



Family Christian Academy

S T U D E N T H A N D B O O K
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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 (Powerhouse Kidz Children’s Ministry) 9:30 A.M.–Noon
5:30-7:30 P.M.

WEDNESDAY

Crossfire (FCA Auditorium) 7 P.M.
Nursery 6:45 P.M.

PRAYER TIMES

Saturday 10 A.M. (Family Worship Center Sanctuary)

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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

Gabriel Swaggart **PASTOR**
Christopher Granier, Ph.D. **PRINCIPAL**
Christopher Steele **VICE PRINCIPAL**
Carolyn Richards **BUSINESS ADMINISTRATOR**
Steve Rachal **ATHLETIC DIRECTOR**
Joseph Larson **CHAPEL PASTOR**
Jonathan Steele **ELEMENTARY CHAPEL PASTOR**

8919 World Ministry Avenue | Baton Rouge, LA 70810
TEL 225.768.3026 or 225.768.3027 | WEB www.fcacademy.net

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ENROLLMENT: A PRIVILEGE, NOT A RIGHT

While honored to have your child attend our Academy, it is imperative you stay mindful of the following:

- Your family chose to place your child in our Academy.
- Having been in business for over thirty-five years, our Academy has rightfully earned the respect of the community.
- Our Alumni continues to testify to our excellent academic and spiritual standards.

Should your child find themselves in an unfavorable academic or disciplinary situation, please be advised and adhere to the following:

- Our Academy completely understands the situation regarding your child from an administrative and student perspective.
- Your parental involvement must demonstrate support regarding Administrative decisions made toward a fair and acceptable resolution.
- Your parental involvement must be constructive and not impede Administrative decisions concerning your child.
- Your parental support is fully expected and appreciated.

Our Academy is well-equipped to educate your child and provide an environment conducive to cultivating spiritual growth, and we make it our top priority to provide the tools and support necessary to bring about positive academic achievements.

We ask our parents to resolutely support our Administrative efforts in word and deed for the ultimate desired success of our students.

In His Service,
FCA Administration

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, as every possible issue that may arise during the school year cannot be addressed within the confines of this document. As such, the "spirit of the rule" will be enforced.**

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. **We ask that parents be respectful of faculty, staff, and administration whether addressing them verbally or in writing. Because the school's goal is to cultivate positive social and academic culture, rumormongering, social media attacks, or slander may result in dismissal from the school. As always, we welcome polite communication through conferencing.**

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. Report cards will be withheld and grades will not be released until all fees are paid in full. Upon signing the enrollment contract, parents are responsible for the entire yearly fees as listed on the contract.

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.

d. All payments must be submitted to the accounting office **by parents**.

2. School hours are from 7:55 a.m. to 3 p.m.

3. Morning Routine:

7:00 a.m. – FCA begins accepting students for dropoff at the front lobby entrance to meet in the gym until school starts.

7:50 a.m. – Middle and high school bell sounds for those students to report to homeroom.

7:55 a.m. – Middle and high school students are marked tardy.

8:15 a.m. – School lobby doors are locked, and elementary roll is taken. Missing students are marked absent or tardy.

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 on the right side of the Family Christian Academy school behind the cafeteria. Middle and high school students depart from the front lobby entrance.
5. Extended care is provided from 3:15–5:30 p.m. All students who are on campus after 3:15 p.m. 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 the 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 and refrain from involving other outside parties. Such actions only hinder the efforts of the school.

If the problem is not rectified by initial communication, the individuals involved should confer with the Vice Principal to seek further mediation. Ultimately, we know following this Biblical principle will provide timely resolutions in a professional manner.

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 high school office, or via Sycamore.

Tardiness and Late Arrivals

Tardiness and late arrivals disrupt the teaching pattern and, therefore, must be kept to a minimum. Students are allowed three unexcused late arrivals each semester. Upon the fourth late arrival, a \$25 fine will be assessed. Each sequential fee charged due to tardies will double. For example; the first tardy fee, charged on the fourth tardy is \$25.

The second tardy fee, charged on the eighth tardy is \$50. The third tardy fee, charged on the twelfth tardy is \$100, and so on.

Please be aware that the front doors to the school lock at 8:15 a.m. Elementary students should be in the gym by 8:10 for morning assembly and will be marked tardy at 8:16 a.m. Middle and high school students are tardy at 7:55 a.m.

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 when checking in.

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.

Tuesday Checkouts: To avoid interrupting the elementary chapel service, please check your child out prior to 2 p.m. On all other days of the week, please complete any check-outs prior to 2:30 p.m.

