**FAITH CHRISTIAN ACADEMY**

**Student Handbook**

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**Faith Christian Academy**

***Mission and Vision***

***Statements***

**Vision:**

Students at Faith Christian Academy will be grounded in God’s word and challenged to achieve academic excellence as they learn to use their gifts and abilities to follow God’s plan for their lives. Parents, caregivers and Faith Christian Academy staff will work together to provide the most effective and caring environment for all students to achieve their goals.

**Mission:**

The mission of Faith Christian Academy is to provide students with academic training and spiritual nurturing needed to become men and women to represent our Lord Jesus Christ. We seek to provide our students with the foundation necessary to become people whose lives reflect an uncompromising commitment to Christ, people of integrity who pursue excellence in whatever they do, so that they may “grow in wisdom and stature and in favor with God and men.” Luke 2:52

**Disclaimer:**  This handbook contains general information regarding Faith Christian Academy (FCA) procedures and fees. FCA is not bound or limited to the content of this handbook and FCA reserves the right to change items contained in this handbook. Effective dates for all changes are at the discretion of the Academy and may apply to each student enrolled at the time. All decisions pertaining to the school are made in the agreement and with approval of the School Director, Pastor Angela Schminke. This handbook is the standard to be followed by the parents and students of Faith Christian Academy.

**Admissions** – Faith Christian Academy (FCA)

FCA has a nondiscrimination policy and, therefore, does not discriminate against members, applicants, students, and others based on race, color, gender, or national or ethnic origin. Enrollment in FCA is a privilege, and FCA reserves the right to suspend or expel any student, without refund, in accordance with the official policies determined by FCA.

All new students are admitted on a probationary period of nine weeks. The student must at all times conduct themselves in a manner of becoming a lady or a gentleman. Griping/complaining is not tolerated! If your child comes home complaining about a policy or discipline, please follow this procedure:

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*General School Information***

**Faith Christian Academy**

 **2171 Kingsley Avenue**

 **Orange Park, FL 32073**

 **Phone: (904) 276-1300**

 **Fax: (904) 541-4835**

**Email:** **pastorschminke@fcaflorida.com**

**School Hours:** 8:00 am – 3:00 pm

Office/Classroom Hours: Monday – Friday

8:00 am – 3:00 pm

Staff Hours: Monday – Friday

7:30 am – 3:30 pm

(Students arrive no earlier than 8:00 am and must be picked up no later than 3:15 pm). See Parent/Student Pick Up Rules & Procedures.

***Registration / Tuition***

Our tuition of $7,105.00 includes the following:

1. Books $ 475.00
2. Registration $ 100.00
3. Uniforms $ 50.00
4. Testing fee $ 100.00
5. Other $ 400.00 – which includes – Science lab, Art, Computer lab, reading/tutoring, and academic testing (MAP)

**Registration:** There is a $100 registration fee per student for first time enrollment. There is a $50 registration fee for a child returning to FCA on s subsequent year. The registration fee is charged regardless if the child has a scholarship or not. Payment must be received by FCA before the first day of school.

**Scholarships**

Faith Christian Academy accepts the Florida Step Up for Students Scholarship as well as the McKay Scholarship. Log on to their websites to learn about these opportunities and see if you are eligible to receive up to 100% of your child’s tuition:

[www.stepupforstudents.org](http://www.stepupforstudents.org)

[www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)

[www.aaascholarships.org](http://www.aaascholarships.org)

[www.fesscholarship.org](http://www.fesscholarship.org)

www.hopescholarship.org

If you are awarded a scholarship, his/her “letter of acceptance**” must be received by FCA before the first payment due date of July 14th.** If the letter of acceptance is late, the first payment plus the registration fee must be paid in cash by the first payment date for the child to be able to attend the first day of school.

FCA strives to provide a high-quality education at an affordable cost. Our tuition structure is comparable and/or competitive with other private schools in our area. Tuition may be paid in full or in 10 monthly payments.

FCA will charge a $25 fee on all returned checks. The fee will automatically be charged to the student’s account.

