Faith Community Christian Academy

STUDENT HANDBOOK

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Our mission is to partner with families in providing an academically excellent, Christ-centered education that equips students to grow in wisdom, faith, and character, becoming disciples of Jesus Christ who lead by example and impact their communities for God's glory.

Our vision is to develop a generation of students who are spiritually grounded, academically prepared, and equipped to reflect Christ in their speech, conduct, love, faith, and purity, serving as leaders in their homes, churches, communities, and future professions.

No person on grounds of race, color, national or ethnic origin is excluded or otherwise subjected to receiving services at FCCA nor does FCCA hire or assign staff based on gender, race, national or ethnic origin.

"You will never know the heights you can soar; until you spread your wings...."

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In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech

disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

INTRODUCTION

Welcome to Faith Community Christian Academy!

The Faith Community Christian Academy is a ministry sponsored by Faith Community Worship Center located in the heart of the City of Arcadia FL. Faith Community Worship Center is committed to bringing quality, affordable, Christian education for grades K through 12 to the City of Arcadia in DeSoto County.

The Faith Community Christian Academy uses ABEKA for grades K – 1st and self-paced curriculum for grades 2-12 which requires mastery of each subject at each level and incorporates character and Biblical training in the student's everyday lessons.

The staff at the Faith Community Worship Center realizes the great challenge parents are faced with in the spiritual, academic, and social training of their children. We consider it a privilege and honor to be able to work with you in meeting the needs of your children in these areas. It is our goal to provide each student with the knowledge and character training necessary to become a success in life.

OBJECTIVES

The objective of Faith Community Christian Academy is to obey the Scriptural imperatives of:

Deuteronomy 6:5-7: "Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (NIV)

Teaching is training. Training in life must include training for eternity. The home, the church, and the Christian school must work together in training your child. Regular church attendance is essential. Family and school training should be reinforced by church training under the leadership of a local pastor. Together these make a consistent Christian environment for each child.

Our school has not been established to reform, but to train youth of every ability and aptitude in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and morality, and good citizenship.

STATEMENT OF FAITH/OUR BELIEFS

About God:

- God is the Heavenly Father, Creator of the Universe.
- He is perfect in holiness and love.
- He is the Father of Jesus Christ.

- He is our Father, ever-present to provide for our needs.

About Jesus Christ:
- He is the holy begotten Son and Word of God.
- He sacrificed His life to redeem the world.
- He arose from the dead and is the King of life.
- He will return for His Church and end the battle of evil against good.

About the Holy Spirit:
- He is the ever-present Spirit of God the Father and our Savior, Jesus Christ.
- He is the inner guide of believers and impresses persons everywhere of the truth of Christ's teachings.
- He is the cleansing agent of the mind and soul and the supplier of spiritual power each person needs to overcome evil.

About man:
- Man is by nature sinful and cannot make himself good.
- Man becomes righteous by accepting God's forgiveness for sin through Jesus Christ's sacrifice on the cross.
- He receives "abundant life" now and everlasting life through his relationship to Jesus Christ.

About the Bible:
- The Bible is the inspired Word of God.
- It is the guide to our beliefs and our living.

ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes there will be new situations or circumstances not covered specifically by this handbook. The Administration reserves the right to exercise administrative prerogative in responding to these new situations.

ADMISSIONS POLICY

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

CHURCH ATTENDANCE

Because of the strong Christian values inculcated into the education of our students, it is required that families maintain regular church attendance. This practice is deemed to be an important part of a balanced education.

ADMISSION PROCEDURES

1) Obtain an Information Packet from the office;
2) Schedule an appointment for interview;
3) Upon enrollment, submit a complete application, student standard of conduct, registration fee, previous report card, student release of records, signed financial contract, copy of social security card, copy of birth certificate, immunization record, proof of recent physical, proof of custody, where applicable.

PATRIOTISM

Patriotism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom. We teach Biblical doctrines of self-discipline, respect for authority, and obedience to the law, and their natural outgrowth, love for flag and country. The following three pledges are memorized and recited on a daily basis by the students:

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

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

PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty to all who believe.

PLEDGE OF ALLEGIANCE TO THE BIBLE

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

FAMILY INVOLVEMENT

Conferences and meetings promote good understanding and communication between parents/ guardians and the staff of the school. All parents/guardians are required to participate in these informative and helpful conferences, which may be scheduled following the first quarter, or on an as-needed basis should conflict arise. Also, attendance at other meetings such as awards night and graduation is vital to promoting unity between our staff and school families. Attendance at parent orientation will be mandatory each school year.

