



**Parent-Student  
Handbook  
2018-2019**

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Pastor Dionne Kerr – Board Secretary  
Mrs. Lucile Williams – Vice-President of the Board  
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Mr. James Gainey- Board Accountant

**ADMINISTRATION**

Mrs. Nicole L. Williams – Head of School  
Mr. Benimowei Jombai – Upper Level Instructional Leader/Athletic Director  
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## **WELCOME TO FAITH CHRISTIAN ACADEMY**

**MRS. NICOLE L. WILLIAMS, ED. S., M.A.**  
**Head of School**

It is a pleasure and a blessing for us to present our school to you. The Lord has given us a mandate to teach our children based on God's Word and according to godly principles. Our desire is to see our students grow according to Psalm 1:3, "And he shall be like a tree planted by the rivers of water that bringeth forth his fruit in his season [...] And whatsoever he does shall prosper."

Our young people are a gift from God, and we at Faith Christian Academy are endeavoring to provide excellence in every area of our school. From our academics, to our Fine Arts and chapel we are challenging our students to be all that the Lord has meant for them to be and to do it for His Glory. It is our desire that if you share in this vision for your young person, you will allow us the privilege to partner with you in preparing your student for tomorrow's world.

## **MISSION STATEMENT**

To provide academic excellence in a Christ-center environment.

## **VISION STATEMENT**

To form a partnership with believing parents in order to endow our children with a total biblical worldview.

To help train up a generation of godly leaders who love learning and are sought after for their wisdom.

To inspire, teach and minister to the needs of the children and families on the love of Jesus Christ through education.

## **STATEMENT OF FAITH**

The following truths are held in common agreement by members of Faith Christian Academy:

We believe the Bible to be the inspired and only infallible authoritative Word of God. It gives a true history of the creation of the earth and of mankind.

There is only one God: the Creator of the heavens and the earth, and of all mankind. That this one God is Father in creation, Son in redemption and Holy Ghost in regeneration and activity. He is the First and the Last and beside Him there is no other God.

Salvation consists of deliverance from sin through the blood of Jesus Christ. This is accomplished through repentance from sin, water baptism in the name of Jesus Christ for the remission of sins, and receiving the baptism of the Holy Ghost with the evidence of speaking in other tongues as the Spirit gives the utterance. This is called the New Birth (John 3:5 and Acts 2:38); and continuing in the apostles' doctrine with a holy and consistent life.

## **PHILOSOPHY**

We present, without apology, the whole truth about Jesus Christ as He is revealed in His Word in every area of the program.

We strive for the full development of each student, drawing from resources within and without the school.

We believe learning is a natural, exciting process involving struggle and discovery, disappointment and satisfaction.

We value the hard work and extra effort needed to lead a student to excellence not otherwise attained.

We teach a complete educational experience in a spiritual atmosphere integrated with the aesthetic, physical, and spiritual.

We seek committed and caring professionals for our faculty and staff.

We seek students with intellectual promise from diverse backgrounds and value energy, enthusiasm, imagination, curiosity, creativity, and a sense of humor.

We emphasize the value and dignity of individual spiritual needs, understanding and respecting the diverse beliefs represented in the FCA community while exposing students to the Christian tradition.

## **HISTORY**

Founded in 2011, Faith Christian Academy is the newest and smallest Christian school in Plant City. FCA was founded by the Faith Christian Board of Trustees who had a vision to provide the finest liberal arts education in a Christian environment to the youth of our community. For over twenty years, the school has remained true to the goal of its founders. Our doors are open to families in the surrounding communities who desire their children to learn and grow in harmony with the Word of God. FCA is a nonprofit organization governed by a board of trustees from our sponsoring church.

Being a Christian school means we assist parents in fulfilling their divine responsibility to thoroughly train each child to obey God in every area of life and make him or her true disciples of Jesus Christ. The program is designed to challenge students of good moral character who are in the middle to upper range of academic ability.

## GENERAL INFORMATION

### **SCHOOL HOURS**

School hours are Monday – Friday, 8:00 a.m. – 3:00 p.m. for elementary and 8:00 a.m. – 3:12 p.m. for middle and high school. Students are considered tardy at 8:05 a.m.

Unless otherwise notified, Faith Christian Academy is not responsible for students on campus at other times.