**Payment Schedule**

The tuition amount of $7,155.00 is divided in 10 equal payments due on the 15th of each month starting in August and end in May. If the 15th falls on a weekend, then payment is due the following Monday. There is an assessed late fee of $50 If payment is not made by the 20th of the same month, the family will be financially withdrawn until the full amount has been paid.

**1st Tuition Payment**

The first tuition payment must be paid in full for the student to attend the first day of school. If the student is on a scholarship, his/her letter of acceptance must be received by FCA before the first payment date. If the letter of acceptance is late, the first payment must be made in cash by the first payment date. **All financial obligations must be satisfied before a student will be allowed to attend classes**. Please note that records, transcripts, report cards, diplomas, or other vital information will not be released if there is a balance on a student’s account. All student financial obligations must be met prior to final report cards being issued or upon withdrawal from FCA. If it becomes necessary to pursue legal remedies for any unpaid debts, all costs up to and including legal and court fees are the responsibility of the student’s family.

***Advertising and Social Media***

FCA is a Christian school that may advertise and promote the school through social media to attract quality Christian families. While students’ personal information will never be divulged, the Academy reserves the right to photograph and/or video students and use their faces, likenesses, voices and/or appearances in connection with publicity, advertising and promotional materials.

***Attendance Policies***

**Tardiness**

If a student arrives after 8:30 am he/she is counted tardy for the day and must go to the school office to receive a tardy slip before going to class, an unexcused tardy is anything other than an unforeseen, unavoidable event. Three unexcused tardies will result in an absence.

**Early Dismissal**

If a student needs to leave early, the parent/guardian must come to the office and check the student out for the day by signing the dismissal/arrival log sheet**. Students must be in school a minimum of 3.5 hours or more to be counted present.**

**Absences**

*Florida Statute 1003.24 establishes that the parent/legal guardian of the child of compulsory age is responsible for the child’s daily school attendance*. School staff, parents and students are expected to work together to ensure that all applicable school attendance laws are obeyed. Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. FCA follows the attendance policies outlined by the Clay County School Board in their Code of Conduct for Elementary and Secondary Student - see p.14, on this site: <http://www.oneclay.net/uploads/3//8/0/5/38058641/15-16-code-of-conduct.pdf>

Although truancy legal action is not available to private schools in Clay County, FCA reserves the right to intervene and may contact other local authorities (Department of Children & Families, Sheriff’s Department, etc.) on those students/families who are classified as habitual truant.

Students may not miss more than 20 days per year. Absence by a student for 20 or more days during the school year, 10 days per semester, or 5 days a month, shall create a strong presumption that the student has failed those subjects or courses in which he/she is enrolled during that period. If a child does miss more that the allowed amount, he/she may be withdrawn from FCA for the remainder of the academic year. Please be aware that being out of compliance with FCA’s attendance policy may also jeopardize the eligibility of the student’s scholarship, if applicable.

Once a student has been absent for **10 days**, a conference will be scheduled with the parent, administration and teacher to discuss the student’s attendance record and documentation will be placed in the student’s academic file.

Once a student has been absent for **15 days**, a conference will be scheduled with the teacher, administration, and parents to discuss the student’s attendance record and documentation will be placed in the student’s academic file.

Once a student has been absent **for 20 or more days**, the administration reserves the right to decide if a student will be withdrawn from enrollment at FCA for the remainder of the academic year and the presumption will be that the student has failed those subjects or courses in which he/she is enrolled in. Such presumption may be overcome by effort or performance on the student’s part which satisfies the teacher and administration staff, that such student should receive other than a failing grade. The student may re-enroll again for the next academic year.

***Medical Guidelines***

Florida law requires that all children who enter a public or private school or kindergarten must have a certain level of immunizations for various illnesses. Parents must provide this information upon enrollment. The current form for this information is DH680. Students in the 7th grade are required to have a booster shot for Tdap vaccine as well as HPV. Transfer students whose shots are delinquent will be required to get the proper immunizations before they attend classes at FCA.