CONFRENCES WITH PARENTS/TEACHERS

Faith Community Christian Academy is dedicated to a high level of communication among parents, students, and teachers. Parents/guardians and students should meet with their teacher periodically throughout the school year. A conference may be requested by either party to check the progress of the student, review any disciplinary issues or other items that may need additional attention of the parent or teacher.

STANDARDS OF CONDUCT

Students must agree to strive toward the highest standards of character in conduct and attitude. They must do their best to promote, uplift, and encourage all in and around the school. Students must also agree to strive toward conducting themselves in an orderly, respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty, respecting the person and property of others. Because we understand that instruction in Christian character is life long, there will be ongoing training to teach our students to refrain from talking about (even "in jest") or participating in griping, cheating, cursing, stealing, using tobacco, gambling, drinking alcohol, sexual activity or harassment, pornography, using or distributing narcotics, witchcraft, gang activity, etc. Students who participate in such activities may be subject to disciplinary action, up to and including suspension or expulsion.

The school has a "zero tolerance" policy in regard to violence, threats or plots of violence, and/or carrying of weapons of any kind onto school property. These will be dealt with swiftly, including expulsion and notifying the police department. Students also may not talk about guns, knives, bombs, doing violence to, or killing others even "in jest," and should never tolerate any other children who do. Any child who learns of threats or plots of violence against the school or against another student should report this immediately to the Administration.
The Faith Community Christian Academy will not tolerate visual, verbal, or physical contact by any student that harasses another student, interferes with another's school performance or creates an intimidating, offensive, or hostile environment. Harassment for any reason is prohibited. The Faith Community Christian Academy will not tolerate derogatory, offensive or other inappropriate remarks, slurs, or jokes. Faith Community Christian Academy expressly prohibits and has "zero tolerance" for sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favor, or any other visual, verbal, or physical contact of a sexual nature, including, but not limited to sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual, or sexually offensive or degrading jokes or stories; sexually offensive gestures; displays of sexually explicit photographs or images.

Faith Community Christian Academy will promptly investigate all complaints of harassment in an impartial and confidential manner as possible and, when appropriate, will take corrective and

preventive action. Fraudulent complaints of harassment will not be tolerated. Faith Community Christian Academy shall be judge of what constitutes inappropriate conduct in violation of this policy. Any student, who is found to have engaged in harassment or retaliation against another student for filing a complaint of harassment or for participating in an investigation of sexual harassment, will be subject to appropriate disciplinary action, up to and including dismissal from school. Similarly, any student who breaches instructions regarding confidentiality or who interferes in an investigation under this policy will be subject to discipline, up to and including dismissal.

SEVERE WEATHER

In the event of severe weather (tropical storm, hurricane, tornado, etc.), Faith Community Christian Academy will keep apprised of and follow all recommendations and warnings from the Desoto County School Board regarding safety issues and closing of the school.

FIRE DRILLS

Practice drills will be held periodically throughout the year. At the sound of a fire alarm, students are to stand and file out of the building in an orderly manner to a designated place. The Administration will signal when students may return to their classrooms in the same orderly manner. Students must walk in single file. They are expected to refrain from talking, pushing, or running.

FIELD TRIPS

Students may go on various field trips at different times during the year. They may be required to complete assigned work in order to go. Although such off-campus trips are of real enjoyment to the students, they are designed primarily to enrich learning. Supervisors may ask students to take notes and/or complete tests upon returning to school. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are taught self-control and appropriate behavior in various social atmospheres. A permission slip will be sent home, signed, and returned to the school for each off-campus trip. Parents will be informed of any fees for such trips in a timely fashion.

FUND RAISERS

The school reserves the right to hold fund raisers (in co-operation with the supporting parent organization) for various projects throughout the school during the school year; however, it is our intention that these are kept to a minimum. It is imperative that all families participate in this school-wide effort to keep our tuition costs down.

ACCIDENT INSURANCE

Every child will be covered by a school-time insurance plan. School-time insurance is not a primary policy. Therefore, if a student is injured, a claim should be made with the parent's insurance company first, and then the school-time insurance will pick up covered expenses in excess of the parent's company.