### **CAMPUS CLOSING POLICY**

The FCA campus officially opens at 7:30 a.m. and closes at 4:00 p.m. Monday – Friday. Before or after that time, there should be no students on campus. The only exception will be students participating in sponsor-led school activities, i.e., athletics, cheerleading, band, extended care, etc. These are the only options available that will provide reasonable security and safety for students.

**ANY STUDENT, K-12<sup>TH</sup> GRADE ON CAMPUS BEFORE 7:30 OR AFTER 3:15 WILL BE ESCORTED TO EXTENDED CARE, AND PARENTS WILL BE BILLED.**

### **OFFICE HOURS**

The school offices are open from 7:30 a.m. – 4:00 p.m.

### **TELEPHONES**

The following policy has been implemented to relieve confusion and interruptions in the school offices. The telephones in the school office are available for student use **in case of emergency**. If a student is ill, the appropriate staff member will assist the student in reaching his/her parent. If athletic schedules have been changed or cancelled at the last minute, students will be allowed to use the office phone in order to contact their parents.

Parents who need to communicate with their child should contact the main office. **Cell phones are not permitted to be used by students during school hours.** Cell phones must be turned off and kept in a secure place ie: in the student's locker or backpack.

### **ELECTRONIC DEVICES**

Faith Christian Academy has a Zero Tolerance Policy for all types of bullying.

Students must not engage in cyberbullying activities such as: mean text messages or email; rumors sent by email, text or posted on social media websites; sending embarrassing pictures or videos through text messages email, and/or posting those pictures or videos online; creating fake profiles.

Sexting, the act of sending, receiving, sharing or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer or other electronic devices is also cyberbullying. Students engaged in the possession or viewing of these messages or images are in violation of school policy. Such a violation will result in notification of Law Enforcement as well as FCA disciplinary measures up to and including expulsion.

Students should immediately report any incident of cyberbullying to school Administration.

FCA is not responsible for the theft or loss of electronic devices.

## **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate public displays of affection are prohibited on school ground or at any school sponsored event. Any and all behaviors that are sexual in nature are prohibited. These behaviors include but are not limited to: hand holding, prolonged hugging, kissing, grinding and any explicit language or language intended to be or may be perceived to be sexual in nature.

## **LIBRARY**

The library is to aid students and teachers by providing resources that enhance a complete educational experience.

The library hours are posted by the librarian. FCA students have weekly library visits and may check out one book each week. Books may be renewed for one more week, unless reserved.

A fine of 10 cents per school day, per book is charged for late returns (weekends & holidays are not fined). Damaged or lost books must be paid at a replacement cost plus a \$5.00 processing fee per book. If the lost book is found after the payment for replacement is made, the money cannot be refunded.

## **LUNCH**

On Fridays, FCA offers the option to order lunch out. A cafeteria menu is sent home at the beginning of the month for all grades. A copy of the menu is also available in the Main office. Lunches may be purchased on a weekly basis and can be purchased through Financial Services in the Administration Office. Please make checks payable to FCA. Parents may pay for lunches in advance and each student's account will be debited as meals are purchased. Prices are subject to change during the school year.

All parents are allowed to join their children for lunch after receiving a visitor's pass from the main office. No food may be brought to students except by their parents/guardians.

## **VISITORS**

Any person coming on campus during school hours (7:30-3:00) to visit or observe a class must check in at the school office. Visitors must have a visitor's badge before entering the classroom. We ask that visits be no more than 30 minutes. The times for parties and special events are set by the classroom teachers.

No visitors or parents may smoke inside, outside or around any school building. This campus is smoke-free.

We ask that no pets be brought on campus unless pre-arranged. This is only applicable to service pets or classroom approved pets.

Adult visitors must dress conservatively and modestly.

Student observations are permissible if:

- The Head of School receives 24-hour notice
- The Head of School feels there is a legitimate reason
- The Head of School feels their presence will not disturb the classes
- The student dresses neatly and modestly so as not to offend.

## **PARENT CONFERENCES**

The parent-teacher conference is an important means of communication with the home. Conferences are held in the fall and spring and may be scheduled throughout the year as needed. Conferences may be scheduled by parents, teachers, or the Head of School. All conferences are scheduled directly with the teacher unless otherwise indicated.

Parents are to check in at the school office before going to the classroom for a conference with the teacher.