Elementary Carline

No student will be released to a parent walking up to the carline. Parents must remain in their vehicles and wait in the line with the appropriate car tag. For any other pick-up, parents should park in the parking lot and confer with staff in the elementary office.

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

FCA must receive documentation of an excused absence upon return to school. No excuses will be accepted later than 24 hours after a student returns to school.

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 absences without professional documentation will be unexcused, and students will receive zeroes for all missed work.** For any single-day absence during which students are allowed to make up work, all assignments originally due on the day missed are due upon returning to school. School work assigned during the absence will be granted one day per day missed (up to the number of excused absences documented or grace days used). For example; if a test is on Tuesday, and a student misses only the Tuesday, the student must be prepared to take the test on Wednesday. Moreover, if a previously announced test is on a Tuesday, and the student misses only the day prior to the test, the student must be prepared to take the test.

Unexcused Absences

Excessive 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. For elementary school students, this tabulation is completed on a daily basis; however, due to state law, high school absences are tabulated on a class-by-class basis.

Absences on Field Trip Days: Family Christian Academy considers field trips to be integral parts of the curriculum, and classes may include assignments associated with the field trip. Absence from a field trip will be marked as unexcused and students will not be able to make up work unless the student is able to present a valid excuse as outlined below.

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 and Tardy 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.
5. **College Visitation:** During sophomore and junior years, one day of college visitation will be excused. During a student's senior year, two days of college visitation will be excused. Students must provide documentation of attendance. An invitation letter does not suffice as proof of attendance.

Students may be withdrawn from extracurricular activities if they have poor attendance and/or a grade point average below 2.0.

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 Louisiana state law.
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 with a return to school date provided by a physician. **Students may not return to school prior to their "return to school" date given by a medical professional.**
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 identification card. **Students will be asked to show their ID's for admission into home games. Otherwise, they will be required to pay the gate fee for that game.**

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. Failure to obtain a parking permit may result in a student's vehicle being towed at the owner's expense.

Once a student has arrived on campus, he/she should proceed immediately into the building and not return to the vehicle without express permission and direct supervision of a teacher or staff member. No students

are allowed to remain unattended in vehicles before, during, or after school hours (see discipline section).

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)

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 K5 through fifth grade, attribute grading for social areas persists, but attribute grading for core subjects ends. (see below).

Grading Scale (K5-12)

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,

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 high school 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 (K5 through 5th):

Retention of elementary students will be reviewed based on social maturity, academic ability, and parental involvement. **Students will be retained if they fail both reading and mathematics; retention will be considered in cases where students fail either mathematics or reading (or multiple other core subjects).** 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 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 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. **At the end of each semester, should a student have two or more failing grades in core classes (Spanish, Mathematics, English, Science, or History), they will be placed on academic probation.**

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 ensure the student has earned the necessary Carnegie units for graduation. This is the sole responsibility of the parent and student. Family Christian Academy offers the "TOPS University Diploma" only. No other diploma types will be granted.

TOPS GPA

The "TOPS GPA" is a cumulative grade point average which takes into account only the 19 Carnegie Units required for the "TOPS University Diploma." As a result, a student's FCA GPA may differ from the TOPS GPA. It is the responsibility of the parent and student to tabulate this GPA. More information may be found on the Louisiana Office of Student Financial Assistance website.

DRESS CODE AND HYGIENE

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.

Proper Hygiene

Good personal hygiene plays a critical role in promoting both a positive self-image and reinforcing healthy habits. We recommend these good hygiene strategies at school and encourage the same at home:

1. Shower or bathe daily. Wash hair daily or every other day.
2. Wash your hands after using the restroom, before/after eating, playing outdoors, touching animals.
3. Use deodorant or antiperspirant at least once daily.
4. Brush teeth daily (in the morning and evening), and floss daily.
5. Wear clean and unsoiled clothes daily.

Parents will be contacted if students look neglected.

Uniform Providers

Uniforms must be purchased from one of our two uniform providers: Young Fashions or Tommy Hilfiger. (www.globalschoolwear.com/school/FCAC01)

Friday Spirit Days

Only **current-year spirit** shirts may be worn with blue jeans or school-approved black sweatpants 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

Jeans may only be worn on Spirit Fridays, Bible-Thon Days, or other “Spirit Day” opportunities. Jeans may not be worn as part of normal uniform dress. Jeans may not have embellishments, be colored or tie-dye, sliced or ragged, low-rise, skinny, flare-bottom, or cargo stretch. Yoga, sweatpants, joggers, or overalls are not permitted. Jeans may never be worn with a uniform shirt. Middle and high school students may not wear jean shorts.