MEDICAL GUIDELINES

If your child must take medication, please ask your doctor if the schedule can be arranged so that the medication may be given at home before and after school hours. If this is not possible, the medication may be given at school only if failure to take it could jeopardize the student's health. The parent permission for medication form must be filled out by you yearly and remain on file at the school. Medication must be brought to the school in the original container from the pharmacist, fully labeled. If your doctor orders over the counter (nonprescription) medication, such as Aspirin, Tylenol, cough medicine, etc., for less than a 2-week period, it will be necessary for the doctor to give you a written note to bring to the school. The nonprescription medication must be in the original container labeled with the student's name and specific directions concerning the dosage, and all nonprescription medication must be provided by the parent. No over-the-counter medications (nonprescription) will be given without the written statement from the doctor. If your doctor orders prescription medication for less than a 2-week period (such as antibiotics), the original prescription bottle itself must serve as the doctor's written note, along with a note from the parent/guardian confirming directions and times to be given. If any medication is needed for more than a 2-week period, the Doctor's Permission for Medication Form must be completed yearly and remain on file at the school. We will not administer any medication to any student without the appropriate parental and doctor permission slips on file; however, parents/guardians may come to the school office in order to administer prescription or nonprescription medication to their child(ren) during school hours, and the child will be called out of class.

No student may self-carry or self-administer any medication at any time on the school campus (including Tylenol, Midol, etc), with the exception of self-administered inhalers and/or nasal sprays, and we must have on file a note from the doctor stating the student may carry such and is proficient in using it. Any student found carrying and/or administering medication to self or another student will be subject to disciplinary action.

HEALTH FORMS

Please be advised of the physical and immunization requirements for students per the State of Florida Department of Health. Required immunization and physical forms must be on file and up to date for the school to be in compliance with the State Department of Health, and for your child to be permitted to attend school on opening day. Completed physical on yellow State Department of Health form*.DH 3040 and an up to date immunization on blue State Department of Health form*.DH 680. Both forms are available from your pediatrician/doctor or local Department of Health.

ILLNESS AND/OR ACCIDENT

Usually, when a student is ill enough to be out of class, parents are notified, and the student must be picked up. If a student has a temperature of 100 degrees, the parent will be called, and the student must be picked up. Please DO NOT send your child to school with a fever. In the event of an injury or accident, parents are notified immediately according to home, work, or emergency phone numbers supplied to the school office. Every effort will be made to contact parents before medical attention is obtained. The school administers only minor first aid. The attending staff will fill out an Accident Report Form; a copy will be sent home, and a copy will be kept in the student's file.

Any student with a communicable disease (an illness which can be spread throughout the student and/or staff population) 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 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, the school may require an independent physician's examination of the student to verify the diagnosis necessary to enforce its communicable disease policy and to take all necessary action to request a letter from the physician after an illness before the student can return to school.

In accordance with Department of Health guidelines, any child found infected with Head Lice must be excluded from school until treated and all nits are removed. Upon return to school, parent/guardians must provide proof of treatment (box or receipt for purchase of treatment) and must be checked by designated personnel.

ATTENDANCE

Absence for reasons other than sickness and emergencies will be excused only if arrangements are made in advance with the Director or administrative staff, and the student is sufficiently advanced in his/her work. Excessive absences will inhibit the students' progress. If, in the opinion of the Administration, the absences are unnecessary, the student will be considered truant. The following number of days shall be acceptable: 7 unexcused days absent from school per quarter. If more than 7 days per quarter are unexcused absences, then an attendance meeting will be held. If attendance does not improve the student will be in jeopardy of loosing his/her ability to attend F.C.C.A.

Student Attendance and Grade-Level Retention

A student who has accumulated more than **twenty-eight (28) total absences** during an academic school year, whether such absences are **excused or unexcused**, will be subject to retention in their current grade level.

This attendance requirement is separate from the student's academic performance, grades, completed coursework, or demonstrated mastery of academic requirements. Completion of

required coursework or attainment of passing grades does not, by itself, exempt a student from the attendance requirement.

The attendance requirement applies to **all students enrolled in the school, including graduating seniors**. A student who exceeds twenty-eight (28) total absences during the academic school year may be retained in their current grade level and may not be eligible for promotion or graduation until the school's attendance requirements have been satisfied, subject to applicable school policies and governing requirements.
School administration reserves the right to review individual circumstances and determine appropriate action in accordance with school policy and any applicable legal or regulatory requirements.