## **STUDENT INFORMATION**

In order to maintain accurate communication between home and school, it is vitally important that parents notify the school immediately of any changes in address, phone, custody, etc. Please note that Student information is released only to the persons having legal custody.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization (PTO) is a parent and faculty volunteer support organization established to serve the needs of FCA. The purpose of the PTO is to assist the school in its mission. The involvement by parents in the education of their children is vital. All parents are encouraged to support and participate in the PTO. Elections for officer positions of the PTO are held yearly at the end of the current or beginning of the next school year.

## **SAFETY AND SECURITY**

In order to provide a safe and secure environment for all students, FCA will provide regular monitoring of certain areas of our school campus through man patrols and/or video equipment.

## **SCHOOL CLOSINGS**

The Head of School will make a determination as to school closings or delayed openings due to inclement weather by 5:00 a.m. The following TV and radio stations will be notified:

- TV Channel 8 (NBC)
- TV Channel 10 (CBS)
- TV Channel 13 (FOX)
- TV Channel 28 (ABC)
- Joy FM Radio (90.5 FM)



An emergency phone number is in place and FCA will provide a recorded message with vital information in an emergency situation. That number is 813-473-2090.

## **FIRE DRILLS/TORNADO DRILLS/LOCK DOWN DRILLS**

Fire, tornado, and lock downs drills will be conducted for all grade levels on a regular basis.

## **ADMISSIONS POLICIES**

Admission to FCA is open to select young people who meet the entrance requirements regardless of race, color, national origin, or ethnicity. All students must conform to the Christian standards set forth in this handbook in order for FCA to provide an atmosphere that is safe and conducive to learning.

Admission to FCA will be determined by the following:

- Previous school records (i.e. academic performance, discipline records)
- Pastoral reference
- Educational reference form (when applicable)
- Standardized achievement test (when applicable)

## **HEALTH RECORDS**

**In accordance with state law**, parents are required upon admission of their child to submit an immunization record, a listing of special health needs, and the name of the child's physician.

## **ACCEPTANCE**

After review of the enrollment application and entrance evaluation results, an interview will be scheduled with a school administrator. No interview can be scheduled until all the following have been completed in full and submitted along with the appropriate registration fees:

1. Completed Application Packet with appropriate fees
2. Birth Certificate and Social Security Card
3. Immunization records
4. Previous school records
5. Pastoral reference

The interview will be held with at least one parent and the prospective student(s). **The student is not enrolled until all interviews, test results, and previous school clearances are completed. Final decisions regarding acceptance will be made after the interview.** Each student applying for admission will be considered on his/her own merit and not according to religious affiliation, race, or ethnic background. Parents will be notified by letter of their student's acceptance status within a week of the interview.

Attendance at FCA is a privilege, not a right.

## **RE-ENROLLMENT**

Students who are presently enrolled in the school are given first opportunity to re-enroll for the following school year. Eligibility to return will be evaluated each year. Re-enrollment is not complete until the student is approved by the administration and has received written notification of acceptance. Administrative decisions will be based on the following:

- No more than one “F” in a core subject as a year end average
- Acceptable conduct
- Acceptable attendance

## **ACADEMICS**

### **CURRICULUM**

At Faith Christian Academy, young children are exposed to a variety of skills and learning experiences. The school realizes that children absorb and acquire the skills for which they are developmentally ready and respond to educational experiences that stimulate learning in all developmental areas – physical, social, emotional, and cognitive. The curriculum prepares children for the academic expectations of the middle and high schools by providing the following academic and enrichment classes\*:

Bible	Social Studies	Music*
Reading	Science	Art*
Phonics	Math	Physical Education*
Spelling	Penmanship	Spanish*
Language	Computers*	

All classroom teachers are degreed and hold either state, ACSI, FLOCS, or ACTS certification.

### **COMMUNICATION PLANNERS**

Communication planners are required for students in grades K-5 and are provided by the school. These planners are designed to give students and parents an outline of what material will be covered in the upcoming week and are especially useful if a student must miss school. Communication planners are the primary means of communication between the school and home regarding a child’s homework, tests, and general progress.

Middle and High School students are to use their binders and Gradelink to determine communications. Also, parents/guardians are encouraged to email their student’s teachers.

