



Family Christian Academy

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*The Word of God,
THE SPIRIT OF EXCELLENCE*

“I am afraid that schools will prove to be the great gate of Hell, unless they diligently labor in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise no one to place his child where the Scriptures do not reign paramount. Every institution in which men are not unceasingly occupied with the Word of God must become corrupt.”

— Martin Luther 16TH CENTURY

FAMILY WORSHIP CENTER

SERVICE TIMES

Sunday 10 A.M. & 6 P.M.
Wednesday 7 P.M.

SUNDAY

Ages 0–4 (Nursery) 9:30 A.M.–Noon
5:30–7:30 P.M.
Ages 6–12 (Salvation Station Children’s Ministry) 9:30 A.M.–Noon
5:30–7:30 P.M.

WEDNESDAY

Crossfire (FCA Auditorium) 7 P.M.
Christian Cadet Corps 7 P.M.
Living Jewels/Little Treasures. 7 P.M.
Nursery. 6:45 P.M.

PRAYER TIMES

Tuesday 12 P.M. (Sanctuary FWC)
Saturday. 10 A.M. (SonLife Radio Building, 2nd FL, Cafeteria)

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Family Christian Academy

STUDENT HANDBOOK

Elementary School - K-4 through Grade 5

Middle School - Grades 6 through 8

High School - Grades 9 through 12

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INTRODUCTION

The Family Christian Academy Handbook was produced to aid its families in the understanding of FCA's educational philosophy, its general operating procedures, and the school's expectations of each student and family. This handbook is not intended to be a comprehensive statement of school policy, but rather a compilation of information vital to our students.

Family Christian Academy was organized in 1983 as a ministry outreach of Family Worship Center. Since that time, the school has seen hundreds of families touched by the Lord and blessed through this Christian School Ministry. We exist as an extension of the family to educate children in the fear of the Lord; that they may recognize and accomplish the tasks God has laid before them.

We believe:

1. The Bible is the inspired and only infallible and authoritative written Word of God.
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit, in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
3. In the Blessed Hope — the rapture of the Church at Christ's coming.
4. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
5. That regeneration by the Holy Spirit is absolutely essential for personal salvation.
6. The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

7. In the baptism with the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
8. In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
9. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

OUR MISSION

We pray:

1. The student may find Christ as his Savior and cultivate a relationship with Him through prayer and the study of the Bible, thereby becoming a committed ambassador for Christ in today's world.
2. The student will be motivated to become a lifelong learner; applying research skills, critical thinking, and technological advances to the quest for knowledge and wisdom.
3. The student will, out of love for Christ, develop compassion for all humanity; recognize the Godly potential of those in his own environs, as well as the remote areas of the globe; showing concern, respect, and kindness to all.
4. The student will recognize God's order of government and will assume his scriptural position in the traditional family, the school, and society.
5. The student will acquire a Biblical work ethic in his educational pursuits, co-curricular activities, and family responsibilities.
6. The student will be prepared to meet the challenges of continued education by mastering effective study habits, becoming an avid reader, securing a solid mathematical and scientific foundation, acquiring healthy social skills, maintaining wholesome recreational activities and physical well-being to the glory of God.

ADMISSION

Family Christian Academy maintains a selective admissions policy. Students are enrolled who best fit within the spiritual and academic climate of the school. Admission to Family Christian Academy is a privilege and not a right. All students and their families must maintain proper standing with the school for continued enrollment. All parents must submit the appropriate enrollment information and pay all applicable fees upon enrollment. No student may attend class until all enrollment requirements are met. Student accounts are handled through the school's business office. All financial obligations not kept in good faith will forfeit one's admission to the Academy.

All fees paid to Family Christian Academy are non-refundable. Upon signing the enrollment contract, parents are responsible for the entire yearly fees as listed on the contract. Withdrawals involving a geographic relocation of the family beyond a 50-mile radius of Baton Rouge will result in a refund of any tuition paid less a forfeiture fee of \$500.

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

GENERAL INFORMATION

1. It is mandatory that all parents/guardians sign up for **Remind** and **Sycamore**.
 - a. **Remind** is a cell phone text-based communication program the school uses to send out

information regarding important events or changes to the school schedule. To sign up for Remind, refer to the handout available in the elementary office.