Whenever a student is absent, the parent/guardian of the student shall: 1) Immediately report and explain the cause of such absence to the school office; 2) If possible, provide a written note specifying date(s) and the reason(s) for the absence upon the student's return to school. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, and other appointments should be scheduled after school hours.

*Absences for COVID-19 illness or exposure will be excused with a letter from parent/guardian.

TARDINESS

Students are considered tardy if not in their classroom and in their seats by the start of the school day. When late, a student must first go to the school office to receive a pass, and the parent/ guardian/student driver/car pool driver should bring the student into the school office. Continued tardiness may necessitate a parent/guardian conference with the administration and may result in revoking of all privileges. Tardiness interrupts the flow of morning devotions and inhibits the student's spiritual growth. Administrative staff has the right to dismiss a student from F.C.C.A. if Excessive tardiness becomes an issue.

ARRIVAL/DISMISSAL POLICY

The school day begins at 8:30 a.m. and ends at 2:30 p.m. Students may be dropped off as early as 6:45 a.m. and any student wanting breakfast needs to be in the cafeteria no later than 8:15 a.m. School dismissal begins at 2:30 p.m.. Students walking, driving, or riding bicycles must leave immediately upon dismissal and may not loiter on campus. Students being checked out early must be signed out before 2:15 p.m. otherwise they will be released to parents through the parent pick up line only. FOR THE SAFETY OF OUR STUDENTS NO CHILD(REN) WILL BE RELEASED TO ANY GUARDIAN THAT IS NOT IN THE PICKUP LINE.

NEW STUDENT PROBATION PERIOD

Students enrolling for the first time with Faith Community Christian Academy may be put on an initial probationary period, at the discretion of the designee/administrator. This probationary period will be approximately four (4) weeks. If the student is meeting scheduled appointments

and turning in satisfactory work, then the student will be taken off probation. If the student fails to meet these expectations, then the student will be dropped from the school

STUDENT RELEASE

The Faith Community Christian Academy will strive to work with parents to ensure and safeguard their child's safety while at school.

1. No student will be released by a teacher during the day for any reason without specific instructions from the school office.

2. All requests for early release from school must be approved by the Administration for authenticity and appropriateness.

3. Should a written personal request be made by a non-custodial parent for early release of a child into his/her care, such a request will be honored only with
(a) The consent of the custodial parent through a school-initiated telephone conversation; or
(b) Instructions from a court.

4. Should a request be made by a non-custodial parent to make contact with a child at the close of the school day or be directed to the student's classroom, such a request shall be denied by the principal unless there be
(a) The consent of the custodial parent through a school-initiated telephone conversation; or
(b) Instructions from a court.

5. Should a custodial parent request that the school prevents a child from any contact with the non-custodial parent, the custodial parent shall be requested to submit to the school a final judgment and/or settlement agreement serving as a basis for his or her request.

6. In the event that parents are going out of town without student(s), we ask that parents notify the school in writing of adult caretakers who will be responsible for their student(s). The names, phone numbers, and any alternate procedure to be followed should be included in the notification.

7. Please limit early pick up as much as possible. Students need to be in school for the entire school day. When a student is picked up, early release documents must be signed. Too many early releases may interfere with a student’s promotion to the next grade.

ACHIEVEMENT TESTS

Each spring, standardized achievement tests will be given. The school may administer other school ability tests as deemed necessary.

CURRICULUM

Faith Community Christian Academy offers the finest in academic curriculum. Our program is based on a thorough mastery of the fundamental elements of study. We believe that a child's education must be measured largely by his ability to reason intelligently, read comprehensively, compute accurately, write legibly, and spell correctly. Our academic package may be considered as "Back to the Basics," in that we stress the major subjects of Math, English, Science, Social Studies, and Spelling. Additionally, a Bible course is part of our core curriculum. Many electives are available but are only prescribed in proportion to what each individual child is able to master above these major subjects. Our school uses an individualized curriculum and procedures. Each student is taught in a completely individualized manner. All curriculum, including PACES, is the sole property of Faith Community Christian Academy. Computers and video curriculum are to be used under staff supervision only. Students abusing or damaging computer or video software or equipment will be required to pay full retail cost and/or labor and shipping at Administration's discretion. Unauthorized use of PACES, Score Keys, Test Keys, etc. by students or parents may result in immediate dismissal from school.