In instances where a student needs emergency medical attention, an FCA staff member will call the parent/legal guardian. If they cannot be reached, the next designated person on the student’s information sheet will be called. If neither can be reached, the student will be transported to the nearest medical facility and an FCA staff member will continue to try to contact the parent/legal guardian. In the event that the student has a minor medical need, the parent/legal guardian will be called to pick up the student. All student injuries whether major or minor, are to be reported to a staff member, who will record them in the accident report log book kept in the school office. It is vital that the parents/legal guardians can be contacted in the event of an emergency. Therefore, if your contact information changes during the school year, please contact the school office immediately.

**Sickness**

For the well-being of our students please do not allow your student to come to school with a fever, diarrhea or other contagious disease. If a student becomes sick during the school day and begins to run a fever or vomits, the parent/guardian will be contacted by either the school secretary or a student’s teacher. Upon notification from the school, the student must be picked up within 1 hour. The student must be fever free for at least 24 hours before returning to school.

**Medications/Prescriptions**

All student’s prescriptions and other medications must be checked into the school office upon arrival**. Only prescriptions that are in a bottle with a pharmacy label that includes the doctor’s name, student’s name and dosage will be accepted. Other medications such as ibuprofen, aspirin, etc. must be accompanied with a parental note which includes directions**.

The school office keeps some over-the-counter medication in stock. Please fill out the “Authorization for Administration of Non-Prescription Medicine” form, which is available in the school office. Each time the medication is dispensed it will be indicated in the school medical logbook. The logbook will record the date, time, name of student and dosage administered.

***Transportation***

FCA provides transportation on a first come, first-served basis and is dependent upon availability on the route.

**Transportation fee is $180.00 a month for round trip or $100.00 a month for one-way transportation per family.**

Payments for transportation must be made no later than the 5th of every month for the current month. If a payment is not received in full, the student will not be able to use this service.

**Conduct**

Students are required to maintain a Christian attitude while on the bus at all times. They need to show respect for each other and especially the driver. Absolutely no misconduct will be allowed. This is vital for the welfare of all concerned.

No profanity or name calling is allowed in the vehicle at any time. A student will be suspended if he violates the rules, and may be subject to be denied transportation if there is a recurrence.

***Parent / Student Pick up / Drop Off***

***After School***

Parents must drive through the parent pick up line to pick up their child after school is dismissed. Teachers will be outside at the parent pick up to assist students to their parent’s cars. If a student is not picked up by 3:00 pm the student will be placed in the conference room waiting for parent pick up. Parents drop off student at 8:00 am and stay in their vehicles to smoothly keep the line moving. Students that arrive after 8:30 am must be signed in by parents or guardian unless previously excused.

**There is a fee of $15.00 for every ten minutes that you are late, payable upon pick up.**

***Diagnostic Testing***

All transfer students are tested for academic placement. FCA provides each student an entrance assessment exam prior to placing the curriculum order. Since each curriculum is unique, diagnostic testing will detect any learning gaps a student may have acquired so that an accurate performance level can be prescribed. Please contact the school office to schedule an appointment for testing. Testing is for grades 1-8 at a cost of $50.00 per student.

***Transferring Credits***

FCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most if not all credits from the previous high school(s) are accepted and recorded on the student’s permanent transcript. The student must then complete the minimum required course of study to receive an FCA diploma. FCA does not offer high school credit by examination.

***Dual Enrollment***

We offer dual enrollment to our students through Clay Virtual and FLVS. Two courses a year may be taken.

A plan will be mapped out between the teacher, student, and parent to see which courses the student will enroll in and the plan of action to make sure the students complete the work required.

***Standardized Testing***

FCA uses one of the finest achievement tests available, the Iowa Assessment Test. The Iowa Test is a technically advanced, valid and reliable assessment tool that can provide the data to evaluate and guide your student’s progress toward meeting academic standards. It also provides a means of measuring academic growth from year to year.

