resource Classes:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grading scale for **Kindergarten through Grade 12** for all courses (including Resource courses for Grades 6-8):

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 (K5 – 12)

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

## HONOR SOCIETIES (Grades 7 – 12)

Membership in the Noah Webster Chapter of the National Honor Society (Grades 10-12) and the Benjamin Rush Chapter of the National Junior Honor Society (Grades 7-9) 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 apply and meet additional requirements. More information may be obtained from the office of the Student Services Director or on the school website.

## ACADEMIC REWARDS (Grades 6 - 12)

1 - Qualified students in **Grades 6 – 12** will have the opportunity for semester exam exemptions for both semesters.

### Exam Exemption Guidelines

- Must have at least a 90% average for the semester in the specific course
- Must not have more than 10 excused or unexcused absences in that class for the semester
- If exempt, student may choose which exam to exempt
- Number of exemptions allowed:

6 <sup>th</sup> – 8 <sup>th</sup> Grade	1 exam per semester
9 <sup>th</sup> Grade	2 exams per semester
10 <sup>th</sup> Grade	3 exams per semester
11 <sup>th</sup> Grade	4 exams per semester
12 <sup>th</sup> Grade	Unlimited

2 - Qualified students in **Grades 9 – 12** 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.

### Off-Campus Lunch Guidelines

- Students in 9<sup>th</sup> – 12<sup>th</sup> Grade will have an opportunity to have an off-campus lunch following Quarter 1, 2, and 3. Permission slips will be sent home with qualifying students.
- Student cannot have any D's or F's on their report card for the quarter (nothing below a 70/C-)
- Must not have had any detentions for the quarter (including an accumulation of offenses that will result in a detention whether or not the detention has been assigned or served)
- Must return the parent-signed form by the due date
- Will be allowed to eat at any appropriate establishment
- Must provide own transportation or receive permission to ride with another student and/or parent
- May not be checked out from school for the remainder of the day, but must return on time for 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 still a regular school day.)
- Any parent transporting anyone other than their own child/ren must have signed permission from the other student's parent.
- Any Student Driver transporting other students must have signed permission from both sets of parents.

### **HELP CLASS (Grades 1 - 12)**

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 the parent desire this type of extra help for the child, please contact the child's teacher.

### **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 help beyond the occasional help class in order to succeed academically and to continue at FCA. **The point system is the assignment of 1 point for a D and 2 points for an F.**

- 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 contract will be signed by the student and parent to insure positive academic progress. Students who are 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 also begin within two weeks or the student may be considered for dismissal.
- 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.

### **RETENTION POLICY (Grades K5 – 12)**

Teachers have the responsibility to personally monitor the progress of each child under their care and to encourage 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. **K5 – 2<sup>nd</sup> Grades:** Unsatisfactory progress in reading and/or mathematics, U's or failure to complete minimum levels. Retention is not mandatory if sufficient improvement is shown later in the year.
2. **3<sup>rd</sup> – 5<sup>th</sup> Grades:** Unsatisfactory progress and development in the areas of reading, language arts, and/or math skills. Retention is not mandatory if significant improvement is achieved during the last two quarters of the school year.
3. **6<sup>th</sup> – 8<sup>th</sup> Grades:** Unsatisfactory progress or failure in any major course: Bible, English/Language Arts, history, science, and mathematics. Summer remediation is required for any major course that is failed and written verification of remediation must be provided before the student can return to school the following year. If two or more major courses are failed and not successfully made up during the summer, the entire grade may need to be repeated.
4. **9<sup>th</sup> – 12<sup>th</sup> 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 or his designee (such as independent / online studies). Any cost incurred in repeating a course is the responsibility of the parents.