PACES are not to be shared among students. After a PACE is completed, the student will wait until the next morning before receiving the Test and will wait an additional night before receiving results and a new PACE. Work in PACES is done in pencil. Work in English and Spelling must be done in cursive writing beginning with PACE 1025 and in Social Studies and Science beginning with PACE 1031. Work must be shown in Math and Science PACES. Calculators are permitted as follows: 6th – 8th grades, non-scientific calculator after successfully passing the Calculator Proficiency Test and 9th – 12th grades, scientific calculator.

Resource books are also the property of the Faith Community Christian Academy. Students may be assigned resource books at times to complete with their PACES. Care of these books is the responsibility of the student. If a book is lost, the full retail cost of the book plus shipping will be charged.

HOMEWORK

The responsibility for scholastic achievement is placed upon the student. Student(s) should need to take only a minimum of academic work home. The goals set by the student and reviewed by the supervisor are no more than the student is capable of completing during the regular school day. Should a student not meet the goals for a particular day, it will be required (at the supervisor's discretion) that the student completes the work at home, Should the student have homework, a Homework Assignment Slip giving the exact pages to be completed will be given to the student. The slip is to be signed by the parent/guardian certifying completion of the homework; accuracy of homework is ultimately the student's responsibility. The Homework Assignment Slip is to be signed and returned the following school day. Failure to do so will result in detention. Failure to complete homework assignments will result in detention. Incomplete homework 3 times in one week may result in in-school suspension. Homework may be assigned by the supervisor that is not PACE work, including special projects, book reports, current events, research papers, etc.

PROGRESS REPORTS

K-5 (on the Abeka program) will be graded on daily work and tests averaged on a 9-week report card. The grading system for grades 2-12 of our school is designed to give parents/guardians a true indication of the student's progress or lack thereof. Reports show percentage scores and letter grades (calculated by the number of PACES completed and the percentages). Progress reports are given to students to take home following each nine-week period. A signature slip is to be signed and returned to the school promptly.

HONOR ROLL

Honor Roll is a public recognition of academic achievement given each quarter. It is derived basically from the score of all graded subjects and academic balance. Students completing the assigned graded curriculum, with academic balance, having an average score of 90-94% are eligible for Supervisor's Honor Roll, provided there are no grades lower than "C-." Students with a 95% or better average score of assigned graded curriculum, with academic balance, and no grades lower than a "B-" are eligible for Principal's Honor Roll. Additionally, each monthly scripture must be memorized.

STUDENT RECORDS

The school maintains a complete record for each student. All material in these files is treated as strictly confidential and is available only according to the following policy:

1. Parents/legal guardians have the right to inspect and review all official records, files, and data directly relating to their child(ren), including material that is incorporated into their student's cumulative record folder.

2. When a student becomes eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents and guardians shall thereafter also be accorded to the student.

3. Parental requests to inspect and review the official record relating to a child shall be made in writing to the Administration. Such requests will be honored at the school's convenience. All records will be reviewed or inspected in the presence of an administrator so that proper explanation may be given. Parents may request a meeting with the Administration to provide an opportunity for the correction or deletion of any inaccurate or misleading information.

HIGH SCHOOL/GRADUATION REQUIREMENTS

A prescribed course of study will be determined through a conference with the supervisor and/or principal, parent/guardian, and student. High school students will be shown an academic projection beginning in the ninth grade, which allows them to see the work required for high school graduation. The school offers a wide variety of electives, as well as several courses of study, including an Honors Program.

In accordance with FL standards the basic graduation requirements include:

4 English credits	4 Math credits (must have Algebra 1/ Geometry)
1 Digital information technology	3 Science credits (2 must include lab)
3 Social Studies credits	.5 PE/ .5 health credit
1 Practical Arts	
8 Electives	
25 Credits	**FCCA also offers other diploma tracks based on student needs.

FCCA Honor Society – represented by gold cord
Valedictorian – Highest GPA – represented by medal
Salutatorian – 2nd Highest GPA – represented by medal
Requirements:

- Seniors with a GPA of 3.3 or higher (overall high school career)
- Seniors must be able to complete all assigned paces before Senior Last Day
- All assignments must be completed and passed ie: Research Paper, Science Fair Projects, Book Reports etc.