***Parental Involvement***

Due to responsibility parents have entrusted us with to help with their child’s education, we ask that parents join us in prayer for the school, the students and the staff daily. **The FCA is requiring family members to volunteer a minimum of 100 hours a year. This includes extended family grandparents, uncles, aunts, etc.**

Orientations, parent-teacher conferences and school-wide meetings promote a good understanding between parents and school personnel. We encourage you to meet with your child’s teacher as often as possible to discuss anything that concerns you. There are three scheduled meetings all parents and students are required to attend. The first meeting is in early August (Orientation), right before the school starts and is required for all returning and new parents and students. The second meeting is Open House and is scheduled following the completion of the first semester. The final parental/staff meeting is the end-of-the-year Award Ceremony.

The more feedback we receive from you, the better we will be able to make our school. To schedule a meeting, call the school office and your child’s teacher will return your call with an appropriate meeting time. If there is an irresolvable meeting with the child’s teacher, please feel free to schedule a meeting with the school Director. Faculty members are not to be detained at school unless they have a scheduled meeting. We also ask that school matters not to be discussed with faculty away from school. It is important to make appointments ahead of time with the school office to insure the availability of the school staff.

**To increase the overall effectiveness of FCA, we ask parents, relatives and other guests to dress modestly when coming to school and/or school related activities.**

***Field Trips***

There will be 3-4 field trips taken by FCA each year. The dress code is our dress down shirt for all students. Any chaperone that attends the field trip with the school must also be dressed according to school standards. At least one week before the scheduled trip a letter will be sent home with a permission slip attached to it and it must be signed by a parent/guardian granting permission for the student to attend the field trip and returned to the school on or before the date of the trip. If a permission slip is not received and the student attends class on that day, he/she will be required to remain at the school to complete school work with one of the FCA staff members. All fees for the field trip must be received prior to the field trip, according to the permission slip. No exceptions.  We also take trips to the library, and to Kingsley Park, these are unannounced visits and we ask that parents sign a permanent authorization for these local trips.

***Senior high field trip***

**To be announced**.

***Fire, Code Red, Hurricane Drills, Random Check***

Practice drills will be held once a month during the school year. During the drill, students are to stand and march out of the building in an orderly manner to a designated place. Students will be instructed when they may return to the building in the same orderly manner. Students must walk – IN LINE. They are expected to refrain from talking, pushing, or running or detention will be applied. Each teacher will be with his or her group.

***Electronic Device Policy***

In our efforts to provide an environment that fosters and supports learning, FCA finds that the use or personal electronic devices during school hours are unrelated to the learning experience and cause a distraction to the student using the device, his/her neighbors, and the teachers. Additionally, this usage is viewed as disrespectful of all others (students and teacher) engaged in the teaching/learning experience suffers when these distractions occur. Therefore, the following policies have been established.

1. All extraneous devices, including cell phones, tablets, PCs, iPod, MP3 players, walkie-talkies, camera phones, digital cameras or laptops, are not to be used during school hours unless the teacher authorizes their usage for a classroom related purpose**. If a student carries an electronic device to school, it must be turned off and dropped off at the school office before going to class.** The office secretary will tag the device and will keep it in a secure, locked location until the end of the school day in which the student may then pick it back up. If the teacher gives permission for the student to use a personal electronic device, the student must come to the school office with a note from the teacher stating the sole purpose to which the devices should be used.

**The use of cell phones is a privilege, and may be taken away if used inappropriately. This is at the discretion of the staff.**

1. The use of any electronic devices during school hours. Are a case by case situation. If the class is going on a field trip, then the use of cell phones will be permitted; however, FCA will not be held liable for the loss or damage of the phone.

**Procedures and Reactions**

Students enrolled in FCA are expected to comply with the acceptable use policies for personal electronic devices. Students found using such devices without teacher approval and appropriate authorizations are subject to the following disciplinary actions:

If a student is found with any electronic device in their possession (turned on) during school hours for an activity not related to the learning experience, or without instructor authorization will receive a verbal warning for the first offense. The personal electronic device will be confiscated from the student and held by the school office secretary until after school. This warning will be documented in writing in the student’s academic file and a letter will be sent home to the parent which must be signed and returned to school.

