



Faith Christian
— ACADEMY —

Upper School
PARENT-STUDENT
HANDBOOK

2022-23

464067 SR 200
Yulee, Florida 32097
(904) 321-2137 Option 1

www.fcaangels.com

Equipping Your Children to Reach Their Destiny

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MISSION STATEMENT

The mission of Faith Christian Academy is:

Fellowship with God through Jesus Christ

Academic Excellence

Integrity of Heart

Transformation of Self

Hope for the Nations

Equipping Your Children to Reach Their Destiny

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21)
2. We believe there is one God, eternally existent in three persons--Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrew 4:15; 7:26); His miracles (John 2:1); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
4. We believe in the absolute necessity of regeneration of one's spirit by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; that men are justified on the single ground of faith in the shed blood of Christ Jesus; and that only by God's grace, through faith, are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost. They that are saved will be resurrected to life eternal, and they that are lost unto the resurrection of eternal damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in the Lord Jesus Christ (Romans 8:9; I Corinthians 12:1-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. We believe that the baptism of the Holy Spirit is to endue the believer with power and that His empowering after the same manner as in Bible days (Acts 1:8; Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

PHILOSOPHY OF CHRISTIAN EDUCATION

Faith Christian Academy recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility, "And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken." Ecclesiastes 4:12

The Bible is the foundation for the education of our children. From the Scriptures, we understand that God desires certain principles, beliefs, and values to be developed in our children. These include:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth, which God has established through His Word.
2. Respect for authority (Romans 13:1, Hebrews 13:17). One's view of authority directly influences his/her concept of God.
3. The mean of true success and how it is achieved (Joshua 1:8, Proverbs 22). The key is for each person to discover what God's will is for himself/herself and then to do it through developing the traits which are good and correcting those which are not.
4. Personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.
5. Respect for the rights of others (Luke 6:31). Following this "golden rule" helps improve relationships.
6. Personal integrity (Psalms 1:1-2, Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. Productivity and the desire to always do one's best (Ecclesiastes 9:30, 2Timothy 2:15). A healthy work ethic has applications in many areas of life.
8. Personal conviction and Christian witness (James 4:17; Matthew 5:16, 28:19-20). Being willing to take a stand for the cause of right and declare that the Gospel of Jesus Christ in word and deed is necessary in this world.
9. Holding to the traditional family structure (Genesis 2:24). God's plan for the family is still one man and one woman as biologically defined at birth becoming one in marriage for a lifetime.

Non-Discrimination Policy

Faith Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic programs, and academy-administered programs. FCA shall only admit a student if he/she has met all the requirements necessary for admission.

FCA INFORMATION PAGE

BOARD	Mr. Steve Hastings (Chair), Mr. Michael Brooks, Ms. Barb Kent, Mr. Jeff Paul, Mrs. Liz Sanders (fcbboard@fcaangels.com)
HEAD OF SCHOOL	Mr. Andy Powell - Interim (apowell@fcaangels.com)
PRINCIPAL	TBD
ACCOUNTS MANAGER	Mrs. Candace Michelson (cmichelson@fcaangels.com)
REGISTRAR	Mrs. Kacey Strauder (kstrauder@fcaangels.com)
ACADEMY MOTTO:	<i>Equipping Your Children to Reach Their Destiny</i>
ACADEMY VERSE:	<i>I can do all things through Christ who strengthens me. Phil. 4:13</i>
ACADEMY COLORS:	Red, White, Navy Blue Pastel Blue, Gunmetal Gray
ACADEMY MASCOT:	Angels
UPPER SCHOOL ADDRESS:	464067 SR 200 Yulee, Florida 32097
ACADEMY OFFICE PHONE:	(904) 321-2137 Option 1
OFFICE FAX:	(904) 321-1707 (Lower School)
OFFICE HOURS:	8:30 am - 4:00 pm
CLASS HOURS:	8:40 am - 3:40 pm Before School Care (<i>Lower School</i>) 7:00 am - 8:00 am
ACADEMY EMAIL:	info@fcaangels.com
ACADEMY WEBSITE:	www.fcaangels.com

ADMISSIONS AND ENROLLMENT

Acceptance to Faith Christian Academy is granted to those students who, with their parents, demonstrate a sincere desire to have a Biblically-based education and who meet the requirements for admission.

After the student's completed application and fees have been processed, the parents will interview with an administrator or their representatives. Students may also be tested for grade placement. Upon acceptance, all matriculation fees will be due and payable, and the following items must be submitted before the student may begin classes.

Agreement with Vision

The Statement of Faith and the Parental Covenant (Appendix I), which are included in the application, must be read, discussed, and signed by either parents or legal guardians. Applicants are selected from those whose attitude, lifestyle, academic history, and behavioral characteristics are compatible with Faith Christian Academy.

Birth Certificate

A valid copy of the student's birth certificate along with a Social Security Card must be submitted upon enrollment. Students enrolling in VPK must be four-years-old on or before September 1. Those enrolling K-5 must be five years old on or before September 1.

Immunization Record

Upon school enrollment, the State of Florida requires that a certified copy of required immunizations (Form DH680) must be presented. Immunizations must be up-to-date and every child entering a Florida school must submit proof of a medical examination performed by a physician. This information must be submitted to the school on HRS Form 3040 to show medical compliance with the law or you must provide proper documentation of an exemption.

Physical Examination

A release form is required for students with health problems. An annual physical examination is required for any student participating in an athletic sport and/or having a determined health problem.

Grade Report/Academic Records

Upon enrollment, a valid grade report or academic record from the previous school or home school must be presented. A request for official records will be made.

ACADEMICS

Curriculum

All students will experience a curriculum that has been designed to provide children at each grade level with meaningful learning activities and will enable them to build skills in their academic development. The Administration and the Board of Trustees periodically review the curriculum. Our carefully selected curriculum includes, but is not limited to, A Beka, Purposeful Design, and BJU Press. Resource materials from other publishers are used to reinforce and enhance the curriculum selection.

Homework

All students are expected to complete their homework assignments and turn them in on time. Note: FCA's policy is that homework is not to be given on Wednesdays nor tests administered on Thursdays in order to encourage church attendance. However, if an assignment, project, or major examination has been approved and announced in advance, a teacher may choose to make an exception to this policy. Also, assignments begun in class on Wednesdays that are not completed are to be completed at home and turned in when the class meets again.

Make-Up Work

A student is required to complete all assigned work even if he/she is absent. It is the responsibility of the student to get his/her missed assignments. If a child must leave school early, the teacher will give him/her all the necessary assignments for that day which will be due the day the child returns to that class. Please do not ask to pick up your child early just for convenience. With an excused absence, the student has two days for every day of absence to complete the assigned work, but it is not to exceed a total of five days. If the student has been absent in excess of five days, an extension may be granted by the administration. In order to minimize the make-up work, a teacher may adjust assignments. Assigned work that is not complete when turned in will result in a grade reduction. Parents are encouraged to contact their child's teacher as soon as possible if they know their child will be missing several days of school.

For unexcused absences, students are permitted and encouraged to acquire any and all assignments prior to their absence. Students have one day per day absent to make up assignments. Reports, long-term projects, tests, quizzes, etc., that were assigned prior to the absence are due the day of the student's return to that class.

Report Cards/Grades

Progress reports are issued in the middle of each grading period, and report cards are issued once every nine weeks. Report cards and progress reports are designed to provide a picture of each child's progress academically, spiritually, socially, and physically. **Final report cards, transcripts, or records will not be released until the student's account is paid in full.**

Note: Subject to Revision

Grading Scale

A 100-90

C 79-70

F 59-0

B 89-80

D 69-60

Standardized Tests

Faith Christian Academy gives a standardized test yearly. Results from these tests are given to the parents with the last report card of the year. All K5-10th grade students will take the Measures of Academic Performance (MAP). Please log in to your FACTS/RenWeb account for more information about the MAP.

ATTENDANCE, ABSENCES AND TRUANCY

Regular attendance is required by Florida law and is necessary for good scholarship. All school days on the calendar are considered full days unless otherwise noted or specified through notification of special events. All half days and activity days (i.e., field day) are considered compulsory-attendance days.