## GRADING

### Grades K thru 3<sup>rd</sup>

E – Excellent  
G – Good  
S – Satisfactory  
N – Needs Improvement

### Grades 4<sup>th</sup> – 12<sup>th</sup>

100 – 90    A    Excellent  
89 – 80    B    Good  
79 – 70    C    Average  
69 or less    F    Failing

Grades for 4<sup>th</sup> -12<sup>th</sup> are calculated as follows:

Daily grades – 45%  
Homework grades – 10%  
Tests/quizzes/major projects – 45%.

### Late Work

The following is the school-wide policy for late work regarding homework, projects, and papers:

1<sup>st</sup> day – 25 points deducted  
2<sup>nd</sup> day – 50 points deducted  
3<sup>rd</sup> day – No credit

*Any exception to this policy must be cleared through the classroom teacher.*

## REPORT CARDS

Mid-quarter Progress Reports are sent home for each student in grades K-12th. At the end of each nine week period, report cards are sent home in communication planners for grades K-5. **Financial accounts must be current and in order to receive report cards. Transcripts and report cards will be held if there is a balance on your student's account.**

### Honor Roll

- “A” Principal’s Honor Roll – All A’s.
- “A/B” Honor Roll – All A’s and B’s

Any student who achieves the Principal’s Honor Roll will be allowed to attend the Principal’s Honor Roll Breakfast as recognition of their academic achievement.

## ACADEMIC PROBATION

Academic probation is designed to give notice to both students and parents that the student’s performance is sub-standard and that enrollment at FCA is in jeopardy because of the lack of academic achievement. An Academic Review Committee consisting of faculty and administrators reviews all candidates for academic probation.

- Students earning two or more failing grades for a quarter will automatically be placed on academic probation until the end of the next quarter. Parents will be notified by letter regarding

their student's probation status. At the end of the next quarter, all previous quarter's grades will be averaged to see if the student is currently passing for the year.

- Students continuing with failing grade averages in two or more subjects will be recommended by the Head of School to the Academic Review Committee.
- This committee will make recommendations regarding the status of the students at FCA. If an appeal is made, a letter to the Head of School must be submitted within three school days of the decision.
  
- When the student has earned a cumulative passing average in all classes the student will be removed from academic probation. Parents will be notified by letter when a student has been removed from academic probation.
- If a student is withdrawn from FCA for academic reasons, he or she may re-apply for enrollment after the student has attended another accredited school or academic program for at least one semester and has not received a grade lower than 75% in any class while completing a full academic load.

In grades 1<sup>st</sup>-11<sup>th</sup>, if one core subject (Math, English or Reading) is failed for the school year, we recommend that the student take that subject in summer school or summer tutoring. If more than one subject is failed for the school year, the Academic Review Committee will make recommendations regarding the future status of the student at FCA.

## **ACHIEVEMENT TESTS**

Each fall, winter and spring, the MAP test is given to all students in grades K-12th. This is a computerized assessment test.

## **TUTORING**

Teachers are available for tutoring with students before and after school. Teachers announce their individual tutoring schedules. In Helps Class (IHC) is offered free of charge Monday-Thursday from 3:15-3:45 p.m. Please see the teachers for more information.

## **ATTENDANCE**

In order to receive the full benefit of an education, a student must attend class. Students who miss class also miss out on first-hand instruction from the teacher and class discussion. It is impossible to make up for missing this interaction and the student's education suffers. Without a doubt, regular and punctual attendance is the greatest single factor in school success. A student who is frequently absent handicaps himself/herself in being successful in school. Students with good attendance are more apt to achieve higher grades, enjoy school, and learn the responsibility necessary for independence and success later in life. Parents are encouraged to make sure their students are faithful in attending school.

## **ATTENDANCE REQUIRED FOR CREDIT**

**K-12<sup>th</sup> grade students may miss no more than 9 days per semester** in order to receive credit and/or be considered for promotion. This total includes excused and unexcused absences for the semester. This does not include a class absence because of a required school activity. The Administrative Committee will review every case of excessive absences and may recommend to the Head of School that credit be

granted for the course. Credit will only be given for unusual circumstances and where the student has met the other requirements for the class. Parents of students who have excessive absences will be contacted for a conference to address this problem.

## **ABSENCES**

Students arriving after 10:00 a.m. or departing before 1:30 p.m. will be considered absent for half a day.

If a student is absent three or more consecutive days, a physician's note will be required before the student may return to class. If a student is absent from school for more than 10 days, it is the discretion of the Head of School to decide if that student is allowed to be promoted to the next grade at the end of the school year.