If a second offense occurs, the personal electronic device will be confiscated from the student and held by the school office secretary**. The device will only be released to a parent/guardian of the student and the parent/guardian must come in and personally pick up the device**. If the parent requires that the student continue to attend school with the device **then the parent must sign in the electronic device each morning in the school office and sign it out each afternoon, or sign a letter stating the student must have the phone for safety reasons**. A copy of the second warning will be placed in the student’s academic file.

If a third offense occurs**, the student will be suspended from school for three days and will be counted as an unexcused absence**. The student will receive no credit for any activities or assignments scheduled for those days. He/she will receive a written warning. A copy of the warning will be placed in the student’s academic file.

A fourth offense will result in the removal of the student from the classroom and may result in expulsion from the school for the remainder of the academic year.

***Use of Electronic Devices During a Test or Examination***

Anyone caught using any electronic device other than those authorized and approved by the teacher during an examination or test will be considered to have committed an act of academic dishonesty. The student will be dismissed from the testing session and receive a grade of 0 and retesting will not be permitted. The student will receive no credit for any activities or assignments scheduled for those days.

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***Emergency Contact***

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FCA realizes that there are times when students face personal emergencies and may need venues to receive pertinent information while they are attending school. In the event an individual faces an urgent situation he/she should follow these steps:  Inform those who may be trying to contact you as to your school schedule. Coordinate times outside of your school schedule which you will place and receive telephone calls.

**Students who attend classes between 8:30 am and 3:00 pm Monday through Fridays, who anticipate that an emergency might arise may provide the school telephone number (904) 276-1300 as the contact point**. The office can receive the call and inform the teacher of the need for the student to leave a class so he/she may respond to the personal situation without disturbing the learning of others.

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***Social Media***

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FCA students are responsible for all social media content in any form that is posted, shared, liked, connected with, or linked to their account(s). A student’s social media must not violate scriptural commands that forbid abusive, slanderous, complaining, profane, irreligious, blasphemous, or dishonest speech, immorality of any kind, sensuality, promiscuity, overly secular themes, or murderous or needlessly or violent actions. Since each student bears not only the testimony of the academy, but also of their Savior, any material that violates the principles of Scripture or standards of conduct of FCA is considered inappropriate. Inappropriate material connected to a student’s social media account(s) may lead to expulsion.

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Boy/Girls “Dating” Relationships***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Today’s society has made it the expectation of teens to be involved in a relationship while they are in junior high (sometimes upper elementary) and high school, when in reality, they are still kids. As leaders of FCA we want you to know that each of our staff members will be diligent and do our part to keep this under control while at FCA but also need your help as parents.

Students of the opposite sex that are found isolating themselves from the crowd, or found alone together in a classroom, or out along another side of the building, or any other location from where they are not supposed to be at any given time, or out of sight of a teacher, will be given 5 demerits on the first warning, and 10 demerits for the second warning. Further incidents may result in suspension or expulsion. A note will be sent home each time and incident occurs. Please note that this will be enforced regardless of whether there was any physical contact between the students.

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***School Property***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Students are not to damage, tamper with, or borrow anything on the school property. Students will be charged for any damage, whether willful or accidental. Students are not to slam doors or climb through windows or tamper with school/office computers and/or other equipment. The student and or their family will be held accountable for any repairs.

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***Lost and Found***

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Items are placed in Lost and Found and may be redeemed for $0.25 each. This policy has been established to teach our students personal responsibility. Unclaimed Lost and Found articles will be sold at periodic “Lost and Found Sales”. Lost and Found is in the school office and is available each school day. FCA is not responsible for lost or stolen items.

**Off-Limit Areas**

There are several areas that are off limits to students without proper authorization. These include, but are not limited to:

Unoccupied buildings and/or staff offices, Teacher’s desks and/or personal belongings, other student’s desks or personal belongings, students’/staff vehicles, or the church/school buses.

