



Family Christian Academy

Where Christ is King

Educating for Eternity

8919 World Ministry Ave
Baton Rouge Louisiana, 70810
Phone: 1-(225)-768-3026
or 1-(225)-768-3027



2018-2019 IMPORTANT INFORMATION & GUIDELINES

This purpose of this letter is to inform our FCA Family of important information, guidelines, and policies pertaining to the upcoming school year.

CAR LINE

- NO drop off until 7 a.m. in the front of the school. Absolutely NO PARKING or leaving vehicle unattended. Please keep the car line moving in a timely manner.
- Pick up is from 3 p.m. – 3:15 p.m. M/H pick up in front of school and Elementary pick up is in the back of the school. Elementary parents/guardians/visitors may NOT WALK through gym or up to the car line in the back of the school.
- Elementary students must be put in the passenger side of the car.

LOCKDOWN FACILITY

- The front doors of FCA with the GO signs are the ONLY doors that are open from 7 a.m. until 8:00 a.m. each morning before school. All visitors after 8:00 a.m. MUST enter through the side door next to the Elementary office.
- You are required to check in with the Elementary office after 8:15 a.m.

TARDY POLICY

- Elementary students are encouraged to be dropped off before 8:00 a.m. Students not present and in their classrooms by 8:15 a.m. are considered tardy. Upon the 4th tardy, a \$25.00 late fee is incurred.
- If your elementary student is tardy, you MUST sign them in through the Elementary office.
- M/H students are encouraged to be dropped off by 7:45 a.m. Students not present and in their homeroom classes by 7:55 a.m. are considered tardy. Upon the 4th tardy, a \$25.00 late fee is incurred.
- All students MUST have a “Tardy Pass” to be admitted to class. Parents may NOT walk their students to class or out of class. ALL STUDENT CHECK INS/CHECK OUTS MUST GO THROUGH THE RESPECTIVE OFFICES.

ATTENDANCE

- 1st – 12th grade students are allowed up to 9 UNEXCUSED absences. Upon the 10th UNEXCUSED absence, without a VALID excuse, students will NOT pass to the next grade.
- Please see handbook (page 6) for details regarding FCA’s attendance policy and valid absence excuses.

AFTERCARE

- Contact Nancy Simoneaux in the Elementary office or call 225-768-4518 for monthly fees. Aftercare is from 3:15 – 6:00 p.m. late fees will apply.

REMIND

- It is MANDATORY for parents/guardians to sign up for REMIND: text @fcacademy to the number 81010 to receive important information.

SYCAMORE

- Please sign up for Sycamore access through the High School office. Sycamore is our school's online system that keeps you informed of your student(s) progress and also gives you the ability to communicate with their teachers and also administration via Pass A Note.

FCA FAMILY COMMUNICATION

It is the responsibility of parents/guardians to take advantage of ALL the ways we communicate. We post lunch menus, monthly newsletters, school/sports events, free dress code days, bible-thon missionary outreaches, schedule changes, school closures and much more through the following avenues:

- **REMIND:** See above to sign up.
- **School Website:** fcacademy.net
- **Facebook:** facebook.com/fcabatonrouge/
- **Twitter:** twitter.com/Fcaflames
- **Sycamore:** Once you sign up, you will receive an email containing your login name and password.
- **Handouts:** Elementary sends home assignments, tests/quizzes, and other notifications to be signed by parents and returned. M/H students may also receive important notifications.
- **Phone:** Elementary office 225-768-3027, M/H office 225-768-3026, Accounting offices; Joseph Evans 225-768-3210 & Nancy Simoneaux 225-768-4518

It is your responsibility to check these methods of communication.

CONFERENCES

- If you would like a parent/teacher conference, please see Brandi Randall in the High School office or call 225-768-3026 to book an appointment.
- Parents are NOT allowed classroom access without prior administrative authorization. All visitors MUST check in with either the Elementary or High School office.

PTO

- We encourage your interest and participation in becoming part of our PTO team. To sign up, please see Joseph Evans in the Elementary Office.

HANDBOOK

- It is the responsibility of every parent, guardian, and student to read and review the FCA Handbook for all of Family Christian Academy's policies and procedures.