- b. **Sycamore** is Family Christian Academy's campus management software, which allows you to check your child's grades and contact teachers easily. To sign up for Sycamore, include your email address on your student's information card.

- c. If any of your contact information changes, please notify the office immediately and change it in Sycamore.

2. School hours are from 7:55 a.m. to 3 p.m.
3. Students may be "dropped off" between 7-8 a.m. at the front lobby entrance to meet in the gym until school starts. The front lobby doors are locked at 8 a.m. Please use the side doors located in the elementary office breezeway to enter the building after 8 a.m.
4. Students will be released to parents at 3 p.m. Elementary student pick up requires an FCA issued student identification car-line tag. The elementary car-line is located at the rear of the building. Middle and high school students depart from the front entrance.
5. Extended care is provided from 3-6 p.m. All students who are on campus after 3:15 are to be in extended care or face disciplinary action (see fee schedule).

Matthew 18 Principle

We ask that all parents agree to use the Matthew 18 Principle when dealing with any grievance, misunderstanding, or concern. Matthew 18: 15-16 says:

"Moreover if thy brother shall trespass against thee, go and tell his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear

thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established."

We must all be committed to the principle of good reports. Therefore, if a problem arises at the school, the parents should counsel with the individual involved first. If the conflict cannot be resolved, at that time, the matter should be brought before the school administration.

Grievances

In a spirit of Christian cooperation and in accordance with the principle of Matthew 18, any grievance should be solved as a testimony to the Christian ethic. When a problem arises, the individuals involved should go to the person with whom the offense exists. If the problem is not rectified, then the individuals should confer with the school administrator for further efforts of resolution and reconciliation.

At no time should offended parents attempt to involve other parents or individuals in an offense. Such actions only hinder the efforts of the school and ultimately the ability of the child to learn in the Christian school. If there is a legitimate problem in the school, parents individually expressing concern for their child to the administrator will provide the insight needed to correct the problem.

Communication with Teachers and Administration

Parents should not interrupt teachers while they are teaching or supervising students in the classroom or "on duty." You can communicate with teachers via a Passanote, or request a conference through the appropriate office, or via Sycamore.

Tardiness and Late Arrivals

Middle and high school students are tardy at 7:55 a.m. Elementary students

are tardy at 8:15 a.m. Tardiness and late arrivals disrupt the teaching pattern and, therefore, must be kept to a minimum. Students are allowed three unexcused late arrivals per semester. Upon the fourth late arrival, you will be charged a \$25 fine. Upon the fifth, the student will be suspended, or the parents will come to the school for counsel with the administrator to correct the problem.

Check-Ins

When a student is checking in late, a written excuse will be required. If the check-in is excused under the Attendance Policy, the student may make up work and should contact the teacher via Sycamore or confer with the teacher after school. Classes should never be interrupted to inquire about missed work. Three late unexcused check-ins equate to one absence. If the check-in is unexcused, the student will receive a "0" for all work missed. Elementary students must be accompanied by an adult.

Elementary Checkouts

To check out your student(s), please visit the elementary office. Teachers will not release students from the classroom without notice from the office. All parties who wish to sign a child out of school must be prepared to show proper identification.

Middle and High School Checkouts

High school students who drive are allowed to sign out when parental permission is verified by the office. Non-driving students must be signed out by parents or be given administrative approval to leave school property.

VISITORS

Parental visits to the classroom are encouraged but must be scheduled in advance with the administration, and, per FCA Policy, observations are limited to

10 minutes in length. Any visitors to campus must obtain a pass from the office before visiting a classroom or participating in on-campus activities. Students attending other schools may visit our campus only with approval from FCA administration. Approved visitors must wear a visitor's badge obtained from the office and agree to dress modestly.

SCHOOL ATTENDANCE

Students cannot receive the necessary spiritual and educational training provided by the school when proper attendance is not maintained. We require that all families be good stewards of their time and, therefore, keep absences to a minimum. Parents should call and notify the office when students are absent from school.