High school requirements for extracurricular activities within and outside of FCCA:
To attend extracurricular activities students must: be on track in all PACE work, have no more than 3 excused or 5 unexcused absences within a quarter, no excessive tardiness or early pick up. Students must also have good behavior with no write ups.

ANNUAL AWARDS NIGHT

The Annual Awards Night is held each spring. Students compete during the year to attain these awards, which can include certificates, ribbons, plaques, letters, and trophies.

PHYSICAL EDUCATION

No student will be excused from the required Physical Education course without a written doctor's excuse. Each student is required to dress out for PE. Shorts must be fingertip length and no tank tops for boys or girls. Tennis shoes are required to participate in all PE activities. Damages to, or loss of equipment, the student will be required to pay full retail cost and/or labor at the administration's discretion.

DRESS CODE REQUIREMENTS

GIRLS

- Dresses must be fingertip length. NO EXCEPTIONS. Check to make sure it does not rise shorter when arms are lifted.
- Dresses are not to be skin tight.
- No spaghetti straps are to be seen – cardigan may be worn to cover straps at ALL times.
- No bra straps are to be visible.
- No tights/leggings or spandex pants are to be worn unless a shirt is covering your bottom entirely.
- No rips or holes in jeans or pants
- Shorts must be fingertip length – NO EXCEPTIONS.
- No pajamas
- No bedroom slippers
- Backpacks and classroom water bottles must be clear
- Purses must be no larger than 9x9
- No backpack purses

GUYS

- No sleeveless shirts allowed.
- No inappropriate graphics on shirt.
- No rips or holes in jeans or pants
- Shorts must be fastened at waist – No underwear showing.
- No pajamas
- No bedroom slippers
- Backpacks and classroom water bottles must be clear
- No hats will be permitted on campus

If a student arrives at school dressed inappropriately, the front office will call for someone to pick the student up or the student may have appropriate clothing brought to school. If dress code is repetitively broken it may result in an in-school suspension or dismissal from Faith Community Christian Academy.

PERSONAL APPEARANCE

The rule of thumb with regard to appearance is the Biblical standard of modesty and moderation. We expect our students to wear jewelry, hairstyles, make-up, etc. in keeping with what is appropriate to a school setting. If it seems questionable to student and parent, it is probably not appropriate for school. Also, if jewelry is in any way distracting to the learning process, the student may be asked to remove it. If a student is found to habitually wear jewelry, hairstyles, make-up, etc. deemed inappropriate, this may be cause for discipline or a parent conference. The administration reserves the right to determine and make the final decision regarding the appropriateness of any student's appearance.

DISCIPLINE

It is an honor that you have entrusted your child to our staff to assist you in training in Biblical character. To carry out your wishes for total character development, we believe it is necessary to follow the Biblical admonition to correct a child when his/her behavior is in violation of proper or reasonable rules and procedures, especially moral violations. Students must do their best at all times to conduct themselves in a manner consistent with Christian behavior. Griping is not tolerated. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt (for example don't "make a mountain out of a molehill").

2. Realize your child's reporting is emotionally biased and may not include all information.

3. Realize the school has reasons behind all rules and must enforce them without partiality.

4. Check your handbook to see if the issue is addressed there first.

5. Support the Administration and call the school for a conference if necessary.

During the course of the year, occasional misunderstandings or problems arise between a teacher and student, teacher and parent, parent and school, or any one of several possible areas. This is often the result of lack of communication between those involved. The school's policy for dealing with these situations, consistent with the teachings found in Matthew 18, includes:

1. All questions, problems, or complaints should be brought directly to the child’s teacher before anyone else is involved.

2. If the situation is not cleared up at this level through direct contact, it should then be brought to administration. The teacher will be included in this meeting.

3. If the problem is still not solved at this level, it should then be presented to the principal, who will carefully assess the situation and make recommendations.

Parents agree to follow these steps and to attempt to reach a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping and spreading of hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

This school is dedicated to the training of children in a program of study, activities, and living that is Christ-centered. When a child's attitude is consistently not in accord with school policies or principles, the child may be placed on probation and parents/guardians called in for a

conference. If the situation remains unchanged, we may ask that the child be withdrawn. Junior High and High School students, in particular (because of their testimony before younger children), are trained to adhere to the school's philosophy and Christ-centered program, including abstinence from sexual activity, pornography, violence, gambling, cursing, stealing, using tobacco, alcohol, narcotics, witchcraft, gang activity, and any other questionable activities unbecoming to a follower of Christ. Discipline is maintained, which is firm, consistent, fair, and tempered with love. Our staff will always try to maintain standards of behavior in the Learning Center of courtesy, kindness, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment, wisdom, and understanding.