The following is the law in the State of Florida with regard to attendance, absences, and truancy (See Fla. Stat. §§ 984.03, 984.151, 1003.26 (2019)):

1. Regular attendance of the student is required by Florida School Law and is the responsibility of the parent or guardian. Regular attendance is defined as attending school for the full day of each day during which school is in session.
2. A written explanation is required for EACH absence. The parent is responsible for immediately submitting a written explanation when a student returns to school from an absence.
 - a. Parent notes for absences up to 10 days will be excused per approval by the administrator for illness, doctor appointments, and death of a family member, a subpoena, or other insurmountable conditions.
 - b. Absences in excess of 10 days will be excused only if one of the following is provided:
 - i. Appointment slip/note signed by a doctor or health department representative.
 - ii. Evidence that the student has been out because of death in the family.
 - iii. An official letter, subpoena, or other legal documents.
 - c. More than 18 unexcused absences in a school year may result in retention in middle school since regular attendance is a promotion criterion.
3. Students having more than 18 unexcused absences in a school year will have their cases reviewed by the administrator/headmaster. After reviewing the evidence required in 2a and 2b above and providing parents an opportunity for explanation, the administrator will determine whether to grant an exception to the 18-day rule.

When your child is absent from school, the parent/guardian is required to send a doctor's note or written parental excuse to the child's homeroom teacher (who will submit it to the office) upon the child's return to school. If you do not comply with this requirement, your child's absence will be considered "unexcused." Students will be given a one-day grace period in the event they do not bring a written excuse the first day they return to school.

- Students who are absent from school may not participate in extracurricular activities after school that day.
- Students are considered absent from school if they leave prior to noon.
- Students arriving after 12 pm will be marked absent for the day.
- Students who are absent from school in excess of seven days per quarter due to illness will be required to have an excuse from their physician.
- If a student misses more than 18 days per year (excused or unexcused), he/she may be retained the following year.
- Students in Grades 6 and up are allowed three unexcused tardies in a nine-week period. On the fourth tardy, and every subsequent tardy in the nine weeks, a detention will be issued to that student. Excessive tardiness will be handled on an individual basis.

Excused absences include, but are not limited to: illness (written excuse); medical, dental, or health-related appointments (with a written excuse from the doctor's office); funeral (with a note from a parent); emergencies as approved by the administrator.

Unexcused absences include, but are not limited to: any of the above without a note from a parent or a doctor's excuse, personal business (shopping, running errands, etc.) as determined by the administration to be inappropriate. **Four unexcused tardies will equal one unexcused absence. See "Tardiness."**

Whenever possible, teachers will attempt to provide the daily assignments for a student who is absent. In the case of anticipated absences (vacations, etc.), the parent must call the school and request assignments for their child at least one week in advance of the absence. If a child is ill and the parent realizes that he/she may be absent for more than a day or two, the parent must contact the office as soon as possible to request assignments (please indicate the anticipated length of the child's absence).

The student may not be permitted to attend school on campus if an electronic transaction for payment of tuition and/or fees is unsuccessful twice, due to insufficient funds (or other reason) unless the account is reconciled through the Accounts Manager by means of a money order or cash for the amount delinquent. *This matter may cause unexcused absences to incur.*

CHRISTIAN AMERICANISM AND PLEDGES

1. Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for God, flag, and country.
2. Faith Christian Academy strongly believes that the United States is a great nation and that its greatness comes from God. Accordingly, we begin each school day with pledges to the American and Christian flags and to the Bible.

American Flag Pledge

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

Christian Flag Pledge

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

Bible Pledge

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

3. Students are required to participate in daily pledges. Open disrespect toward these symbols of liberty and faith may result in disciplinary action; see "student behavior discipline." If a parent has a question about this policy, it should be addressed to the administrator before the first day of school.

CONDUCT/DISCIPLINE POLICY

FCA believes that a student's conduct is as important as academic performance. A student's conduct reflects his/her attitude about learning, his/her respect for others, and his/her willingness to cooperate. Discipline policies are necessary to provide the best possible learning environment for FCA students. An atmosphere conducive to teaching and nurturing young people can be maintained as long as parents and students support FCA classroom rules and disciplinary policies. A sincere effort is extended by the administration and faculty to maintain fair, consistent discipline tempered with love and regard for the students.

BEHAVIOR GUIDELINES

FCA's Behavior Guidelines are established for the following purposes:

- To increase respect for authority.
- To reinforce self-discipline.

- To produce effective learning environments.
- To protect facilities.
- To cultivate respect for others.

GENERAL COMMENTS FOR PARENTS AND STUDENTS

1. Show proper respect to teachers and students (Romans 13:7).
2. Obey those in authority (Ephesians 6:1, 5; Romans 13:1)
3. Behave in a way that will not disrupt the educational environment.
4. Abstain from the use or possession of drugs, alcohol, and cigarettes.
5. Treat all school property with respect (all acts of vandalism are subject to a \$100 fine and suspension).
6. Do not use profanity, slang, or degrading talk.
7. Respect other classes by being quiet and not running in common areas.
8. Murmuring and complaining in a disrespectful manner will not be tolerated.
9. Marked on, defaced, or broken property is to be replaced at the expense of the offending student(s).
10. Guns, bullets, matches, lighters, knives, or replica weapons are not permitted on campus.
11. Radios, CDs, iPods, MP3 players, video game devices, cameras, and any other electronic devices not approved by administration are not permitted on campus.
12. Students are permitted to bring cell phones to school. However, cell phones should be turned OFF and kept in a non-visible location--not on their person. Failure to comply will result in confiscation of the phone and/or other disciplinary action.
13. Use only words which glorify the Lord.
14. "Six-Inch Rule" - ALL students should keep their hands to themselves.
15. No inappropriate hugging, kissing, touching, or displays of affection are to take place at school or school-sanctioned events.
16. Any student action that negatively affects the ability of other students to learn in a safe environment is subject to disciplinary action.

Off Limits

Faculty and staff desks, computers, walkie-talkies, personal items

Other students desks, cubbies, backpacks, lockers, or other personal items

PE area except under supervised activity

Vehicles and parking areas

Closed Campus Policy

Once a student is on campus, he/she may not leave the school grounds during school hours or supervised events without permission from the administrator or his/her designated representative. Students are not permitted to hang out in the parking lot or on the grounds outside of school hours or during school activities except in designated areas.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. WE believe that “all things should be done decently and in order” (I Cor. 14:40) and that our students should be taught to accept the responsibility to “walk honorably before all men.” FCA discipline policies are firm, consistent, just, and tempered with love. Our staff maintains standards of behavior through kindness, love, and genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Discipline

It is our intent that all discipline will be administered to correct poor/unacceptable behavior without drawing adverse attention from the other students in the child’s classroom. We will focus on the training and nurturing of children in concepts of behavior that are pleasing to God. Discipline provides a firm foundation for the teaching process and is vital to a student’s education. One result of discipline is order. Learning is impeded where confusion and disorder are present. The staff of Faith Christian Academy recognizes that children must be trained according to their capabilities at a given age; therefore, procedures differ between age groups. The following guidelines constitute our discipline procedures.

Discipline and Conduct Guidelines

The regulation of student life and maintenance of personal and academic standards are ultimately in the hands of the administration and faculty which retain at all times the authority to determine who should be admitted and who should be allowed to continue at Faith Christian Academy. This is not a correctional facility, but an institution of learning. Consequently, we ask that a child not be enrolled with the idea that he/she will be reformed and rehabilitated. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken.” Ecclesiastes 4:12

The student must at all times conduct herself/himself as a lady or a gentleman. If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child’s reporting is emotionally biased and may not include all the facts.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child’s attitude is not in accord with school policies or principles, the child will be placed on probation, and both parents or guardians will be called for a conference. If the administration feels the situation has not changed after a designated time, parents or guardians will be asked to withdraw the child.

Consequences may include but are not limited to: warnings; loss of privilege; reflective writing assignments; lunch detention; after-school detention; office time-out; in-school suspension (ISS); out-of-school suspension (OSS); expulsion.

In the event a student receives a detention, a Detention Notice will be sent home to parents, which must be signed and returned to the school the following day. The Detention will inform you of the day the student will serve the detention, the offense.

In the event a student receives three detentions in one week they will serve one day of In-School Suspension (ISS). Subsequent suspensions will lead to out-of-school suspension.

Grades 2-12 serve detention after school. The teacher or administrator will set the day and time the detention will be served. If a student is late to detention, he/she will be suspended from school the following day.