Makeup Work

When a student is absent, it is the responsibility of the parent and the student to make up any missed work and be prepared for class upon return. Students should obtain a study partner when they know that they will be absent so that the student will be prepared for any tests or assignments due upon return.

Middle/High School

Upon return to school, a student must report to the front office to obtain an absentee slip. On the slip, the absence will either be noted as excused or unexcused by the office. If the absence is excused, the student will receive one day for each day of school missed to turn in missed work. If the absence is unexcused or if the student fails to procure an absentee slip, the student will receive a zero for all missed assignments. An allowance will be made for up to four unexcused absences per year for a child to make up missed work. **After those four "grace days," any absence without professional documentation will be unexcused.**

Unexcused Absences

Students will not receive credit for a course if they have 10 unexcused absences during the school year. All absences are counted toward the maximum of 9 unexcused absences; upon the 10th unexcused absence, the student will not pass to the next grade.

Family Travel

If a student is going out of town for any reason and will miss school, please request work ahead of time and either complete the work before leaving, or turn it in promptly upon return. Family travel, other than bereavement, is considered an unexcused absence.

Valid Absence Excuses

1. **Appointments:** a doctor/dentist's written excuse must be turned into the respective office.
2. **Injuries or illnesses:** a doctor/dentist's written excuse must be turned into the respective office. If the illness is for a single day, a parental note will suffice to allow the student to make up missed work; however, that absence will still be unexcused and will count against the "grace day" policy. For absences lasting more than one day, a professional excuse will be required.
3. **School-related activities:** must be approved by FCA administration. Field trips, sporting events, BETA Club, college visits, and Rallies are examples which constitute such events.
4. **Bereavement:** Deaths in the family require a funeral program or obituary. No more than 5 school days will be excused.

Students may be withdrawn from extra-curricular activities if they have poor attendance and/or an unacceptable grade point average.

HEALTH POLICIES

Family Christian Academy maintains a

healthy environment for all faculty, staff, and students. Therefore, the following general health rules will be adhered to:

1. All parents must maintain proof of immunization for their student(s) in accordance with our state's laws.
2. **No medication will be administered by teachers in the classroom.** Required prescriptions must be kept in the school office and be administered there. It is a student's responsibility to report to the office at the time required for the administration of the medication. A medical permission form must be filled out.
3. All student-athletes must undergo a physician's physical examination at the beginning of the school year.
4. Parents should report all contagious illnesses and submit medical documentation from their physician immediately upon diagnosis.
5. All students must be symptom-free and fever-free for at least 24 hours before returning to school.
6. In extreme emergencies, students will be transported to Our Lady of the Lake Regional Medical Center.

Student Identification

Students in grades 6–12 will be issued a current year student identification card and lanyard that must be worn daily. Students must show the card to redeem school lunches and to gain free entrance into home games. Replacement cards are \$5.00.

Student Vehicles

Any vehicle driven to FCA by students must be registered through the high school office. A student must provide a current copy of license and proof of insurance to the office. A parking permit is required and must be purchased for \$3.00.

Automobile Searches

Students are permitted to park on Family Christian Academy premises as a matter of privilege, not a right.

Permission to park on school property is granted only after the student driver, the owner of the vehicle, and the Student's parent or guardian have signed written consent to allow a search of that vehicle upon the school's request. School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property.

Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

Personal Searches

A student's person or personal effects (e.g. backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private with another adult witness of the same sex present, and only upon the approval of the principal or a specific designee. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

Locker Searches

A student's locker or desk is the property of Family Christian Academy and is under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

Each student, grades 6-12, may provide their own lock for their locker. It

should be a combination lock with numeric entry codes. No remote or key type locks are acceptable. The arm of the lock needs to be slim enough to fit through the opening of the locker. A copy of the combination must be turned into the office. Students are not permitted to lock or otherwise impede access to any locker except with a lock approved by the school. Unapproved locks will be removed and destroyed.

FCA Cafeteria

FCA Cafeteria provides well-balanced, tasty hot lunches for all its students at the cost of \$20 weekly. Payments should be made in advance through the accounting offices in the elementary office. Students may also bring lunch from home if they prefer. More information is available in either office.