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***Uniforms / Dress Code***

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**Class Uniforms**

All students must be properly dressed each day when they arrive at school. If a child comes to class without being in proper uniform, demerits may be issued, parents will be called, and he/she may not be permitted to remain at school. Uniforms must be neatly kept, clean, pressed and properly worn.

The uniform is to be observed **by all FCA students** are as follows:

Shirt – Navy blue polo shirt with the FCA logo above the heart

Pants –Khaki or black pants with belt loops NO stretch pants or yoga pant of any kind are to be worn

Shorts – Khaki or black shorts with belt loops

Shoes – Sneakers or other closed toe shoes (no sandals or flip flops)

Belt – Must be worn at all times

Jackets and Sweaters – Hoodies with zippers are permitted to be worn during class time as long as the uniform shirt is visible**. Hoodies that are pullover style are NOT permitted.**

Dress Down/Field Trip Shirt – Blue

Uniform logos and dress down shirt must be purchased through Winning Concepts.

 **Hair**

**Boy’s** hair must be tapered and not touching the collar or ears and at least two finger lengths above the eyebrows. No long or shaggy hairstyles will be permitted. Extreme hair colors are not permitted.

Facial hair is not permitted. Students must be clean and shaven.  Boys are not to have their ears pierced.

**Girl’s** hair may be long but must be out of the student’s face at all times. Extreme hair colors are not permitted.  Natural hair colors only

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***ACE Curriculum Information – 1st - 12th grade***

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FCA uses the Accelerated Christian Education (ACE) curriculum for grades first through twelfth. ACE is a Biblically based educational program geared to meet the learning needs of individual children. This unique program consists of mastery-based curriculum and materials that are self-instructional, character building and individually prescribed. Whether the student is a high achiever, a moderately paced learner, or a slow learner, the ACE educational process begins at the exact level determined by the child’s ability. This is individualization, making it possible for each student to master the subject matter before moving on.

1st through 8th graders are required to complete 60 PACEs a year.

9th - 12th grades are required to complete 72 PACEs a year.

The tuition, whether is paid monthly or covered by the scholarship, covers the costs for 12 PACEs each subject for 6 subjects (72 PACEs). Any PACEs issued in the current school year above 72 PACEs will bring a $5 charge per PACE. A bill for these PACEs will be mailed within one week of the completion of the school year.

The following chart lists all PACE levels with their corresponding grade levels:

Grade Levels PACE Book Number

1st grade     1001 – 1012

2nd grade 1013 – 1024

3rd grade 1025 – 1036

4th grade 1037 – 1048

5th grade 1049 – 1060

6th grade 1061 – 1072

7th grade 1073 – 1084

8th grade 1085 – 1096

9th grade 1097 – 1108

10th grade 1109 – 1120

11th grade 1121 – 1132

12th grade 1133 – 1144

**Academic Projection**

Each student at FCA enrolled in 9th grade or higher will receive an Academic Projection each year from their academic supervisor. The student’s Academic Projection will be based upon one of three courses of study offered by FCA and will determine what type of diploma the student will ultimately earn. The decision regarding the course of study will be established by the academic supervisor, parent, and student, while adhering to the academic requirements of the Academy. (See the Course Requirements listed in the back of the handbook). Other Course of Studies may also be available for students with learning impairments. See school office for further information.

The academic supervisor will produce the student’s Academic Projection after the course of study is agreed upon, listing all the courses required for completion before the FCA diploma may be issued. The parent will receive two copies of the student’s Academic Projection. One of the copies must be signed by the parents and returned to FCA. Each year after re-enrollment, the academic advisor will update the projection to reflect the student’s ongoing requirements. The signed Academic Projection is considered a contract between the parent and the Academy of all academic requirements. The signed Academic Requirement is considered a contract between the parent and the Academy of all academic requirements. Completion of a course of study will be based upon completion of the most recently signed Academic Projection.

The Academic Projection will contain all credits accepted by FCA earned through a previous high school, along with the Academy’s additional academic requirements. Students are encouraged to attain the highest possible academics even if it may take an additional year.

**Grading**

There are 4 elements in the grading of the ACE curriculum: bookwork, check-ups, self-tests and tests.