Probation, suspension, or expulsion may be implemented in cases of repeated violations of the discipline code. The administration will determine the terms and length of each violation. We reserve the right to direct a child's education to be pursued elsewhere in the event of refusal to accept school rules and regulations.

As a school, our sexuality will be conducted as a reflection of our relationship with God. We pledge to guide our Christian school community toward understanding and embracing sexuality as a reflection of its relationship with God. Seeing that sin is a common struggle for all, members of the school community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3-5). Any deviation from a Biblical standard of sexual behavior is a result of separation from God and therefore is an opportunity for repentance, grace and redemption so that as a community, we might honor one another and glorify God.

Suspensions

In-School Suspension (ISS) and Out-of-School Suspension

In any of the following cases, the teacher will immediately remove the child from the class and send him/her to the office. Types of offenses include, but are not limited to, the following:

- Receiving three detentions in one week
- Fighting
- Lying
- Cheating or aiding in cheating
- Skipping school/class
- Leaving campus without permission
- Disrespecting or directly disobeying authority (may also result in expulsion)
- Abusing or defacing of property
- Stealing
- Degrading or abusive language/swearing
- Using pornography (may also result in expulsion)
- Smoking (may also result in expulsion)

- Sexually harassing anyone (may also result in expulsion)
- Sexual misconduct (may also result in expulsion)
- Possessing lighters, matches
- Possessing weapons (guns, knives, or any object that could be used to intimidate or harm any person; may also result in expulsion)
- Note: Undesirable conduct or attitude, as stated in the Parental Covenant, by a child or family will result in the child not being permitted to remain in school to harm others by influence.

Terms of In-School Suspension (ISS) and Out-of-School Suspension

Possible Disciplinary Actions

- Length of time is left to the discretion of the administration.
- No daily class credit (zero credit for work done in class that day). Projects due and tests done on that day may be turned in or made up, but the grade will be lowered by **10** percent.
- Any property defaced or destroyed must be replaced at full value, whether personal, school, or church property.
- Students on suspension or disciplinary action cannot attend or participate in any school function during the time of suspension.
- Students serving ISS will not be admitted to class and will do their schoolwork and eat lunch in the office or other designated location.

Expulsion

Types of Offenses both On- and Off-Campus

Types of offenses include but are not limited to the possession or use of or participation in the following:

- Drugs or drug-related paraphernalia
- Alcohol
- Immoral activities (i.e., sexual misconduct, pornography)
- Repeated suspensions
- Weapons
- Refusal to abide by the Code of Conduct as agreed to when enrolling at Faith Christian Academy.

Please note that a student's off-campus conduct also must be consistent with FCA's Code of Conduct.

Cell Phone Policy

Cell phones are NEVER to be used during the academic school day for ANY reason. If a child needs to contact a parent for any reason, the child should visit the school office for assistance.

Cell phones should be turned off and kept in a non-visible location while school is in session and students are under the supervision of FCA staff or coaches. A phone that is powered on and in

view of a staff member can and will be confiscated and stored in the school office until a parent or guardian can retrieve it.

Students should be aware that the following practices are unacceptable at FCA under all circumstances, in any location on campus:

- Use of cell phones during class for any reason
- Taking pictures or videos in the locker room, restroom, or anywhere on campus
- Taking pictures or videos of anyone, including self, in any state of undress
- Taking any picture of another person for the purpose of ridiculing the other person
- Use of cell phone or any device to cheat
- Use of cell phone or any device to harass another person
- Use of cell phone or any device to perpetrate a crime or immoral behavior

If it is alleged, believed, or suspected that any of the above violations have occurred, FCA will follow these procedures:

- The device will be confiscated.
- The device will be subject to a search of the contents by a school official.
- The phone may be turned over to law enforcement.
- Other appropriate discipline (detention, suspension from class/activities, expulsion) will be administered.
- Parents shall be informed.

The instructor may ask students to use apps such as *Physics Toolbox* on cell phones during some lab experiences. Apps may be used on student phones for certain lab experiences. The use of cell phones in class is solely at the discretion of the teacher. If a student abuses the opportunity, he/she will lose the privilege of using a cell phone during class and is subject to further disciplinary action by the school administration.

Harassment and Bullying

It is the desire of Faith Christian Academy that all of its students have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Insults, slurs, and other forms of derogatory speech have no place in a Christian community (James 3:9-12). The school will not tolerate bullying and/or harassment of any type. Conduct that constitutes bullying and/or harassment, as defined herein, is prohibited within the school, in any educational program or activity conducted by the school, or through the use of data or software accessed by a computer belonging to the educational institution. Florida law expressly defines “bullying” as the act of systematically or chronologically inflicting physical harm or emotional distress on a student. The law also provides examples of conduct that **may** result in bullying: repeated and unwanted teasing or an unkind nature, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation, or destruction of property. Cyber-bullying means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Harassment is defined as any verbal, written, or physical conduct that is sexual in nature, threatens, insults, or dehumanizes students. Written harassment includes those committed through electronic means and the use of computer software. Bullying, cyber-bullying or harassment must be sufficient to place the student in reasonable fear of harm against him or his property and sufficient to interfere with the student's social performance, opportunities, or benefits. The Florida anti-bullying law also penalizes those who induce or coerce others to bully or harass students.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. Consequences for students who commit acts of bullying or harassment may lead to suspension or expulsion.

Please note: If a student's speech or behavior outside of school results in substantial disruption of the learning environment, the student may be subject to school discipline.

The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. The administrator or the administrator's designee is responsible for receiving complaints alleging violations of this policy. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s), and it will be investigated. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Discipline may include any of the following:

1. A warning
2. A written warning
3. Probation
4. Expulsion

STUDENT PREGNANCY

If an FCA student becomes pregnant, that pregnancy must be reported to an administrator as soon as the pregnancy is confirmed by the medical authority. If a pregnancy is confirmed, the student shall be asked to withdraw from the school immediately, and a determination will be made of whether Homebound Services are warranted. If a male student has impregnated, he will be subject to the same discipline as a female. A student will not be considered for readmission until the conditions of restoration and reinstatement are met. The administration reserves the right to use its discretion to determine on a case-by-case basis what constitutes a disruption of the school environment. The administration also reserves the right to make inquiries of the students and parents regarding these issues. A student returning from pregnancy will also be required to show proof of approved Christian counseling and will not be allowed to enroll until a minimum of 30 calendar days after the birth of the child.

In the event that the administrator has reason to believe that a student is pregnant, but that confirmation of the condition cannot be obtained from either the student or her parents or guardian, the administrator shall, after conferring with the student and her parents or guardian,

suspend the student until such time as medical proof is presented. Upon receipt of the medical statement confirming pregnancy, the administrator shall implement this policy.

STUDENT DRIVERS

Each student driver must complete a “Student-Parking Privilege Application,” and each student and a parent must agree to the terms and conditions outlined in the “Student-Parking Privilege Policies and Expectations” document. Students with 15 or more unexcused absences within a 90-day period will lose their driving privileges. The school must forward the truant’s name to the Florida Department of Highway Safety and Motor Vehicles, which will then suspend (or deny an application for) the student’s driver’s license or learner’s permit. (Fla. Stat. §1003.27(b) (2019).)

CONFLICT RESOLUTION

The Bible commands us to make every effort to live at peace with one another and to resolve disputes in private or within the Christian church (1 Cor. 6:1-8; Matt. 18:15-20).

1. Matters of concern should first be handled ***individual to individual*** in accordance with the Lord’s commands in Matthew 18.
2. Beyond this, if necessary, matters of concern should be handled by verbal and/or written notification to the administrator.
3. If resolution is not possible at this level, the matter should be brought to the attention of the Board President.
4. Further examination may be requested from the Board of Directors in cases involving serious disagreement so as to determine the necessity for external mediation. This step is appropriate only when the first three steps have failed to bring resolution to the matter.

School-related issues involving students, parents, and teachers will be resolved by the principal/headmaster. The school board reserves the right to review these matters and shall be the final authority speaking for the school.

Note: Reference the “Parental Covenant” on the last page of this Handbook.

CREDITS AND PROMOTION

MIDDLE SCHOOL (Grades 6-8)

Any student who does not meet the minimum level of performance during the school year may become a candidate for retention. Retention means that a student will repeat the same grade level for the next year.