## HIGH SCHOOL GRADUATION REQUIREMENTS (Grades 9 – 12)

I. FCA offers a *24 credit Standard Diploma* which is a college preparatory diploma. For this diploma, you need:

- 4 Credits of English Language Arts
- 4 Credits of Math (including Algebra I and Geometry)
- 3 Credits of Science (including Biology I)
- 3 Credits of Social Studies (World History, US History, and US Government & Economics)
- 1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts
- 1 Credit Physical Education (to include the integration of Health) (HOPE)
- ±8 Elective Credits \*

24 Total Credits

\* **Elective Credits include:**

- 1 Online Course (included in the 24 total credit state graduation requirement: any ½ or full credit online class through FLVS meets this requirement)
- Bible (one required elective credit must be earned for each year of attendance at FCA in grades 9-12)
- Foreign Language requirement: Spanish I and Spanish II  
(Students who transfer in as a senior do not have to take a foreign language class if they have not already taken one year of a foreign language)

II. High School graduates must have a *minimum cumulative Grade Point Average* of 2.0 (on a 4.0 scale)

III. *Community Service*: 15 hours of community service per year; total of 60 hours

- Students who transfer in from other schools do not have to make up service hours for years they were not enrolled in FCA. Those who enroll at the semester break are responsible for half of the hours (7.5).
- FCA will keep a record of the total number of service hours and return the log sheets to the student. Students and parents are responsible for keeping forms for Bright Futures application.

## DUAL ENROLLMENT (Grades 11 – 12 only)

Eligible Juniors and Seniors may take Dual Enrollment courses through Santa Fe College. Application to Santa Fe College is made online; the PERT (placement test) is taken at Santa Fe College; and course approval for dual credit must be obtained from the Student Services Director before beginning class. Full-time dual enrollment is not available, courses must be taken online (course work completed during the scheduled computer lab period and at home), or after school hours - college course schedule permitting. See the Student Services Director for more information.

## FLORIDA VIRTUAL SCHOOL (Grades 9 – 12 only)

Courses that are taken through FLVS must receive pre-approval and verification from the Student Services Director.

Courses are completed during the school year and may be assigned or taken for the following reasons:

- Electives not offered at FCA
- Courses needed to complete class schedules or graduation requirements, including AP courses, and the course is not currently offered at FCA
- For remediation or credit recovery classes as assigned or approved by the Student Services Director (must be completed during the summer and/or during the school year)

## GRADE LEVEL CLASSIFICATION (Grades 9 – 12)

The classification of students in grades 9, 10, 11, and 12 is based upon the number of credits earned in high school. To be classified as a: **Freshman (9<sup>th</sup> Grade)** – successful completion of 8<sup>th</sup> Grade (passed all major subjects)

**Sophomore (10<sup>th</sup> Grade)**– 4 credits earned as a Freshman

**Junior (11<sup>th</sup> Grade)**– 10 credits earned as a Freshman and Sophomore

**Senior (12<sup>th</sup> Grade)** – 16 credits earned as a Freshman, Sophomore, and Junior

**Graduate** - 24 credits earned as a Freshman, Sophomore, Junior, and Senior

### **VALEDICTORIAN / SALUTATORIAN (Graduating Seniors)**

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.

Although the grade point average is calculated at the end of the first semester of the senior year, the positions of valedictorian and salutatorian are contingent upon successful completion of the final (spring) semester of the student's senior year. Students will not be honored with that title at graduation if the student commits an infraction that would bring dishonor to the office of valedictorian/salutatorian or to the school, or if the student's grades drop during the last semester of high school.

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. The GPA will be computed to the thousandths place (three digits past the decimal point), and 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.

## ***ATTENDANCE POLICIES, K5 – 12<sup>th</sup>***

### **ATTENDANCE and PUNCTUALITY Defined**

Each parent or guardian of a child within the compulsory attendance age is legally responsible for the child's regular 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.***

### **PARENT and STUDENT RESPONSIBILITIES**

- School attendance and punctuality is the responsibility of the parents and students.
- Parents are responsible for providing the school with an adequate **written explanation** and **appropriate documentation** indicating the reason(s) for an absence. **Documentation is required upon the student's return to school.** *Phone calls and text messages are not permitted.*
- Students and parents are responsible for checking Renweb for missed work and assignments, to ensure missing work is turned in on time, to talk to the teacher(s) following an absence, and if necessary, to schedule a time for make-up quizzes or tests. Missed tests must be scheduled during non-instructional time only.

### **ABSENCES**

Absences are only excused if appropriate documentation is provided upon return to school.