Food-Borne Allergy Policy

Please refer to the enrollment packet for more details regarding food borne allergies.

ACADEMICS

Family Christian Academy offers a rigorous curriculum that seeks to prepare students for a successful college career upon graduating high school. Parents are made aware of student progress by eight grading reports. These reports consist of four interim reports (issued halfway through each nine-weeks) and four quarterly reports. Each of the four quarterly reports must be signed and returned. The interim report is not kept for the student's permanent record.

Attribute Grading (K4-K5)

In elementary school, Family Christian Academy utilizes "Attribute Grading," whereby a student is rated on a scale of E (Excellent), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory) in their core classes as well as in social areas such as conduct, working/playing well with others, following directions,

exhibiting self-control, respecting authority, attention to responsibilities, finishing work on time, neatness, and ability to work independently.

In first through fifth grade, attribute grading for social areas persists, but attribute grading for core subjects ends. (see below).

Grading Scale (1-12)

Family Christian Academy utilizes the following grading scale: A: 92.5-100, B: 84.5-92.49, C: 76.5-84.49, D: 68.5-76.49, and F: Below 68.49.

In Middle and High School, a student's grade point average (GPA) is calculated with each semester of credit constituting one-half Carnegie Unit. An "A" earns 4 quality points; a "B" earns 3 quality points, a "C" earns 2 quality points, and a "D" earns 1 quality point.

Honors Classes

Based upon student needs and interests, Family Christian Academy offers honors classes in both middle and high school. Such classes are graded on a 5.0 scale and may (at the discretion of the teacher) use a different grading scale. These classes are designed to be more rigorous than regular classes, and better prepare a student for future endeavors in college.

Dual Enrollment

Dual Enrollment classes are honors classes offered in high school to students who wish to receive both college and high school credit. These classes follow the regulations provided to FCA from the accredited university offering the class. Due to the increased difficulty of dual enrollment classes, each semester in which a student has dually enrolled counts as a whole Carnegie Unit in addition to counting as an honors class. Parents are responsible for any additional fees or books required for Dual Enrollment classes.

PARENT/TEACHER COMMUNICATION

Communication between teacher and parent is vital to student success. Family Christian Academy provides quick and easy access to teachers at all times via the "Passanote" function on Sycamore.

Conferences

Both offices exist to serve as a liaison between the parent, teacher, and student. The office should be contacted to schedule teacher conferences, interventions, or graduate planning.

The Student Planner

FCA recommends that each student carry an academic planner daily. They should keep track of any due dates in the planner. In addition, this practice provides parents with a window into their child's education. It is a parent's responsibility to review papers sent home, Sycamore, and report cards, and contact teachers regarding issues that may arise.

Retention of Students

Elementary (K-5): Retention of elementary students will be reviewed based on social maturity, academic ability, and parental involvement. Parents will be notified in the third nine weeks if retention of their child is being considered. If retention is recommended by the administration, summer school work may be considered remediation and will not substitute for repeating the grade. In this case, evaluation will be handled by the administration on a case-by-case basis.

Middle and High School:

In grades 6-12, permanent grades and credit are recorded each semester.

Middle School (6-8)

The failure of a single class is a cause for alarm as it denotes that a student will likely not be ready for the next school

year's material unless drastic action is taken to catch up in the subject area failed. If a student fails two (or more) core classes, the student will be required to successfully complete credit recovery during the summer following the current school year or repeat the current grade during the next school year.

High School (9-12)

If a student fails a core class, the student will be required to successfully complete credit recovery during summer school following the current school year.

Summer school credit is accepted when a high school student has failed a semester of a course required for graduation. Family Christian Academy will not acknowledge "new" work done during summer school except when approved by administration.

Academic Probation

FCA requires all students to maintain above a 2.0-grade point average each nine-week grading period. If a student fails to meet these standards, they may be placed on academic probation, which involves temporary removal from extracurricular activities so better study skills may be developed.