1. No 6-8 grade student will be promoted if their final GPA is lower than 2.0 and/or if they have a final grade of “F” in core courses: English, Math, Science, or History.
2. Students who have earned a GPA lower than 2.0 will be required to take and pass the subject determined by the Assistant Principal in summer credit recovery at FCA. The student must earn at least a 70% and raise their GPA to a 2.0

3. A student who earns an “F” in any of these subjects will be required to take and pass the subject in summer credit recovery at FCA to be promoted. The student must earn at least 70% and raise their GPA to a 2.0
4. If a student gets an F in more than one of the above core subjects, he will be retained in grade.
5. Each student must fulfill all detentions/suspensions before re-enrolling at FCA for the next year.

HIGH SCHOOL (Grades 9-12)

Credits are earned at the rate of 0.5 credits per successfully completed semester class. Successful completion means earning a grade of D- or higher. A full-year course that spans two semesters can earn a total of 1.0 credit. Courses required for semester credit for graduation that receive an “F” will require Summer credit recovery at FCA.

1. Promotion for high school is determined by the total number of credits earned by the end of each school year and a minimum 2.0 cumulative GPA. See chart below.
 - a. To be classified as a Sophomore, a student must have at least six (6) high school credits and a cumulative GPA of 2.0.
 - b. To be classified as a Junior, a student must have at least twelve (12) high school credits and a cumulative GPA of 2.0.
 - c. To be classified as a Senior, a student must have at least eighteen (18) high school credits and a cumulative GPA of 2.0.
 - d. To graduate a student must have at least the twenty-four (24) State of Florida, Nassau County, and FCA required credits for graduation and a cumulative GPA of 2.0.
2. Any failure of a semester course will result in no credit for the semester.
3. Any semester course failed may be required to be retaken during summer credit recovery at FCA. A maximum of one credit can be retaken during summer.
4. Any course receiving an incomplete (I) due to attendance will not receive credit.
5. Each student must fulfill all detentions/suspensions before re-enrolling at FCA for the next year.

Graduation Requirements

1. All students in grades 9th–12th are required to carry at least six (6) academic subjects with a value of six (6) credit hours during each of the four years of high school unless special permission is given to carry less.
2. All graduating seniors will be required to take the college-bound ACT or SAT test at least once before graduation in order to receive a diploma.
3. Each student must have at least 24 credits in the following courses in order to receive a diploma.
 - Bible 4 credits (or ½ credit each semester of attendance)
 - English 4 credits
 - Mathematics 4 credits (Algebra I and Geometry are required)
 - Science 3 credits (Biology is required and 2 other substantial lab sciences)
 - American Government ½ credit

- Economics ½ credit
 - World History 1 credit
 - United States History 1 credit
 - HOPE 1 credit
 - Practical or Performing Arts 1 credit (Art, Theater, Keyboarding, or Chorus)
 - Electives 2 credits
 - There must be 1 online course
4. For College Admission and Bright Futures Scholarship, electives must include:
- 2 consecutive years of the same Second Language (i.e., Spanish, American Sign Language)
 - Students will be automatically scheduled for a foreign language beginning their 10th-grade year

Transfer Credits

1. All transfer of credits from another school or community college offered for acceptance shall be based on the official transcript from that institution.
2. All credits offered for transfer from another school or community college will be evaluated in terms of the requirements of the state where earned, Florida Sunshine Standards, Nassau County, and FCA for accepted credit.
3. Credits transferred from schools accredited by NCPA, CITA, and FAANS will be fully accepted.
4. Students enrolling at FCA from homeschooling will be required to validate their credits and present course work through portfolios of each course for which they are requesting credit and through standardized test scores. Home school grades will be recorded as Pass or Fail until such grades are validated through course work completed in one semester at FCA. Grades of Pass or Fail will not be included in calculations of GPA for class ranking or membership in extra-curricular organizations such as the NHS and Beta Club.

Class Ranking

The Class Ranking is used to determine a student's position in the class based on the weighted Cumulative GPA. Rank is used to determine Valedictorian and Salutatorian status and is often requested on college and/or scholarship applications.

1. All students in Grades 10-12 will be ranked. Ranking will be determined at the end of each semester beginning with Semester 2 for 10th grade.
2. Valedictorian and Salutatorian status is determined after all the 12th-grade finals, Semester 2 grades are determined. (This will be calculated two weeks before graduation.)

Procedures For Ranking

1. Calculation of the Class Ranking is based on the following criteria:
 - a. Cumulative GPA
 - b. The Cumulative GPA includes all credited courses taken during 8th through 12th grades.

- c. The Cumulative GPA shall be computed to the fourth decimal place.
 - d. All grades in courses identified in the state course code directory as level 3 courses shall be weighted on the following scale: Honors A=4.5, B=3.5, C= 2.5, D=1.5, F=0. For Dual Enrollment and AP courses, A=5. Grades in all other courses shall be weighted on the following scale: A=4, B=3, C=2, D=1, F=0.
 - e. The Valedictorian and Salutatorian hold first and second position in their graduating class at the time of ranking. In the event of mathematically identical ranking Cumulative GPAs for students who completed their entire high school career at FCA, those students with identical scores shall be considered co-Valedictorian or co-Salutatorian.
2. If a student transfers into FCA after their sophomore year and appears to be in competition for Valedictorian or Salutatorian, their GPA shall be re-calculated based on advanced classes offered at Faith Christian Academy.
 3. If a student transfers into FCA for their senior year they will be ranked as stated in Point 2 of this section; however, they will not be eligible for the classification of Valedictorian and/or Salutatorian. Exceptions to this can be appealed to the FCA Administration through a formal letter with an explanation as to why the transfer was necessary and why an exception should be made.

Graduating Senior Honors

Valedictorian (1st rank) and Salutatorian (2nd rank) status is determined based on their ranking as set forth in the handbook. Graduating seniors earn honors and wear honor cords at the graduation ceremony based on their Cumulative GPA and ranking also.

Graduation Honors

- Summa Cum Laude (Yellow Honor Cord) - 3.91 or higher
- Magna Cum Laude (Gray Honor Cord) - 3.75-3.90
- Cum Laude (White Honor Cord) - 3.50-3.74

Transcripts & Records Requests

High school transcripts are made available free of charge through the school office. Prior to graduation, all students are considered minors, therefore transcripts may only be requested by a student's parent or legal guardian using an FCA Record Request form or by an institution authorized by the student's parent or legal guardian. Requests can be dropped off, mailed or faxed. Please be sure to sign and date the request or it will delay fulfilling it. Transcript and record requests should be filled within 48 hours of the initial request unless held by the finance office. Once a student graduates and reaches age 18 only the student can request records or authorize the release of records. Female graduates must remember to request based on their maiden name at the time of graduation.

Dual Enrollment

FCA participates in the dual enrollment program approved by the State of Florida. This program allows a high school student to attend college classes while receiving both high school and college credit.

Guidelines

In order to participate in the FCA Dual Enrollment Program allowing a student to earn college credit, the student must meet the following criteria. Dual Enrollment classes may begin the summer before the fall semester of the junior year. The student must:

1. Successfully complete at least one semester as a full-time student on campus at FCA before being allowed to participate.
2. Be enrolled as a full-time student at FCA, unless the student has received prior approval from the Head of School for an altered schedule. Full-time enrollment means a student is scheduled for at least 5 credited courses per semester at FCA while participating in dual enrollment.
3. Be approved by the FCA administration.
4. Have a minimum weighted cumulative GPA of 3.25.
5. Meet FCA attendance guidelines.
6. Have no significant disciplinary issues.
7. Earn minimum passing scores on the SAT/ACT or FCELPT SAT Math 440 Critical Reading 440 ACT English 17 Math 19 Reading 18 PERT Reading 106 Writing 103 Mathematics 123* *(Minimum needed to qualify to take College Algebra and to take more than 12 college credits) 28
8. Attend a minimum of 1 college class and a maximum of 3 college classes per semester (not to exceed 10 college credits) unless the FCA schedule or graduation credit requirements conflict.
9. FCA has a working dual enrollment agreement with Florida State College at Jacksonville (FSCJ), therefore all college classes must be completed through FSCJ.
10. Purchase all needed books and supplies for all college classes from FSCJ.
11. Attend all mandatory Dual Enrollment meetings.
12. Be aware that approval can be revoked at any time by the FCA administration for academic, disciplinary, or financial reasons. Please note: Other colleges also offer dual enrollment courses depending on the location of the student's permanent residence and time of school year. More information about these additional opportunities will be provided as it becomes available.