#### **EXCUSED ABSENCES**

1. **Student Illness.** *A health care provider's written statement should confirm that the student's condition requires an absence. The date(s) of the absence(s) must be clearly listed on the medical note.*
2. **Medical Appointments** with Health Care Provider. *The appointment card/medical note should clearly state the date and time of appointment.*
3. Absence due to participation in a **school sponsored activity** approved by the administration.
4. **Death** of a family member. (The total number of days excused will be determined in coordination with administration.)

5. Documented absence for **religious instruction** or holiday.
6. Documented appointments for **court appearance**.
7. **PARENT NOTE** (Special Circumstances as determined by parent). *A parent/guardian may document (in writing) up to five (5) days of absence per semester. These absences may be used for illness not requiring a doctor's visit or other days not covered by #1-6. A parent note detailing the absence must be provided upon return to school.*
8. *Any additional days will be considered **unexcused** unless documented by a health care provider.*
9. **Special reasons** to be evaluated by administration.

#### **UNEXCUSED ABSENCES**

1. Any absence that does not meet the above criteria.
2. Any absence that is not documented the day of the student's return (see above).
3. Schoolwork may not be made up for unexcused absences. If any absence is unexcused, a "zero" will be given for any assignment, quiz, or test that is missed.
4. Any student who has 15 unexcused absences within any 90 calendared school days is considered truant and shall be reported to proper authorities.
5. The Department of Highway Safety may not issue and shall suspend any previously issued driver's license or learner's permit for any minor student driver who is considered truant due to excessive unexcused absences.

#### **REPORTING ABSENCES** (does not apply to 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:

- Day of absence: Email the front office (eemerson@fbchighsprings.org) stating your name, your child's name, and the reason for your child's absence. If documentation is not provided on the day of return, the parent email will count as one "parent note" (only 5 allowed per semester).
- Day after absence: If an email ("parent note") is not received on the day of absence, **a written note signed by the parent (or medical documentation)** must be brought in upon the student's return to school and must state the reason for the absence as well as the date(s). The student is responsible for giving the note to the teacher (grades 1-5), or placing the note **in the homeroom teacher's office folder** on the day of return (grades 6-12).

If the parent of a student fails to verify the reason for the absence through either email or written documentation *upon the day of return*, the absence will remain **unexcused**.

#### **MAKE-UP WORK**

Parents wishing to pick up books or materials from their child's teacher, classroom, or locker must plan to do so after school. The teacher and the students will not be interrupted by the gathering materials and assignments during class time. Remember to check RenWeb for missed classwork (found under Lesson Plans tab), and missed homework.

A student is required to make up the work they miss during an absence (including early dismissals or late arrivals). 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.

Example: A student has an **excused** absence on Monday. (1 day absent + one extra = 2 days). Therefore, the student has both Tuesday and Wednesday to make up the work from this excused absence. In this example, ALL work from Monday's absence must be submitted **on or before** Thursday. Any work not received by the designated deadline will be given a "zero".

#### Exceptions to the Make-Up Work 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.

## TARDIES

Students are expected to be on time to school and to all classes. Classes begin promptly at 8:00 a.m. each morning for students in K5 – 12<sup>th</sup> Grade. Any student in these grades 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.

### Elementary Students (Grades K5-5)

- A parent conference with the Dean of Students or his designee will be scheduled for elementary students who are habitually and chronically tardy to school.
- Further action will be taken which may include but is not limited to a probationary contract listing stipulations for the student to remain enrolled at FCA.

### Secondary Students (Grades 6-12)

- Students who have **three (3)** unexcused tardies to school, **per semester**, will receive a written warning; **four (4)** unexcused tardies to school **per semester** will result in the assignment of a detention.
- 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. **Four (4)** unexcused tardies **per semester** 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 slip from the office will be marked "absent-unexcused," and will not receive any credit for work done during that period.