Sweatpants

Black sweatpants, bearing the FC logo, may be worn on cold weather days when the morning index or “feels like” temperature is 50 degrees Fahrenheit or below. The

sweatpants must be worn with an approved uniform top, and both must be purchased from one of our approved uniform providers. **Students who abuse the privilege of wearing sweatpants by wearing them when temperatures are too high will lose the privilege for the remainder of the school year.**

Shoes

Elementary students must wear matching tennis shoes; 6-12 may wear matching athletic shoes or dark sole flats. No sandals, flip-flops, open-toed shoes, slides, mules, or boots of any type are allowed.

Socks

Socks must be matching solid red, black, or white. Socks must not have a logo, lettering, or advertising.

Physical Education

For grades 6-12, black shorts or black sweatpants with a red t-shirt bearing the FC logo must be purchased through Young Fashions.

For athletic physical education classes (during school hours), black basketball shorts or black sweatpants with any Family Christian Academy spirit shirt must be worn. **No volleyball or track shorts will be accepted for non-athletes or for athletes out of season.**

Tattoos

Tattoos are not allowed; if a student already has a tattoo, it must be covered at all times.

Logos

Other than the Family Christian Academy logo, no visible logos will be allowed on any clothing.

General Guidelines

1. **Hair:** Hair color must be natural. No extreme haircuts, length, or style will be allowed.
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/Jumpers/Skorts** Must be from an FCA-approved uniform provider.
 - b. **Tank Tops:** Are not permitted.
5. **Windbreakers/Jackets/Sweaters/Sweat-shirts:** 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.
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 and properly cinched around the waist. Oversized belt buckles are not permitted.

Boys

1. **Hair:** Must be clean cut, neat, and away from the face, not falling below the eyebrows, shirt collar, or ears. No top knot buns or ponytails are allowed. 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. No headbands are allowed.
2. **Earrings:** No earrings or piercings.
3. **Bottoms:**
 - a. **Elementary:** Students may wear black pants or shorts. Jean shorts are only permitted on Free Dress Friday or Bible-Thon Day with a current-year Spirit shirt or Bible-Thon shirt.
 - b. **Middle/High:** Students may wear black pants or shorts. No jeans are permitted during uniform dress days.
4. **Shirts:** All grades must wear red, black, or white Polo shirts with the FC logo

from one of our approved uniform providers. Shirttails must always be tucked in. If undershirts are worn, they must be solid red, white, or black.

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 bandanna-type headwear is allowed.
4. **Bottoms:**
 - a. **Elementary:** Students may wear plaid jumpers, plaid pants, plaid walking shorts, black pants, or skorts. Jean shorts are only permitted on Free Dress Friday or Bible-Thon Day with a current-year Spirit Shirt or Bible-Thon shirt.
 - b. **Middle/High:** Students may wear black pants or plaid or black 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. **Tights/leggings:** All grades may wear red, black, white, or flesh-colored tights under their school-approved bottoms. No visible thermal underwear. Elementary may wear red, black, white, or flesh-colored leggings under their school-approved bottoms.

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. Minor dress code violation (see dress code for guidelines)
3. Unapproved food/drink in the classroom
4. Tardiness after first hour
5. Failure to secure personal property

Moderate Violations:

(2 points per infraction; reset every 9 weeks)

1. Disrespectful attitude
2. Failure to follow directions
3. Out of designated area
4. Disrespectful behavior during chapel

Major Violations:

(3 points per infraction; reset each semester)

1. **Profanity**
2. Physical altercation
3. Inappropriate displays of affection
4. Cheating, stealing, or vandalism
5. Skipping class
6. Insubordination
7. Bullying, harassment, or intimidation
8. **Cell Phone/Electronic Device or Social Media Violation (see below)**
9. Tampering with school equipment (electronic or otherwise)
10. Use of racial slurs
11. Indecent exposure in person or electronically

Immediate In-School Suspension

Some offenses are so egregious that they require immediate removal from the classroom setting so that learning may continue. Such offenses include but are not limited to extreme profanity, vulgarity, taking the Lord's name in vain, indecent exposure, significant physical altercation, and sexual misconduct.

Artificial Intelligence

Artificial Intelligence (AI) is an emergent technology that can both benefit and harm the student. While AI does have legitimate uses to aid a student in completing schoolwork, this technology also provides a temptation to cheat. Use of AI software in methods not sanctioned by the teacher is considered cheating and may rise to the level of plagiarism, and will be dealt with as such.