Student Responsibilities

Additionally, each student enrolled in this program is responsible for the following:

1. Returning all registration materials by assigned due dates to the FCA Assistant Principal's Office and/or FSCJ.
2. Obtaining approval from the Administration for adding/dropping or changing classes.
3. Seeking guidance approval before withdrawing from a class.
4. Maintaining at least a "C" average in each course.
5. Setting up an account with FSCJ to monitor schedules and grades.

6. Providing login access to the “myFSCJ” student account on the FSCJ website to the FCA Assistant Principal’s Office by the assigned due date each semester.
7. Arriving on time to FCA classes.

ATHLETICS ELIGIBILITY REQUIREMENTS

In order to be eligible to participate in interscholastic athletics, a student must maintain a cumulative grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in the courses required. A grading period is defined as one semester. A semester is defined as one-half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of class scheduling format (i.e. block, traditional, etc.) utilized.

FCA STUDENTS GRADES 6-12

1. Students that receive a suspension, whether in-school (ISS) or out-of-school (OSS), will not be permitted to participate in Athletics during the suspension period.
2. Students placed on disciplinary probation at any time during the school year will be immediately ineligible for the remainder of the current 9 weeks.
3. An athlete’s eligibility may be revoked due to student conduct, excessive absences from school or an individual class, or attitude. The eligibility will be revoked only after a conference with the student, parents, administration, and coaches involved.
4. Any participation in activities that do not line up with the foundational teachings of FCA, during or after school hours, could result in immediate removal or temporary suspension from the program until the matter is fully resolved. This includes, but is not limited to, social media posts, text messages, videos, etc.
5. Once a student enters 9th grade, they have four years of consecutive high school athletic eligibility; a fifth-year may be granted due to a hardship situation.

HOMESCHOOLED STUDENTS GRADES 6-12

1. Parents must provide a current complete transcript or SECC approved, notarized documents to the school office for review before the student may participate.
2. Students must maintain a 2.5 or higher on a 4.0 unweighted scale in order to participate. FCA administration or the athletic director may request updated grades every two weeks during the season to correspond with the school’s Grade Publishing Schedule. If a student has less than a 2.5 GPA or a failing grade, they will adhere to the same disciplinary procedures as FCA students (see above).
3. An athlete’s eligibility may be revoked due to student conduct, excessive absences from school or an individual class, or attitude. The eligibility will be revoked only after a conference with the student, parents, administration, and coaches involved.

PLAYER CONDUCT

The following is an outline of what is expected of students to participate in sports at Faith Christian Academy. We expect all of our athletes to be leaders, not only to their peers but also to the younger students. They are to conduct themselves in a manner that exemplifies good moral standards, ethical behavior, good sportsmanship, and most importantly, a Christ-like attitude on and off the field of play.

1. Treat everyone, including teammates, opposing players, coaches and officials as you would want to be treated on and off the field of play.
2. Consistently display high personal standards and project a favorable image of their school, coaches, parents, themselves as individuals, and their respective sport.
3. Refrain from criticism, public or private, of other athletes, coaches, or officials.
4. Uphold the rules of the sport and the spirit of such rules and encourage other athletes to do the same.
5. Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to do the same.
6. Take care of their own personal belongings as well as school uniforms and equipment--the student-athlete will be held accountable, not the coaches and staff.

Unacceptable Behavior

We expect our athletes to:

- Participate in a manner that promotes the safety of fans, athletes, coaches, and officials who also are participating in the game.
- Respect other athletes' dignity. Verbal or physical behavior that constitutes harassment or abuse is totally unacceptable.

The following are examples of unacceptable behavior that could involve suspension or other disciplinary action from the athletic program. Please be aware that these are merely examples and other forms of unacceptable behavior not on this list could be subject to disciplinary action.

1. Using any vulgarity, profanity, or intimidation directed to fellow players, other players, coaches, officials, or teachers.
2. Using or possessing laser pointers in any school or facility during school hours or activities associated with Faith Christian Academy Athletics.
3. Acting in any disruptive behavior while being transported to and from the event (not picking up after themselves, disobedience to a coach, bus driver, or chaperone, being disrespectful to others).
4. Acting in any disruptive behavior in a restaurant while on a school trip
5. Performing any vandalism or theft when visiting another school (including, but not limited to, leaving sinks or showers plugged or water running, theft of any item belonging to another student or the school).
6. Making any negative remarks from the stands. (Instead of putting a team down, boost your team up. **This includes parents.**)
7. Hazing or other initiation activities will not be tolerated.
8. Behaving in such a way that discredits the team or the school.

PERSONAL RELATIONSHIPS

As one reads the Bible it becomes very clear that God made us a relational creature. One part of our relationships is the physical contact between people. Therefore, we would like to state clearly our beliefs on proper Biblical physical relationships.

1. Marriage Defined: We believe the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Cor. 6:18; 7:2-5; Heb. 13:4).

2. Physical Relationship Defined: We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Lev. 18:1- 20; Rom. 1:26-29; 1 Cor. 6:9.)

3. Unacceptable Behavior: We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Deut. 22:5). We believe that bodily contact actively undertaken or passively permitted, between members of the opposite gender who are not married to each other or members of the same gender for the purpose of satisfying sexual desires is sinful (Heb. 13:4).

4. Unity: We believe that in order to preserve the function and integrity of Faith Christian Academy, as the local Body of Christ, and to provide a biblical role model for Faith Christian Academy members and the community, it is imperative that all persons employed by Faith Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22.)

5. Redemption: We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11.) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Faith Christian Academy.

PHYSICAL CONTACT/INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION

Wholesome boy-girl relationships are natural. However, it is the opinion of the Administration that school-age young people are not ready for intimate relationships. Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. At any school function, students may not sit too close. In accordance with FCA recognition of Biblical commands, no inappropriate public displays of affection will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality,

lesbianism, bisexuality or pornography. An Identifying Statement is defined as a statement that a student is a homosexual, bisexual, transgender, pansexual, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts. (Some examples: "I am gay," "I am a homosexual," "I have a homosexual orientation.") Homosexual conduct defined as acts or identifying statements is incompatible with enrollment at FCA and is a basis for dismissal. All students will be treated with dignity and respect, free of threats or harassment.

DRESS CODE POLICY

Updated August 2022

Unless otherwise specified by the school administration, the following Dress Code requirements provided below will be in effect when school is in session. All students must be in uniform each day unless a "dress up," "dress down," or "school spirit" day has been designated by school administration; if the student is not participating in the event, a regular school uniform must be worn.

If a student's attire is not compliant with the uniform policy, the school reserves the right to contact a parent to bring the appropriate clothing. The student will not be permitted to return to class until he or she is compliant with our dress code policy. If a student has three dress code violations in a nine-week period, he/she is subject to disciplinary action by the school administration.

- Students are expected to abide by these guidelines, so please review them before making any purchases. If you are uncertain about a particular policy, ask first.
- **Only conservative, traditional hairstyles are acceptable.** (For example, cuts including, but not limited to, mullets and mohawks are not acceptable.)
- Boys' hair must be clean, groomed neatly, natural color, off the collar, covering no more than the top of the ear, and no lower than the eyebrows. Boys are not allowed to have body piercings, gauges, or tattoos. Any facial hair must be clean and neatly trimmed.
- Girls' must have clean, neatly groomed hair of natural hair color. Girls are allowed two piercings per ear and earrings are to be no larger than the size of a quarter. Girls are not allowed to have any other piercings, gauges or tattoos.
- Fingernail length should not interfere with the student's ability to participate in school work and activities.
- All hats and caps are to be worn outside of the school buildings only unless approval from the administration is received.
- All book bags and lunch boxes must be free of inappropriate words, pictures, and/or symbols. If you have any questions about what is permitted, check with the administration.