## EXCUSED TARDIES

1. Illness of the student
2. Illness of the parent which prohibits transporting the student to school
3. Required court appearance
4. Emergencies or special conditions which will be evaluated by administration

## UNEXCUSED TARDIES

1. Heavy traffic
2. Oversleeping
3. Returning home for forgotten items
4. Non-educational appointments other than doctor/dentist

## EARLY DISMISSALS / EARLY CHECKOUT – GRADES K5-12

All school classes and activities have value, and classroom attendance is important in each one – including academic classes, elective classes, resource classes, and activities such as Chapel or special assemblies. Early dismissal or checkout not only disrupts the learning and activity for all students, but like absences, results in the loss of activity or instruction that can never be fully recovered. For this reason, ***\*walkup checkouts are not permitted after 2:00 p.m. This includes student drivers and their siblings.***

Parents who must pick up a student before 2:00 should notify the office at the beginning of that school day, giving the time and reason for the early dismissal. The student will be called to the office to be ready for early dismissal and the parent must come in to the school office to check the student out. A written excuse for the early dismissal/absence or an excuse from the doctor or dentist must be provided upon return to school. ***\*NOTE: Any walkup checkouts after 2:00 will be marked as unexcused. Three (3) unexcused early checkouts will result in one (1) unexcused absence. Any one (1) additional unexcused early checkout thereafter will result in one (1) unexcused absence for every unexcused early dismissal. A "zero" will be given for any work or assignment that is missed due to an unexcused dismissal or absence.***

### Exceptions: Excused Early Dismissals

- Doctor or dental appointment before 2:00 (bring a written excuse from doctor or dentist the next school day)
- FCA athletic team dismissal on away game days
- Emergencies or special conditions which will be evaluated by administration

## SCHOOL ATTENDANCE and COMMUNICABLE DISEASE

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

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.

### 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 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 and have not vomited or had diarrhea for 24 hours.**

### MEDICATION POLICY

Prescription medications will be administered through the Office for students in Kindergarten through 12<sup>th</sup> 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.

## **CONDUCT POLICIES, K5 – 12<sup>th</sup>**

### **HONORING and RESPECTING 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 a 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 OTHERS**

“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.

**LION CODE OF HONOR** - All students are expected to follow the Student Code of Conduct called the Lion Code of Honor:

1. **Obey Right Away** – “Obey those who rule over you and be submissive, for they watch out for your souls as those who must give an account to God.” Hebrews 13:17a
2. **Work Cheerfully** – “Do everything without complaining or arguing so that no one can criticize you. Live clean, innocent lives as children of God, shining like bright lights in a world full of crooked and perverse people.” 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** – “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Eph. 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 Thess. 5:18

### **DISCIPLINE POLICIES for K5 – 5<sup>th</sup> Grade**

Teachers in K5 – 5<sup>th</sup> Grade will use their own reward and consequence system in conjunction with the Lion Code of Honor. Parents will be notified by the classroom teacher or the school dean of behavior issues or incidents with a phone call, written note or an **Incident Report** that must be signed and returned the following school day.

## **DISCIPLINE POLICIES for 6<sup>th</sup> – 12<sup>th</sup> Grade**

A ***Student Behavior Referral*** is used to write up students based on the level of the offense committed. Generally speaking, the referral will be sent home with students on the day of the infraction. Referrals are to be reviewed and signed by the parents and returned the next school day. If the referral is not returned, further disciplinary action from the Dean of Students may result. Questions regarding the details of the referral should be directed to the *teacher or staff member* who wrote the referral.

### **OFFENSE LEVELS and DEFINITION of OFFENSES**

#### Level 1 Offense

Level 1 offenses receive a written warning. A Student Behavior Referral is given to the student to take home to the parent 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 1 Offenses (receive written warning; three Level 1 offenses per quarter = 1 Detention)

- Bus misconduct (on field trips or to games)
- Disrupting class (including talking in class without permission)
- Disobedience / failure to obey when warned on minor issues
- Dress code violations during school hours, exam days, or any school activities
- Eating or drinking in inappropriate places on campus
- Locker offense (to include abuse of or breaking lock or locker; leaving locker unlocked)
- Minor offenses determined to be detrimental to the nature of a Christian school
- Oral or written use of crude language; inappropriate slang, talk or gestures; taking the Lord's name in vain
- Rowdy, boisterous behavior; running in buildings
- Throwing trash or paper on campus; littering
- Unprepared for class
- Written, verbal, or inappropriate speech / conduct toward another person (notes, name calling, unkind speech)
- Actions determined by faculty or administration to merit a written warning