**Bookwork**

The bookwork is graded daily by the student and does not count toward his final grade.

**Checkups**

The 3 checkups in each book are graded by the student and checked by the teacher. This grade does not count towards the student’s final grade; however, if he/she makes a grade lower than 80%, he/she will be required to erase the checkup and all of the bookwork leading to that checkup, resulting in him/her having to rework the material so he/she can learn it. The student can study for these checkups before they are taken; but is not allowed to look back while working that checkup. They are to be treated as quizzes.

**Self-test**

The self-test at the end of every book is graded by the student and checked by the teacher. This grade does not count towards his/her final grade, however, if he/she makes a grade lower than 80%, he/she will be required to erase the self-test and retake it. This process will continue until the student achieves a grade of 80%. He/she is not allowed to study for; or look back on the self-test.

**PACE Test**

The PACE Test, which is kept in the student’s file, is graded by the teacher and does count towards his/her final grade. The student is not allowed to see the test until he/she is ready to take it. The student must make a grade no lower than 80% to pass and move on to the next PACE. Students who pass their tests will receive their next PACE at the end of the day. Students who fail their testes will be required to retake the entire PACE. **The charge for a retake PACE is $5.00**

**Academic Grading Scale for ACE**

97 – 100 A+

93 – 96 A

90 – 92 A-

87 – 89 B+

83 – 86 B

80 – 82 B-

77 – 79 C+

73 – 76 C

70 – 72 C-

**Report Cards**

Report Cards will be given out by the following Wednesday after the end of each quarter. Report cards are to be reviewed, signed and returned within one week. These report cards will show cumulative appropriate averages unless incomplete.

Finally, the report cards will show how many days the student has been absent and/or tardy and will also show the number of demerits the student received during that quarter.

**Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

1. **For reinforcement**: we believe that most students require adequate review to master material essential to their educational process.
2. **For practice**: following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. **For remedial activity**: as instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For special projects**: book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents’ full cooperation in seeing that the assignments are completed, failure to complete homework will affect the student’s daily grade. Repeated delinquent homework could result in a student’s suspension.

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***Patriotism***

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“Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets wit with great pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe and even the dedication of one’s life to a cause. Where and when those feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living.”

(Excerpt from *Planned Patriotism*)

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 ***Sign language, Foreign Language Life Skills***

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We offer courses online via FLVS to enhance the learning experience, and a Life skills course to teach real life experiences. Students can take up to two FLVS courses per year which will not affect their eligibility or reduce the amount of their scholarship.

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***Students Working Off-Campus***

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Our 12th grade students may work an off-campus job during their senior year, with approval by administration, teacher, and parents. They must be in class until 12:00 noon each day to be counted present. Each student must be up to date on his/her school work, and not have any discipline issues. For more information, please contact the school office.

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***Discipline System***

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Effective classroom discipline is a necessary key ingredient for a good learning environment. Developing students into Christ-likeness involves discipline; the teacher is responsible to maintain appropriate classroom behavior. We expect our students to conduct themselves appropriately, and follow the Bible principle, “Do unto others as you would have them do unto you.” Certain behavior is not acceptable and will not be tolerated. Consequently, at FCA we use a **demerit system** to aid in this process. A demerit is a negative mark earned by a student for interactions to school rules. Each time a student breaks a rule, the teacher at his/her discretion may choose to issue demerits as punishment and the appropriate number of demerits will be placed against the student. Demerits will remain on the student record for the entire semester. (Two 9-week periods).

**FCA does NOT exercise corporal punishment** on any student for any reason to enforce a rule. Parents that request corporal punishment to be exercised must give written authorization to be kept in the student’s file.

**Discipline Checkpoints** Once a student reaches a certain total number of demerits in each semester, the following events will occur:

**10 demerits** – (within 1 week) – Detention – 1 hour (3:00 pm – 4:00 pm) the following Monday. **$10 detention fee must be paid before returning to class.**

**25 demerits** – Conference will be scheduled with the teacher, parent, student, and academic advisor to discuss the student’s behavior.