BOYS' UNIFORMS

Item	Specifications	Color(s)
Polo Shirt	2-3 buttons, short or long sleeves, no logo unless FCA logo	Red, white, navy, pastel blue
Turtleneck	Long sleeves	Red, white, navy, pastel blue
Pants	Pleated or flat front; no "skinny" fit or denim	Navy or khaki
Shorts	Knee length, pleated or flat front, with or without cuffs	Navy or khaki
Belt	Leather, traditional or braided	Black or brown
Socks	Crew or ankle, athletic or dress, solid, no wording or designs	Black, brown, navy, tan, white; plain--no designs
Shoes**	Athletic shoes--leather, canvas, mesh, etc. Dress shoes	Any color athletic shoes; brown or black dress shoes

GIRLS' UNIFORMS

Item	Specifications	Color(s)
Polo Shirt	2-3 buttons, short or long sleeves, no logo unless FCA logo	Red, white, navy, pastel blue
Turtleneck	Long sleeves	Red, white, navy, pastel blue
Peter Pan Blouse	Short or long sleeves	White
Skorts*	Knee-length or below, pleated or flat front	Navy or khaki
Skirts*	Knee-length or below, pleated or flat front A-line; no pencil skirts	Navy or khaki
Jumper*	Knee-length or below, pleated or flat front, sleeveless with a dress-code approved shirt underneath, no V-neck	Navy or khaki
Pants*	Pleated or flat front; Capri pants; no "skinny" fit or denim, no leggings/jeggings,	Navy or khaki

Note: Subject to Revision

	yoga pants	
Shorts*	Knee-length, pleated or flat front, with or without cuffs	Navy or khaki
Belt	Leather, traditional or braided	Black or brown
Socks or Tights	Crew or ankle, athletic or dress, solid, no wording or designs; solid-color tights with no printing, embellishments, or appliques.	Tights: Black, brown, navy, tan, white Socks; Red, white, navy, black, brown, gray
Other Accessories	Headbands, bows, barrettes, Schrunchis, or pony-tail elastics	Red, white, navy, black, brown, silver or gold-tone
Shoes**	Athletic shoes--leather, canvas, mesh, etc. Dress shoes	Any color athletic shoes; brown or black dress shoes

***Additional uniform guidelines: corduroy, Spandex, jeans, jeggings, or similar materials are not permitted. Leggings may be worn under skirts in place of tights, but the skirt must still be of modest length. Cargo shorts or pants are not permitted. “Skinny-fit” styles are not permitted.** Symbols, such as the Polo horse or Izod gator are not permitted on uniform shirts. No clothing should have holes, tears, etc. Clothing should be modest--no spaghetti straps, crop/short tops, sheer fabrics, etc.

****The following types of footwear are not permitted: shoes with lights or wheels, animated characters, offensive elements, or heels higher than 1-inch; sandals or flip-flops, clogs, sling-back shoes (e.g., “Crocs”), open-toed or open-heeled shoes, or boots.**

PHYSICAL EDUCATION UNIFORMS

Upper School students must wear FCA PE uniforms (FCA shirt and gym shorts) for PE. During the winter months, the students may wear navy blue or gray sweatpants (**fleece**, not yoga pants, joggers, or leggings) for PE.

FINANCIAL

FEES

Book rental/matriculation fees cover the student’s careful use of books and resources issued to them in new to good condition. Reasonable damage fees will be assessed if the books are damaged or missing.

REFUNDS

All fees including those paid in advance are **non-refundable**.

CHECK POLICY

Your student account will be charged a \$25.00 fee for any returned check processed through FCA's banking account and is payable upon receipt.

PARENT PARTICIPATION

All fundraisers must be supported by and participated in by parents/guardians. If you choose not to participate in the school fundraisers, you must pay a buy-out price of \$100.00 per fundraiser.

TUITION POLICY

FCA has contracted with FACTS to assist us with the collecting of our tuition payments. Other than paying in full, this is the only tuition payment option available. Under this plan, families may have their tuition payments automatically withdrawn from a checking or savings account via a bank draft. The draft date options are the 5th and/or the 20th of each month, beginning in August.

If an electronic transaction is unsuccessful twice due to insufficient funds (or another reason), the student(s) may not attend school on campus unless the account is reconciled through the Accounts Manager by means of a money order or cash for the amount delinquent. **This matter can cause unexcused absences to incur.**

Note: All fees must be paid in full in order for a student to receive his/her report cards, standardized test results, and Transfer of Records at the end of the school year. In the event of early withdrawal, school records will be held until the account is paid in full. No students may return to FCA until all outstanding balances from the previous year have been paid in full.

NOTE: EFFECTIVE JULY 14, 2022, A NEW DELINQUENT ACCOUNTS RECEIVABLE POLICY WAS ADOPTED. SEE THE DELINQUENT ACCOUNTS RECEIVABLE DOCUMENT FOR DETAILS.

GENERAL INFORMATION

ACCIDENTS AT SCHOOL

While every precaution is taken for proper supervision and the prevention of accidents at school, accidents do happen. Accidents deemed serious or involving the head are immediately reported to parents, and accident reports are completed. FCA carries secondary accident insurance on each child; however, parents are advised to carry adequate health insurance protection. If that is not possible, parents are encouraged to sign up for 24-hour accident coverage at a minimal cost. Forms are available in the school office. Filing insurance claims is the responsibility of the parents.

EARLY DEPARTURE

Parents should refrain from picking up their children early unless they have a good reason or a doctor or dental appointment. If an early departure is unexcused the student may not be offered an opportunity for make-up work. Students may only be picked up by custodial parents/guardian(s), or people listed on emergency information sheets. Students departing campus early must first receive permission from the office staff or administration to check out. The school check-in/check-out system must be used for all school visitors, student check-in, and student check-out.

FIELD TRIPS

FCA believes field trips are a necessary part of a student's learning experience. Sufficient notice will be given for each trip. All money and permission slips must be turned in on time, NO EXCEPTIONS. If the student is not going on the field trip, there will be no accommodations made for them at the school and they will need to stay home on the day of the field trip.

HEAD LICE

If a student has head lice, a parent/guardian will be called and the student must be picked up immediately. The child's infected head should be treated until the treatment is successful. The student must be checked in the school office for any sign of nits before being allowed to return to the classroom.

ILLNESS AT SCHOOL

If a student should become ill during the school day, the school office will make every effort to reach the parent(s) or a person listed on the child's emergency card. **If parents go out of town and leave their children in the care of someone else, it is imperative that the office has a written note on file concerning a proper contact person in their absence.**

For the welfare of all children, ill students who have fever, diarrhea, or vomiting will go to the office until they can be picked up. Parents must pick up their child(ren) **within one hour of being contacted**. In case no one can be reached, if necessary, the administration will obtain proper medical attention for the child. **Children must be symptom-free without medication for 24 hours before returning to school.**

LOST AND FOUND

Lost but found articles are placed on a table in the gym or in the Front Office. All unclaimed clothing and gym items at the end of each month will be given to the needy or discarded. Parents are encouraged to label all of the child's clothing and other belongings with the child's first and last name. Cell phones, watches and jewelry will be kept in the Front Office. **Students should not bring toys or personal items to school without the permission of the teacher.**

LUNCHES/SNACKS

Each student is encouraged to bring a healthful lunch/snack and water daily. Refrigerators and microwaves are not available due to public health codes. Carbonated drinks are permitted at the Upper School during lunch.

MEDICATION

If it is necessary for a child to receive prescription medication during the day, parents will need to fill out a form with complete instructions for administering proper dosages. The medication must be in its original container with the Rx label attached containing the physician's name, the student's name, and directions. *All over-the-counter medications may be administered only if it is prescribed by a doctor, is in its original packaging and it includes the doctor's instructions in writing.*

Note: Children on antibiotics must be on their medication for 24 hours before returning to school. This is for the safety of the other children. Also, parents of a student with a diagnosed medical problem must report it to the administration and teacher.

PARKING AND STUDENT DROP-OFF

In the interest of safety, avoiding congestion, and accommodating those parents who need to quickly drop off/pick up their child(ren), we ask that all parents heed the following drop off/pick up signs and procedures on the Upper School campus:

Enter the FCA drop-off area at the Blackrock Road entrance between New Life Baptist Church and the school campus. Follow the cones to form a line circling the west side lot and ending at the east end, right side, of the back of New Life Baptist Church. For everyone's safety, students should remain in their ride's vehicle until staff arrives in front of the school at 8:30 to supervise drop-off. Please be mindful of pedestrians crossing into the building. **Exit by continuing east to Blackrock Road--do not exit from the church parking area onto SR-200.** Please do not enter the east side (of the church) parking area unless it is necessary to enter the building.

If it is necessary to go to the school office or if you have an appointment with your child's teacher, please park your vehicle in the lot at the east side of the New Life Baptist church building (corner of Blackrock and SR200). Please be aware that this area is used for student parking and take care to watch for pedestrians.