#### Level 2 Offense

Level 2 offenses are detention offenses. An accumulation of any three 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 Dean of Students. 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 2 Offenses (Automatic Detention)

- 4 unexcused tardies per semester (all classes, Period 1 -7)
- Actions determined to be rebellious in nature
- Being or causing others to be involved in physical abuse of others; fighting; hitting; shoving, etc.
- 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
- Disrespect, insubordination to administration, faculty, staff, substitute teachers
- 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

- Leaving campus without permission
- Lying; deliberate deception; dishonesty
- Skipping any class during a school day
- Use of communication devices such as cell phones, watches, tablets, etc., without permission (devices must be powered off and kept in locker during school hours, including Apple watches)
- Written or verbal use of profane or abusive language
- Use of school equipment without staff permission (computers, copiers, gym / PE equipment, etc.)
- Actions determined by faculty or administration to merit the assignment of a detention.

### Level 3 Offense

When a student receives a third detention *or* commits a Level 3 offense, a Student Behavior Referral will be sent from the Dean of Students for the parent to sign and the student to return the next school day. There may also be a conference with the parent, 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. Any student with Level 3 offenses will be re-evaluated prior to re-admittance the following semester.

#### Out-of-School Suspension

The student will not be permitted to attend school. Any homework, tests or quizzes missed due to a Suspension will receive an automatic zero. Although all work will receive zeroes, the work that is assigned during a suspension must still 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 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 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 be assigned as a condition for re-enrollment and Disciplinary Probation may also be assigned to any new student who has had previous disciplinary problems as a condition for enrollment in FCA.

### Level 3 Offenses (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, written, or 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 (truancy)
- 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 Dean of Students or Headmaster to merit suspension

### 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.

#### 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

#### **DETENTION**

Detentions are assigned for an accumulation of Level 1 offenses as well as Level 2 offenses, and are held on Saturday mornings from 8:00 – 10:00. Detentions will be calendared by the Dean of Students and notification given one week in advance. There is a \$25.00 detention fee for each detention issued which is payable to the staff member in charge on the day the detention is served. Students are to come prepared to accomplish assigned school projects or duties.

### ***DRESS CODE POLICIES, K5 – 12<sup>th</sup>***

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. Whether shopping for uniform clothing at FCA or in a retail store, please follow the guidelines for boys and girls listed below.

#### **BOYS (K5 – 12<sup>th</sup> Grade)**

*The basic uniform for boys is a long or short-sleeved collared **polo shirt** with **pants or walking-style shorts**.*

- Tops:** Color: Boys in K5 – 8<sup>th</sup> Grade must wear polo shirts that are red, white, navy blue, or light blue.  
Boys in 9<sup>th</sup> – 12<sup>th</sup> Grade may wear polo shirts that are any solid color; color not specified.  
Style: Boys in K5 – 12<sup>th</sup> grade are not required to have their shirts tucked in but the shirts must be long enough to cover the midriff when arms are raised.
- 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 6 – 12 are required to wear a 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 for school spirit week.  
Style: Fad, extreme haircuts and styles are not permitted (mohawk; shaved head; shaved sections or portions of hair; razor-cut/carved initials or designs; man bun; pony tail).  
Grooming: Hair is to be neatly groomed, kept out of the eyes, and of moderate length; neatly trimmed facial hair is permitted.

## **GIRLS (K5 – 12<sup>th</sup> Grade)**

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

**Tops:** Color: Girls in K5 – 8<sup>th</sup> Grade must wear polo shirts that are red, white, navy blue, or light blue. Girls in 9<sup>th</sup> – 12<sup>th</sup> Grade may wear polo shirts that are any solid color; color not specified.  
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 or color of any undergarment. Girls are not required to wear their shirt tucked in.