First Semester Failures Only

If a student fails the first semester of a full-year course, they may retroactively earn full credit by receiving a "C" or higher for the second semester. This accomplishment demonstrates that the student has overcome the first-semester deficiency. In such cases, on the student's final transcript, the first semester "F" will be changed to a "D," and the second-semester grade will be lowered one letter grade. **Unfortunately, a second-semester failure occurs at the end of the school year, and, therefore can only be amended by successfully completing summer school.**

Graduation Requirements

A student of Family Christian Academy must fulfill all the basic requirements of graduation to participate. All students are required to complete the Academy's Bible program each year. Failure of FCA's Bible program may result in probation or expulsion. It is the responsibility of the parent to ascertain the student has earned the necessary Carnegie units for graduation. This is the sole responsibility of the parent and student.

DRESS CODE

Self-discipline results in self-respect, which is evident in personal grooming. The dress code of Family Christian Academy is rooted in the Biblical principles of modesty and submission.

The student must submit personal preferences in appearance and dress guidelines to those in keeping with the vision and mission of the school. Realizing that the dress code identifies the students of Family Christian Academy on the campus and in the community, adherence to it is a vital responsibility of both the parent and student.

Dress Code Violations

Students who do not comply with the dress code will receive a warning discipline slip that will be sent to parents to be signed and returned for the first and second offenses. Upon the third offense, there will be a \$25 fine. There will be a fine of \$50 for the fourth offense. Upon the fifth offense, the student will be suspended or the parent(s) will come to the school for counsel with the administration to correct the problem. The following guidelines are always in effect when a student is on campus.

Uniform Providers

Uniforms must be purchased from one of our three uniform providers: Young Fashions, School Time, or Landsend.com.

Friday Spirit Days

Only **current-year** spirit shirts may be worn with blue jeans on Fridays, on field trips (teacher permitting), and any other FCA deemed special event day. Attire includes **current-year** Spirit, Bible-Thon, Athletic, elective, and club shirts.

Bible-Thon Days

Only **current-year** Bible-Thon shirts may be worn with blue jeans.

Jeans for Spirit Shirt and Bible-Thon Days

No embellished, colored or tie-dyed, sliced or ragged, low-rise, skinny, flared bottoms, cargo, stretch, leggings or yoga, sweat, joggers, or overalls. **Jeans are not permitted with a uniform shirt.**

Physical Education

For grades 5th-12th, black shorts with a red t-shirt bearing the FC logo must be purchased through Young Fashions.

Tattoos

Students are strongly discouraged from getting tattoos. Should a student already have a tattoo, **it must be covered by clothing at all times.**

General Guidelines

1. **Hair:** No extreme hair color or cuts.
2. **Hats:** Hats or other head coverings may only be worn for athletic practices or special events.
3. **Jewelry:** No excessive, loud, or offensive jewelry, necklaces, or pendants.
4. **Clothing:** Must have finished edges or hems, no holes, not too tight or oversized, fitted at the waist, and be proper lengths. Sagging is not permitted. Hems may be cuffed or flat.
a. Shorts: Must reach the top of the kneecap.
b. Tank Tops: Are not permitted.
5. **Windbreakers/Jackets/Sweaters/Sweatshirts:** Must be solid red, white, or black with or without FC logo, plain, without pockets. FCA cardigans and sweatshirts are available

at one of our uniform providers. FCA Athletic and spirit wear is acceptable. All non-compliant outerwear must be stored in student lockers during class time.

6. **Hoodies:** Must have a zippered front and must be solid red, black, or white. Pull-over hoodies with front pockets are unacceptable unless they are FCA Athletic or Spirit wear.

Boys

1. **Hair:** Must be clean-cut, not falling below the eyebrows, shirt collar, or ears. No top knot buns or ponytails. No facial hair is permitted. Students will be asked to shave on site. For the rare exception of a skin allergy, a doctor's excuse will be required upon enrollment.
2. **Earrings:** No earrings or piercings.
3. **Bottoms:**
 - a. **Elementary:** Students may wear black or khaki pants or shorts. Jean shorts are only permitted on Free Dress Friday/Bible-Thon Day with a current year Spirit shirt or Bible-Thon shirt.
 - b. **Middle/High:** Students may wear black pants or khaki pants or khaki shorts. Shorts are only acceptable in khaki.
4. **Shirts:** All grades must wear red, black, or white Polo shirts with the FC logo from one of our approved uniform providers. Shirrtails must always be tucked in. If undershirts are worn, they must be solid red, white, or black.
5. **Shoes:** All grades must wear athletic shoes or dark-sole dress. No sandals, flip-flops, open-toed, slides, or boots of any kind are allowed.
6. **Socks:** Socks must be solid red, black, or white. Socks must not have a logo, lettering, or advertising.
7. **Belts:** For grades K4 - 2, no belt is required. All other grades: belts must be solid red, black, or neutral, worn with pants and shorts that have belt loops. Belts should always be

visible, properly cinched around the waist. Oversized belt buckles are not permitted.