STUDENT SEXUAL HARRASEMENT

Students may be suspended or expelled for sexual harassment. Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Repeated or unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment or on such electronic communications such as Facebook, twitter, snapchat, or any other social media platform etc.… which are offensive or objectionable to the student, or which cause the student discomfort or humiliation, or interfere with the student's performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects.

Students who engage in such harassment may be subject to disciplinary action up to and including expulsion. Such violations of this type of policy will be given,

1). A verbal warning
2). A written warning
3). Expulsion from school.

Faith Community Christian Academy Administration reserves the right to expel students from school for extreme rebellion or disrespect.

The principal or designee shall discuss the school's sexual harassment policy with his/her students and employees and assure them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment.

Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Faith Community Christian Academy Administration reserves to right to monitor all social media communication. These sites are public domain and are considered a legal biding document.

Excessive chatter can and has affected the well-being of students and we will be on top of this as much as possible.

DISCRIMINATION

Any student who feels that he/she has been discriminated should report any offense to the teacher and Principal. A complaint may be filed and will be mailed to the appropriate persons.

SUSPENSION/EXPULSION

The staff reserves the right to have a student serve an in-school detention (Dean's office) for minor violations of school regulations or to correct a child's work attitude or performance. After admonishment and fair warning verbally, students may earn loss of all or part of a break or after-attend school detention. Supervisors may also use a "time out" for discipline where age appropriate.

Examples of offenses for disciplinary action such as in school detention, loss of privilege, suspension, or expulsion include but are not limited to: Getting out of the chair or leaving the student office/classroom without permission, disturbance in the classroom, going to the scoring station with a pencil, improper scoring procedures; extra red markings in a PACE, leaning back in the chair, not returning a homework slip signed, not returning a parent envelope signed, working in any part of a self-test without first obtaining initials; cheating in a PACE or PACE test, arguing with a supervisor, horseplay, fighting with another student, or defacing property, etc.

When a student receives an in-school detention, a corrective action notice is sent home with the student and is to be signed by the parent/guardian and returned the next school day. This is vital so that the staff is assured the parent/guardian has received proper notification of disciplinary action. If a student is absent during his/her in school suspension they will still be required to fill those days he/she missed.

Repeated infractions of school regulations, inappropriate actions or attitudes or acts of misconduct will result in the teacher's application to administration for a referral to the Dean or Principal's office. A student may be suspended from school for gross misconduct, upon accumulating their third referral to the Dean's office in the same school year, or at directors' discretion. Parents will be notified by the administration of the reasons for the referral or suspension. A suspended student may be reinstated to school after consultation with both the student and parent/guardian, and with the assurance from them that such behavior and/or attitudes will be discontinued, and the student will return to school with a cooperative spirit. Students are not allowed to take their PACES home to work in them during a suspension.

Students with poor behavior may also be placed on probation. During the probation, students will be excluded from all extracurricular activities, i.e. class parties, field trips, dances, etc. At the end of the probation, the principal and student's teacher will determine if the student's probation will be lifted, extended, or the student will be dismissed from the school.

When a student is expelled, the Principal/Director shall notify the parent/guardian, in person and in writing, as to the reason for the expulsion of the student. **FCCA has the right to expel a student at any time for any reason.**

COMMUNICATION:

A student is not permitted to communicate (verbally, by the passing of notes, or any other form of communication) or be out of his/her office seat without permission. Students may not turn sideways, turn around in the office/classroom, slouch, put feet up on the walls, or tip back the chair, etc.

HORSEPLAY:

There will be no throwing of objects of any kind in the classrooms, lunchroom, sanctuary or any other learning center. Students may not push or shove, or have any type of "horseplay," on campus. Students may not poke one another with any sharp objects. Students may not write or draw on or tattoo themselves or others.

COURTESY:

Students will address staff members with "yes sir, no sir," and "yes ma'am, no ma'am." Students will be taught the importance of showing respect and courtesy to adults and to each other.