PARKING PRIVILEGE POLICIES AND EXPECTATIONS FOR STUDENTS Updated September 2020

1. Faith Christian Academy (FCA) parking tags must be prominently displayed from the rearview mirror of the vehicle, print side out.
2. If you drive a vehicle other than your registered vehicle, it is your responsibility to notify the office. Students may not share, resell, or gift an FCA parking tag. All tags are intended for use by the registered purchaser of the parking tag.
3. Students are required to park only in their designated student parking area, the Blackrock Road lot beside New Life Baptist Church (NLBC).
4. Failure to maintain a 2.0 GPA, accumulating 15 or more unexcused absences, or 8 or more tardies to your first class will result in the loss of parking privileges for the next grading period. Loss of driver's license will result in the loss of parking privileges until the license is reinstated.
5. Students who are guilty of reckless driving practices, violating state driving laws, misconduct warranting suspension, and/or repeated disobedience of FCA parking/driving rules and expectations are subject to loss of campus parking privileges without refund.
6. No student will be allowed to go to his or her vehicle during the school day without written permission from an administrator.

7. No student will be permitted to drive another student's vehicle without administrative approval.
8. The transportation of any weapon or firearm to school is strictly prohibited. Violations can result in criminal charges.
9. All vehicles on FCA/NLBC property are subject to search and seizure. Neither FCA nor the school board is responsible for any damage to, losses from, or theft of vehicles parked on campus. Students must adhere to the FCA Student Code of Conduct at all times.
10. Replacement parking tags will be available through the front office at a cost of \$10. Proof of original purchase is required. No refunds will be issued.
11. No parking permits will be issued until all school debts have been cleared.
12. School staff will monitor student parking areas. Students are not allowed to leave campus during the school day unless the student has obtained a signed dismissal slip from the office or has an appropriate off-campus pass/class schedule. Students are not permitted to transport other students off-campus without parent and administrative approval.
13. Students are not allowed to transport other students without the expressed permission of the respective parents or guardians. Permission must be communicated directly to a school administrator by the parents providing consent.
14. Student drivers and their passengers should not loiter in the parking lot before or after school. Students are to enter the building upon parking on campus, and exit campus immediately upon arriving at or entering his/her vehicle after official school dismissal.
15. Faith Christian Academy and/or New Life Baptist Church assumes no liability for any theft or damage to vehicles.

Application forms are available in the school office.

SUPERVISORY TIMES

Please be advised that supervisory times at FCA are limited to the following.

- During the time your child is attending school
- During the time the student is on the school premises participating with authorization in a school-sponsored activity
- During a reasonable time (20 minutes) before and after a pupil is on the premises or for authorized participation in a school-sponsored activity

TARDINESS

The Upper School begins promptly at 8:40 a.m. with attendance, pledges, and prayer. It is important that students be on time to school and to class. Any student arriving after 8:40 a.m. must go directly to the school office for a tardy slip. Having obtained the tardy slip in the school office, the student will be sent directly to his/her classroom. Students are allowed three unexcused tardies in a nine-week period. On the fourth tardy and every subsequent tardy in that nine weeks, a detention will be issued to that student. **Four unexcused tardies during a nine-week period will equal one unexcused absence.**

VISITORS

All visitors and volunteers to an FCA campus must check-in at the office and wear a VISITORS BADGE--no exceptions. Parents are welcome to join their children for lunch, but parent conferences and classroom observations need to be scheduled. Please contact the teacher or call the school office to make these arrangements.

WITHDRAWALS

FCA must be notified through the school office when a student is withdrawn from FCA. Parents will be required to sign a withdrawal form that includes the student's grades from the last grade report to the date of withdrawal. All tuition and fees must be current and textbooks turned in to the office before records may be released. Parents will be responsible for any outstanding debt to the date of withdrawal and for the remaining balance due to the end of that current nine-week period of school (refer to your "Financial Agreement"). The accounts manager will complete your exit interview.

TECHNOLOGY

Faith Christian Academy's computer systems and networks are an integral part of our operation. The school has made a substantial investment in human and financial resources to create these systems. The enclosed policies and directives have been established in order to:

- Maintain a safe and wholesome network environment for our students and staff.
- Safeguard the information contained within these systems.
- Protect the school's investment.
- Reduce business and legal risk.
- Protect the reputation of FCA.

Student Responsibilities

All students must:

1. Ensure that they have read and understood the contents of this policy.
2. Comply with appropriate performance standards, control practices, and procedures as presented by their teachers.

VIOLATIONS

Failure to observe these guidelines may result in disciplinary action by the school depending upon the type and severity of the violation, whether it causes any liability or loss to the school, and/or the presence of any repeated violation(s).

Internet and E-mail

The internet is a very large, publicly accessible network that has millions of connected users and organizations worldwide. Access to the internet is provided by FCA for the benefit of its staff and students. Internet users are able to connect to a variety of business and educational information resources around the world. Conversely, the internet is also replete with risks and inappropriate material. To ensure that all students are responsible and productive, and to protect the school's interests, the following guidelines have been established for using the internet and e-mail.

Acceptable Use

Students using the internet are representing the school, and are responsible for ensuring that the internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

- Using a web browser to obtain educational information from websites.
- Accessing databases for information as needed.
- Using e-mail for educational purposes.
- Recording lectures in class with the permission of your teacher.

Technical Unacceptable Use

- Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
- Playing games on a device during class time.
- Using a hotspot to connect to the internet on campus. (FCA can detect this.)

Inappropriate and Unacceptable Use

(As Determined By FCA Administration)

The act of transmitting or accessing materials that are obscene, offensive, illegal, unethical, harmful to the school, fraudulent, or sexually explicit in nature will not be tolerated. Examples

Note: Subject to Revision

include: sending sexually explicit photos, engaging in sexual conversations, and accessing sexually explicit websites.

Consequences will include:

- Restricted use of the device for a determined period of time (students are still responsible for getting any required work completed).
- Notifying the parent or guardian.
- Detention or suspension from school and school-related activities.
- Possible legal action and/or prosecution.

As a student at FCA, the following scripture reference indicates a Christian's approach to inappropriate actions.

1 Thessalonians 4:3-4 "For this is the will of God, even your sanctification, that ye should abstain from fornication: that every one of you should know how to possess his vessel in sanctification and honor."

Cyberbullying Using Technology (In Any Format)

To prank, exclude, harass, stalk, degrade, or impersonate is considered cyberbullying. This will not be tolerated on or off the school campus. Online activities intended to harm another person (physically or emotionally) may result in severe disciplinary action. As a student at FCA, the following scripture references indicate a Christian's approach to bullying:

Luke 6:31 "And as ye would that men should do to you, do ye also to them likewise."

Leviticus 19:18 "Thou shalt not avenge, nor bear any grudge against the children of thy people, but thou shalt love thy neighbor as thyself: I am the Lord."

Student Responsibilities

Any student who uses the school internet or e-mail shall:

1. Ensure that all communications are for school-related reasons and that they do not interfere with his/her productivity.
2. Be responsible for the content of all text, audio, or images that he/she places or sends over the Internet. All communications should have the sender's name attached.
3. Not transmit copyrighted materials without permission.
4. Not forward any virus to anyone.
5. Not download any files that aren't required for a school-related project.

Copyrights

Students using the Internet are not permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the school and/or legal action by the copyright owner. Monitoring all messages created, sent, or retrieved using the school Internet are the property of the school and may be regarded as public information. Faith Christian Academy reserves the right to access the contents of any messages

sent over its facilities if the school believes, in its sole judgment, that it has a legitimate need to do so. All communications, including text and images, can be disclosed to law enforcement or other third parties without the prior consent of the sender or receiver. This means don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.

Computer Viruses, Worms, And Trojans

Computer viruses are programs designed to make unauthorized changes to programs and data. A computer worm is a program that copies itself from one disk to another, or replicates to multiple computers through e-mail and may damage or compromise the security of each computer it infects. Computer Trojans are programs that do not usually spread by themselves, instead of requiring some action by a user to install. Once installed a trojan's primary function typically is to compromise the security of a computer and/or network. It is important to know that:

- Computer viruses, worms, and trojans are much easier to prevent than to cure.
- Defenses against these threats include protecting against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

Student responsibilities

These directives apply to all students:

1. Students shall not knowingly introduce a computer virus/worm/trojan into school computers.
2. Students shall not load removable storage media, i.e. USB drives and CDR discs, of unknown origin.
3. Incoming removable storage media shall be scanned for viruses before it is read.
4. Any person who suspects that his/her chrome book has been infected shall notify the teacher immediately.