Girls

1. **Clothing:** No tight clothing. All clothing must fit properly.
2. **Earrings:** All grades may wear one small earring, no longer than one inch or greater than one inch in diameter, per lobe. No other piercings.
3. **Hats:** Girls may wear headbands that are solid in color. No bandana-type headwear is allowed.
4. **Bottoms:**
 - a. **Elementary:** May wear plaid jumpers, plaid pants, or plaid walking shorts; khaki or black pants or skorts. Jean shorts are only permitted on Free Dress Friday/Bible-Thon Day with a current year Spirit shirt/Bible-Thon shirt.
 - b. **Middle/High:** Students may wear black or khaki pants. Girls may also wear plaid or khaki pants or skorts.
5. **Tops:** All red, black, and white Polos must be purchased from an FCA approved uniform provider with the FC logo. They must be tucked in at all times, with the exception of banded polo shirts for girls. Elementary may wear a red or white Sports Collar Blouse with plaid jumpers. If undershirts are worn, they must be solid red, white, or black.
6. **Shoes:** All grades must wear athletic shoes or dark sole flats. No sandals, flip-flops, open-toed shoes, slides, mules, or boots of any type are allowed.
7. **Socks:** Socks must be solid red, black, or white. Socks must not have a logo, lettering, or advertising.
8. **Tights/leggings:** All grades may wear red, black, white, or flesh-colored tights under their school-approved bottoms. No thermal underwear. Elementary may wear red, black, white, or flesh-colored leggings under their school-approved bottoms.

9. **Belts:** For grades K4 - 2, no belt is required. All other grades: belts must be solid red, black or neutral, worn with pants and shorts that have belt loops. Belts should always be visible, properly cinched around the waist. Oversized belt buckles are not permitted.

DISCIPLINE POLICIES AND REGULATIONS

Family Christian Academy is determined to maintain a Biblical discipline philosophy that reinforces the spiritual and academic training of each student. Our objective is that children discipline themselves by daily yielding to Christ's control of their lives. However, the school will take measures to correct the behavior of a student, according to Hebrews 12:6, 11. The school expects parents to support the school in its disciplinary efforts as a loving responsibility to the student.

Discipline Protocol

One of our top priorities is to create an environment that is welcoming, safe, and secure to facilitate an excellent education. As well, students and families have a role to play in creating that environment. It is our sincere intent that students and parents clearly understand and accept the responsibility for positive behavior.

FCA has implemented a standardized Disciplinary Protocol System that will benefit both students and teachers. Together, we must create an environment that leads to effective overall learning. This Three-Point Discipline Protocol was developed to assist students, parents, and staff in understanding discipline policies currently in place and the consequences of not adhering to those policies. Administration reserves the right to raise or lower point values depending on the severity and/or repetitive nature of infractions.

Students must conduct themselves in an orderly fashion while on campus, buses, or at any school function with prompt obedience to all school staff. Students will receive a disciplinary write-up and accumulated points for the following minor, moderate, and major infractions:

Minor Violations:

(1 point per infraction; reset every 4.5 weeks)

1. Chewing gum
2. Dress code violation (see dress code for guidelines)
3. Unapproved food/drink in the classroom
4. Tardiness after first hour

Moderate Violations:

(2 points per infraction; reset every 9 weeks)

1. Profanity
2. Disrespectful attitude
3. Failure to follow directions
4. Out of designated area

Major Violations:

(3 points per infraction; reset each semester)

1. Physical altercation
2. Inappropriate displays of affection
3. Cheating, stealing, or vandalism
4. Skipping class
5. Insubordination
6. Bullying, harassment, or intimidation (see below)
7. Cell Phone or Social Media Violation (see below)

Major Violation-Cell Phone

Cell phones must be kept in lockers during school hours (7:50 a.m. - 3:00 p.m.). If a cell phone is seen or heard during school hours, it will be confiscated. The first time a cell phone is confiscated, it will be returned to parents or guardians at the end of the day. Upon the second offense, the cell phone will be held until a \$50 fine is paid, and a parent or guardian must pick up the phone. The third offense will result in the

phone being kept for the remainder of the school year.