SCHOOL PROPERTY:

Marked on, defaced, or broken, school, church, or other student's property (including clothing) will be replaced at the offending student's expense.

CONTRABAND:

Weapons of any kind, guns, matches, lighters, knives, mace, pepper spray, laser lights, pornographic material, narcotics, alcohol, tobacco, vape devices, displays of gang symbols, and any other materials harmful to the welfare of students and staff are not permitted on campus.

LANGUAGE:

Use only words that glorify the Lord Jesus Christ. Cursing and/or vulgar language will be disciplined.

HANDS OFF:

All students should keep "hands off" other students. Physical fighting is cause for disciplinary action, up to and including suspension/ expulsion.

TRANSPORTATION:

Cars and bikes must be locked. All students must stay out of and off of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to the school. They must first fill out an Application for Student Driver Privileges in order to drive to school and must have a copy of their current driver's license on file at the school office. When approved, permission to drive to school will be granted. Driving, walking, or biking students may not travel with other students.

LOST AND FOUND:

The school office will maintain a Lost and Found from which articles may be claimed; however, we reserve the right to discard items after they have been left unclaimed for more than a 2-week period. Parents are asked to print student's name on all articles brought to the school.

CONFISCATED ITEMS:

We ask that students not bring toys, jewelry, and etc. that would cause a distraction during class. If the teacher has to confiscate any items from a child, they will be turned into the office and can only be picked up by a parent.

DURING SCHOOL JOBS:

Students who are working must maintain at least a C average. Students may sign out early from classes only if it is approved by the principal. **Attendance and PACE grades must be in accordance to the rules set in order to remain eligible for early release**.

GUESTS:

Guests/Parents are required to sign in at the front reception desk and may be required to wear a visitor's badge. Guests/Parents may not enter a classroom without first checking into the office. Please feel free to consult with the school office regarding any problem or questions concerning your child. It is the desire of the staff to be of service to each school family. We do urge, however, that visits and conferences be made by appointment with the particular supervisor or principal. If you must leave an item for the student, please do so at the school office, and it will

be taken to the child. If you must pick up a student early, please call first, and stop at the office for the front desk staff to call your student(s) for release.

RELATIONSHIPS:

Dating relationships are strongly discouraged even at the High School level. The "hands off" rule is strictly enforced on campus. No physical contact on campus or at school-sponsored functions will be allowed. At no time should any "couple" be found anywhere on campus without adult supervision.

STUDENT WORK AREA:

Student desks are assigned and changed only by a supervisor, and the student must care for them. The student, if desired, may bring in a chair cushion, desk mat, or small calendar. Decorative items for the bulletin board are allowed but should NOT be distracting; if items become a distraction the teacher has the right to remove said items. Students are not to lean or sit on offices or dividers. Any damage done to students work area will result in a fee or invoice to the parent/ guardian for cost of repair at administrative discretion.

GOAL CARDS:

The student will keep a goal card posted on the bulletin board five inches from the upper right-hand corner. The goal card is to be kept up to date once the student has learned how to set his/her goals. Pen is used in setting the goals daily after 3rd grade. The exact page numbers of the work to be completed that day will be set in ink. Daily goals will be crossed off with a single diagonal line when they have been scored and corrected. Students may not change his/her own goals. Changes may only be done by the Supervisor. Students may not doodle or otherwise deface the goal card.

CELL PHONE POLICY:

The following policy sets guidelines for limited use of cell phones and electronic devices on school grounds and at school-sponsored activities**. If students bring in a cell phone or electronic device he/she is required to turn that device in to his/her teacher at the beginning of the day**. It is the student's responsibility to ensure that their devices are turned in or left at home to keep it secured at all times. FCCA is not responsible for lost or stolen devices.
The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls will give the name and number to a staff member, who will place the call. Parents/guardians are asked not to interrupt students during the school day. Please leave a message with the school office, and it will be forwarded to the student. We will have students return all calls when it is a non-emergency situation. Please have all arrangements for transportation made prior to the student's arrival, so that your student(s) is not habitually asking to make phone calls regarding a ride home. If a student doesn't turn in their cell phone or electronic device at the beginning of the day the first offense will be a verbal warning, second

offence will be a one-day suspension, and third offence will result in 3 days suspension up to expulsion.

CLASS PARTIES:

Student birthday celebrations must be cleared with the teacher in advance. Any food items brought in to be shared with classmates must be store bought only.