Access Controls and Passwords

The confidentiality and integrity of data stored on the school computer systems must be protected by access controls to ensure that only authorized persons have access. This access shall be restricted to only those areas that are appropriate to each person's duties or assignments.

Student responsibilities

Each student:

1. Shall be responsible for all computer transactions that are made with his/her User ID and password.
2. Shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords must not be recorded where they may be easily obtained.
3. Shall not leave any workstation logged in, or in any state not requiring a password to continue working, if absent from the workstation.

4. Shall not knowingly and without permission disrupt or cause disruption of any computer services, or attempt to access any unauthorized area, within or outside of the FCA network.
5. Shall not knowingly and without permission attempt to obtain confidential network security information including but not limited to passwords, IP addresses, or data packets.

Physical Security

It is school policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

Student Responsibilities

The directives below apply to all students:

1. All files created by a student on a school computer should be stored in their Personal Network File, or their Class network file shares. This will ensure your files are backed up and accessible from any computer attached to the network.
2. No food or drink should be consumed or placed in the vicinity of any computer or associated component.
3. Since administration is responsible for all equipment installations, disconnections, modifications, and relocations, no unauthorized persons are to perform these activities.
4. Students shall not take shared portable equipment off-campus.
5. Students should exercise care to safeguard the valuable electronic equipment they are assigned to use. Those who neglect this duty will be accountable for any loss or damage that results.
6. At no time may a student connect a computer to the network unless properly configured and approved by the administration.
7. In order to ensure reliability, security, and uniformity of support, students should not attempt to change any settings relating to the desktop or folder options.
8. Due to a limited amount of disk space both on the primary and backup files servers, disk quotas have been implemented. Please do not store files that are not directly related to your classes' needs on server-based file shares. If you feel more storage space is needed, contact your teacher.

Chromebook Acceptable Use Agreement

All student Chromebooks are intended for academic use only while in class at Faith Christian Academy. Use of the Chromebook and all other student personal devices will be governed by the Parent-Student-Handbook. Any issues arising from the use of the Chromebook will be dealt with according to those policies. Please understand that the technology staff may set the Chromebook back to factory settings at any point if it becomes unusable or unstable which is why you should maintain regular iCloud backups of your information. If a Chromebook is restored to factory settings, this may result in the loss of data from the Chromebook. Chromebooks will be requested to be returned at the end of the school year for inventory and/or

any updates necessary. Chromebooks will be reassigned as deemed appropriate by the administration.

Guidelines for Proper Care of the Chromebook

- Give care appropriate for any electronic device.
- Keep food and drink away from the device.
- Keep the Chromebook out of water and extremely humid conditions.
- Don't drop your Chromebook on hard surfaces, it can break.
- Only clean your Chromebook screens with a soft, lint-free cloth such as a microfiber cloth.
- Do not clean your Chromebook with any harsh chemicals.
- Do not attempt to repair a damaged or malfunctioning Chromebook.
- Do not loan your Chromebook to others.
- Do not use chargers other than the designated charger.
- Allow the Chromebook to go through one charge cycle per month. (Charge it to 100% and then run it completely out.)
- Do not leave your Chromebook unattended at any time (P.E., locker rooms, athletic games, etc.)

Security

Proper security is to be provided for the Chromebook at all times, including but not limited to the following:

- Secure your Chromebook in a safe place at the end of the day and charge it.
- Do not leave your Chromebook in an unlocked car or in open view in a locked car.
- In the event of accidental damage or theft, please report immediately to FCA.

FCA PARENTAL COVENANT

- A. Ecclesiastes 4:12 states, "...a threefold cord is not quickly broken." At Faith Christian Academy, we believe that the "threefold cord" consists of family, church, and school. When children consistently hear the truth from all of these areas, a strong foundation of faith is built. However, when one of these areas is weak, it creates confusion and instability within the family. Our goal is to help you establish a firm foundation for your family in every way possible.
- B. Although children of many Christian denominations make up the Faith Christian Academy student body, each student (and parent) enters with the awareness that all teaching will be based upon the Statement of Faith.
- C. Faith Christian Academy accepts the doctrine of *in loco parentis* (i.e., "in the place of the parents"). We emphatically view the school, home, and local church as a partnership with its primary function of assisting the parents in fulfilling their responsibility to "train up their children in the way they are to go" (Proverbs 22:6).

Furthermore, I/We agree:

- 1. To authorize Faith Christian Academy Administration to exercise its prerogatives as explained above in its role *in loco parentis* on behalf of my child, according to school disciplinary policies. I/We understand that this includes permission to
 - a. Discipline as deemed wise and expedient for my child according to school disciplinary policies.
 - b. Counsel my child Biblically.
 - c. Be counseled Biblically when matters of my child's welfare arise.(Proverbs 13:24; 19:18; 29:15, 17; Ephesians 6:1-2)
- 2. To pledge our fullest cooperation to promote unity in the body and to keep doctrinal controversy and denominational issues out of the school at all times. (1 Corinthians 12:12-14; 13:1-13; Galatians 5:13-14; Ephesians 4:1-7)
- 3. That if an altercation occurs between student/student, student/teacher, or student/other personnel, appropriate measures will be taken. In the love of Christ, along with prayer, any complaints or altercations will be dealt with according to the appropriate chain of command. All information is extremely confidential in these sensitive matters and is to be kept **only** between the parties involved.
- 4. That assessment and restitution will be made to cover any damage to school property (breakage of windows, abuse of books, etc.).
- 5. That a child who persists in undesirable conduct or attitude will not be permitted to remain in school to harm others by his/her influence. I/We further understand that the

use of profanity or obscenity by word or action, or disrespect to school personnel, or abuse of facilities will not be tolerated and immediate action/dismissal will be enforced.

6. To pay tuition according to the schedule or other arrangements that are made with the approval of the Administration. I/We understand that report cards and other school records will be withheld if required payments or arrangements for payment are not made.
7. To help my child with homework when necessary and cooperate with the academic goals of the school.
8. To give the school permission (in case of emergency) to provide or obtain appropriate medical help for my child.
9. To hold our family and students to the traditional family structure (Genesis 2:24) as God's plan for the family is still one man and one woman becoming one in marriage for a lifetime.

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July 14, 2022

RE: Delinquent Accounts Receivable Policy

Effective Date: July 14, 2022

This policy has been developed to provide a guide for consistent actions associated with Delinquent Accounts at Faith Christian Academy. The intent is to recognize that a balance must be maintained between financial hardships experienced by our community and the fiduciary responsibilities of FCA.

If a Family has an overdue balance greater than the Allowable Amount, they must agree to a payment plan, in conjunction with the Accounts Manager, which will bring the account current.

Process-

- Prior to the start of the School Year and the end of each Grading Period, the Account Manager will compile a listing of all families with an overdue balance greater than the Allowable Amount.
- Each family with an overdue balance greater than the Allowable Amount will be required to agree to a written payment plan that will return the account balance below the Allowable Amount.
- Upon establishing a written payment plan, the student(s) will be allowed to attend school and/or Report Card / Transcripts for that Grading Period will be released.
- If a family's account remains with an overdue balance greater than the Allowable Amount for a second consecutive review period, the Report Card / Transcripts will not be released and the student(s) will not be
- Allowable Amount effective July 14, 2022 - \$1,000.00 allowed to return to FCA until the overdue balance has been paid.

The Board of Trustees may adjust this Policy from time to time. Any request for exceptions to this policy must be made, in writing, to the Board of Trustees.

“Equipping Your Children To Reach Their Destiny”

I hereby acknowledge receipt of the following documents:

FCA PARENTAL COVENANT

Parent/Guardian

Date

Parent/Guardian

Date

UPPER SCHOOL PARENT-STUDENT HANDBOOK

Parent/Guardian

Date

Parent/Guardian

Date

Student

Date

DELINQUENT ACCOUNTS RECEIVABLE POLICY

Parent/Guardian

Date

Parent/Guardian

Date

Print/Remove and submit this page from the Parent-Student Handbook to FCA within the first two-weeks of beginning school at FCA each school year.