**Bottoms:** Color: Pants, shorts, skorts and jumpers must be khaki or navy blue. Jumpers may also be plaid as long as the plaid is any school color combination (red, white, navy blue, light blue, khaki).  
Length: The length of shorts, skorts, or jumpers can be 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 including uniform pants or shorts made with spandex / stretchy material. Bottoms should be loose enough so that you cannot see the outline of any undergarment. Leggings, jeggings, or tights may be worn under shorts, skorts or jumpers during cooler weather.  
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 dyeing, 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 – 12<sup>th</sup> 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 the above stated guidelines.
- No visible tattoos
- No body piercings, rings or gauges for boys or girls (Exception: girls may wear earrings in the ears only)

- Sunglasses may not be worn inside school buildings or during school hours with the exception of an outside PE class or activity.
- No hats, hoods, bandanas, sweatbands, headgear, or other head coverings worn during school hours in school buildings unless permission is given for a special dress down day or spirit week.
- Outer garments, jackets, coats, sweatshirts: Outer garments worn due to weather conditions, cooler indoor temperatures, or other legitimate purposes must be of the appropriate size and may not be
- overly baggy. If the garment is a sweatshirt with a hood or a hoodie, the hood may not be worn during the school day. **A dress code polo shirt must still be worn under the hoodie, sweatshirt, jacket, coat, 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, tights, 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
- athletic shorts or short-shorts
- sleepwear or garments traditionally designed as undergarments, such as boxer shorts, athletic undershirts, tank tops, or camis/camisoles
- torn, frayed, shredded, or cut-off pants / shorts; no 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 FCA school logo
Tops:	T-shirts (gray) with FCA school logo
Shoes:	Tennis/gym shoes, worn with socks

During cooler weather, if desired, students may wear navy blue sweatpants instead of P.E. shorts.

***MISCELLANEOUS INFORMATION***

**ATHLETIC PROGRAM (Grades 6 – 12)**

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) and the SECC (South Eastern Christian Conference). 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)  
Soccer (spring)

## **GIRLS ATHLETICS**

### MIDDLE SCHOOL/JV (6-9)

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

### VARSITY (7-12)

Volleyball (fall)  
Basketball (winter)  
Archery (spring)  
Soccer (spring)  
Softball (spring)

### **CLASS PARTIES (Kindergarten and Elementary)**

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.

### **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.

### **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 and students violating these rules will be subject to suspension of vehicle riding privileges.

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 (all windows closed, all trash picked up and thrown away, all bags and items taken off the bus).
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.

### **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 (Grades 6 – 12)**

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.

### **LOST AND FOUND**

Please mark all items — uniforms, jackets, caps, ball gloves, book bags, etc. — with the student's name. Inquire about lost or missing items in the main school office. Periodically, all items will be displayed in the lobby area and students and parents are given an opportunity to claim their personal belongings. Unclaimed items are 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 purchase a re-loadable Meal Card.

### **STUDENT COUNCIL (Grades 6 – 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 and promote school spirit, and implement social activities for the student body.

#### *Student Council Officers and Representatives*

- Officers: President, Vice-President, Secretary, and Treasurer; male or female (9<sup>th</sup> – 12<sup>th</sup>)
- Class Representatives: 1 male and 1 female for each grade (6<sup>th</sup> – 12<sup>th</sup>)

#### *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

### **STUDENT DRIVERS and STUDENT PARKING**

Reserved student parking spaces are located in front of the Family Life Center (FLC). Student Drivers must register their license and tag information in the School Office, and a parking permit and numbered space will be assigned. Student drivers must park in their assigned space and display their parking permit during the regular school day.

Students may not loiter in the parking areas after arriving to school and cannot go to their car or the parking areas during the school day without permission.

A student's driving privilege may be revoked if it is found to be in the best interest of the school. Violations include but are not limited to: improper checking in or out, skipping school, driving students off campus without permission, careless or reckless driving, or violating traffic laws.

### **VISITORS**

***First Christian Academy is a closed campus.*** No unauthorized visitors will be allowed on campus. For the safety of our students, all visitors must immediately check in at the office and visitor identification must be visible at all times. For this reason, out-of-town visitors, former students, friends, etc. are not allowed to visit FCA without administrative approval.

### **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 also attempt to announce any weather-related events on our social media pages.