**50 demerits** – The student will have an In-School Suspension (ISS) for one day. The student will not be permitted to attend extracurricular activities that day and will be placed in another class for the day to complete all required school work. A conference will be scheduled with the teacher, parent, student and academic advisor to discuss the continued behavior of the student.

**75 demerits** – The student will have an Out of School Suspension (OSS) for 3 days. The student will be counted absent each day. A conference will be scheduled with the parent, teacher, student and academic advisor to discuss the student’s misbehavior.

**100 demerits** – The student will be expelled from the school. The length of expulsion will vary based on the most offenses (academic or behavioral). If the expulsion is for the rest of the semester, he/she will receive a “W” (withdrawn) in all his/her classes. The administration will determine the student’s eligibility to re-enroll in the next semester or next academic school year.

**Offenses carrying automatic suspension/expulsion are binding on the students both on and off school property.**

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***Harassment / Violence / Bullying Prevention Policy***

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FCA does not tolerate assault, threats, harassment or abuse of any kind against the school, school staff or students. Verbal or written threats, racial, ethnic cultural harassment, physical and/or sexual harassment, or abuses perpetrated by anyone in the school, whether intentional or unintentional, is condemned and unacceptable.

FCA supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault, threats, or abuse, the dignity and rights of all are preserved and respected. FCA is characterized as a safe and harmonious working environment, in which the needs and well-being of every individual is paramount.

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***Six-Inch Rule***

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1. ALL students should keep “hands off other students”
2. NO back talk
3. NO “negative behavior”

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***Withdrawing from Faith Christian Academy***

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Should you decide to withdraw your child/children from FCA, please follow this procedure:

1. Contact the Director 30 days prior to withdrawal
2. Return all resource books, library books, and other school property within 10 days of final enrollment
3. Submit a written letter stating your intention and give the name and location of your next school
4. Pay all money due on your account (a $100 fee must be paid for early withdrawal. Exceptions to this rule must be discussed with the Director)
5. Balance paid in full before transcripts can be released.

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***Additional Information***

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We accept 11th and 12th grade transfer students from other schools with the understanding that they may or may not graduate according to their chronological grade.

We ask that parents who transfer students to or from other schools realize that various curriculums use a different scope and sequence that the Accelerated Christian Education curriculum. Students may test above, below or on a stated grade level for this reason.

Students entering 1st grade must pass the kindergarten post-test with a minimum score of 80% to be accepted into 1st grade.

**Parents may contact the school for any concerns, private texts or personal calls should be avoided. Please leave voicemail message at (904) 276-1300 for any concerns and we will get back to you the next business day.**

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***Volunteer Hours***

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High school graduates must have a minimum of 120 hours of volunteer hours for graduation. These hours begin in 9th grade, the student is responsible to track and record those hours with signatures/phone numbers to be verified.

**Parents are required to volunteers a minimum of 40 hours a year to the school, these hours be shared with grandparents, and other family members to complete the full 40 hours for your student.** You can clean, file, volunteer for field trips, tutor, be a room parent, and so much more!!

Contact Us

      **2171 Kingsley Avenue**

**Orange Park, FL 32073**

            **(904) 276-1300**

  (904) 541-4835

       pastorschminke@fcaflorida.com

  **www.fcaflorida.com**

      Faith Christian Academy Orange Park

**Daily Pledges**

**Pledge of Allegiance to the American Flag**

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

**Pledge of Allegiance to the Christian Flag**

**I pledge allegiance to the Christian flag, and to**

**the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty to all who believe.**

**Pledge to the Bible**

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

**Faith Christian Academy**

**2171 Kingsley Avenue**

**Orange Park, FL 32073**

**Phone: 904-276-1300**

**Fcaflorida.com**

**STUDENT HANDBOOK RECEIPT ACKNOWLEDGEMENT**

After reading the School Handbook, please sign and return this page to the school no later than September 1, 2020

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent/guardian of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received and understand the rules and regulations presented in this handbook.

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Parent/Guardian Signature & date

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Student Signature & date