Students are not permitted to use their cell phones to video and post to social media (including, but not limited to: Facebook, Instagram, Twitter, Snapchat, YouTube, and Vine). Students may not use a tag such as @FCA, a hashtag such as #FCA, or any other @/# indicating, tagging, or implicating Family Christian Academy in any way. Violation of these rules may result in student dismissal.

If a student "misuses" a cell phone while at school by calling a parent for a discipline slip that has been issued by the school, please be aware that there will be additional disciplinary consequences.

Major Violation-Bullying

Harassment, intimidation, bullying, or cyberbullying of a student by another student is prohibited. This means any intentional gesture, or written, verbal, or physical act that a reasonable person under the circumstance should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property or that creates an intimidating, threatening, or abusive educational environment for a student.

Based on an accumulated 3 point system, at each accumulation of a multiple of 3 points, notices will be handed out, and the following consequences will be administered:

1. **3-9 Points:** After school detention.
2. **12-18 Points:** In-school suspension and unreplaceable zeros for missed work.
3. **21-27 Points:** At home suspension and unreplaceable zeros for missed work.
4. **30+ Points:** Counseling with administration and possible expulsion.

Any criminal offense (violent criminal acts, possession of illegal substances or weapons) will result in removal from Family Christian Academy and release to civil authorities.

Drug Testing

FCA reserves the right to drug test any student at any time for any reason. Random drug tests may be conducted throughout the year.

Electronic Devices

Electrical items such as radios, headsets, CD players, iPods, iPads, PEDs, Smartwatches, game devices, etc. are not permitted on campus. FCA cannot be held responsible if these devices are lost or stolen while on campus. On days of away games, athletes may use portable electronic devices on the bus. These devices should be locked up during school hours. Coaches may hold these for their athletes.

HONOR PLEDGE

Family Christian Academy was founded under the direction of the Holy Spirit to be an educational ministry, developing the whole person. Therefore, its administration is dedicated to preserving a student body growing "*in grace, and in the knowledge of our Lord*" (II Peter 3:18). By enrolling in Family Christian Academy, students are expected to adhere to the Honor Pledge presented below. Students who, in the opinion of the administration, do not fulfill their allegiance to the Honor Pledge may jeopardize their enrollment in the Academy.

Family Christian Academy Honor Pledge

1. I pledge to apply myself whole-heartedly to my intellectual pursuits that I may bring glory to God.
2. I pledge to develop myself physically and spiritually according to the gifts of God in my life.

3. I pledge to love my neighbor as myself. I will not cheat, lie, or inflict pain upon others.
4. I pledge to maintain integrity and purity by the grace of God.
5. I pledge to esteem my authorities with respect, obedience, and Christian love.

Family Christian Academy is a private school. Attendance at FCA is a privilege and not a right. The Academy reserves the right to require the withdrawal of a student at any time if in the judgment of the administration such action is deemed necessary to safeguard FCA's ideals of academic integrity or the spiritual and moral atmosphere of it as a Christian school.

Special Honors and Awards

Romans 13:7 urges us to render honor to whom it is due. Each year, Family Christian Academy hosts both an academic and athletic awards ceremony to recognize students who demonstrate exceptional work ethic and performance in these areas.

To the Parents of All Students

You are to be commended for choosing to educate your child in the Christian school. We hope that Christian education is more than just a logical decision, but is a spiritual conviction before God. Our joy is in aiding you in the fulfillment of your divine responsibility. If we may be of any assistance to your family, we are committed to you *"till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ"* (Ephesians 4:13).

Notes

Notes



Family Christian Academy

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