Major Dress Code Violations

Major dress code violations are any issues which cannot be corrected by the student without parental involvement (including but not limited to wearing the wrong shorts or wearing black jeans). Initially, students will receive a warning, and parents will be notified. **Upon any further major violations, the**

student will be held out of class, will receive non-replaceable zeroes, and the parents will be called to rectify the issue before the student is allowed to return to class.

Minor Violation-Personal Property

All classroom materials must be properly stored in a book bag or locker. Book bags, sports bags, and band equipment may be left neatly next to a locker during school hours (not after 3 p.m.) and may not be in the middle of the hallway, where it obstructs traffic. Violations will be written up.

Major Violation-Cell Phone

Cell phones must be kept in lockers, backpacks, or purses 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.

If a student “misuses” a cell phone while at school by calling or texting a parent for any reason, please be aware that there will be additional consequences. Any communication must go through the office.

Social Media

Students are not permitted to use their cell phones to video and/or post to social media (including, but not limited to Facebook, Instagram, TikTok, 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.

Major Violation-Bullying

Harassment, intimidation, bullying, or cyber-bullying of a student by another student is prohibited. Any intentional gesture, written, verbal, or physical act that a person under the circumstances should know may have

the effect of harming a student, damaging a student's property, or placing a student in reasonable fear of harm to his life, person, or property, or that creates an intimidating, threatening, or abusive educational environment for the student is prohibited.

Vandalism: Vandalism of any school property including any building or vehicle used for school events is considered a major violation and may result in extended suspension or expulsion. Fines for any property damaged will be assessed and, if necessary, addressed through JSM Legal.

Any textbook damages beyond normal wear and usage may be assessed a replacement or repair fee as outlined in the “Textbook Agreement” form, which parents and students must sign on orientation day.

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. Missing detention may result in an in-school suspension the next school day.
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.

Vapes, juuls, cigars, cigarettes, tobacco, or other smoking devices are prohibited. If sufficient evidence points to the use of any of these devices, students may be suspended or expelled from the school.

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, Smart-watches, 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 takes academic honesty very seriously. Any academic misconduct may jeopardize a student’s ability to be selected for any of the awards outlined in this section of the handbook. Moreover, because some of these awards indicate that a student represents the values FCA upholds, Administration reserves the right to revoke awards in cases of egregious misconduct.

Family Christian Academy Honor Pledge

1. I pledge to apply myself wholeheartedly 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.

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 an exceptional work ethic and performance in these areas.

Family Christian Academy takes academic honesty very seriously. Any instances of academic misconduct may jeopardize a student’s ability to be selected for any of the following awards:

Senior Awards:

Valedictorian: The title of Valedictorian will be awarded to the graduating senior with the highest cumulative high school GPA who has attended Family Christian Academy for at least three of the four years of high school.

Salutatorian: The title of Salutatorian will be awarded to the graduating senior with the second highest cumulative high school GPA who has attended Family Christian Academy for at least three of the four years of high school.

Graduation with High Honors: Any senior who has maintained in excess of a 3.75 cumulative grade point average for the grades 9-12 will be awarded the Gold Honor Cord, signifying graduation with honors.

Graduation with Honors: Any senior who has maintained a 3.5-3.749 cumulative grade point average for the grades 9-12 will be awarded the White Honor Cord, signifying graduation with honors.

Family Christian Academy Alumni Award: This award is granted to students who have

attended Family Christian Academy for their entire educational career, K5-12th grade.

All Students:

Academic Excellence: In each grade, the student with the highest grade point average for the current school year is selected to receive the Academic Excellence Plaque.

Academic Achievement: In each grade, the student with the second highest grade point average for the current school year is selected to receive the Academic Achievement Plaque.

Christian Character: Each year, teachers select a student in each grade by vote who they believe is the best example of Christlike behavior to receive the Christian Character Plaque.

Perfect Attendance: A student who attends class for all 175 days of the school year, without missing a single hour, excused or unexcused, will be recognized with this certificate.

High Honors: Any student who maintains a 3.75 or higher grade point average for the current school year will be awarded the High Honors Certificate.

Honors: Any student who maintains a 3.5 – 3.749 grade point average for the current school year will be awarded the Honors Certificate.

Biblical Values

We believe that there are two genders –male and female—and students will be addressed accordingly as created by God.

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).

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.



Family Christian Academy

Signature _____

To be signed upon enrollment indicating: received, read, and understood.