If it is necessary for a child to leave school for a dental or doctor's appointment, a parent must send a note in advance to the school office. It is the responsibility of the parent to confirm that the classroom teacher has received notification of the absence. Parents will need to sign their student out at the Main Office before 1:45 p.m. There will be no early pick-ups after 1:45 for any reason.

Family trips will be excused if prior arrangements have been made with the classroom teacher.

If a child is to be excused from participation in physical education class or outdoor recess for a day, he or she must present a signed and dated note from a parent requesting this exclusion and stating the reason for the request. A note from a doctor will be required to excuse a child from physical education for one week or more.

## **TARDIES**

- Tardies will be recorded in the teacher's records
- Three tardies will constitute one absence.

## **MAKE UP WORK**

It is the **student's/parent's responsibility** to see the teacher about all tests and assignments to be completed. It is also the **student's responsibility** to complete make up assignments within the specified time limit or zeros will be automatically given for work not completed.

Textbooks and assignments will be available to **parents upon request**.

**\*A detailed attendance/tardy policy will be provided at Orientation.**

## **DISCIPLINE PLAN**

It is our belief that discipline is not to be punitive but restorative. At the elementary level every attempt is made to create a warm and nurturing environment. At the secondary level every student is to learn consequences from their behavior. Our objective is to teach the skills that will enable the students to become self-controlled and self-motivated individuals. A detailed discipline plan will be provided at Orientation.

## 2018-2019 FINANCIAL POLICY

### **Important Points**

- All tuition and extended care payments are due on the 1<sup>st</sup> of each month and are considered past due if not received by the 6th of each month.
- A \$100.00 late fee will be charged per invoice per student.
- Non-receipt of a statement does not release you from your obligation to make all payments in a timely manner.
- Students will NOT be allowed to attend class if account is not current.
- Release of records/reports are subject to all accounts being current.
- Note your ID # on your check or money order to ensure that your payment is recorded correctly.
- If any child(ren) are withdrawn during any month, the parent/guardian is responsible to pay that total month's tuition.
- If the parent/guardian is under contract for Extended Care, they are responsible to pay the monthly contract amount whether they utilize the extended care services or not.

### **Registration Fees**

All appropriate registration fees and documentation must be received with the completed application and will be processed upon receipt. Registration fees, including Matriculation fees, are **Non-Refundable**, with the following exceptions:

- a) Those families, who have applied for, but were not awarded, financial aid. The registration fee will be refunded, upon request, only if the family does not receive the requested aid and does not elect to allow the student to attend.
- b) Those families where the student is not accepted by Administration. The registration fee will automatically be processed for refund. This is only permissible at the beginning of the enrollment period.

### **Signed Tuition Contracts**

- Twelve (12) month contracts must be submitted by May 15th and payments are to begin on June 1<sup>st</sup>.
- Ten (10) month contracts should be submitted no later than July 15<sup>th</sup> and payments are to begin on August 1<sup>st</sup>.
- Payment-in-full contracts should be submitted by July 15<sup>th</sup> and payment must be made by August 1<sup>st</sup>.

All signed contracts are to be submitted to the Registrar's Office. Please submit all money due with the contract (i.e. If you do not turn in your 10-Month contract until after July 15<sup>th</sup>, you will need to submit your first monthly payment when you submit your contract).

If you have any questions concerning this procedure please call. Remember, all accounts must be current prior to your student(s) being admitted to class.

## **Financial Aid**

Completed applications, along with required documentation and registration fees, must be received by deadlines that will be published. Financial Aid applications cannot be submitted if the student's account is not current.

## **Discount and Financial Aid Awards**

Awards for discounts and financial aid will not be applied until all applications are submitted with required documentation and awards are not retroactive.

## **Statements**

The "Billing Date" on the statement reflects the date the charges are applied, not the actual date the statement was printed. Statements are usually printed and emailed on the 25<sup>th</sup> of each month. Non-receipt of a statement does not release you from your obligation to make all payments in a timely manner. All invoices are due on the 1<sup>st</sup> of each month. After 11:59 p.m. on the 5<sup>th</sup> of each month, or 11:59 p.m. the preceding Friday if the 5<sup>th</sup> falls on a weekend, a late charge of \$50.00 per invoice per student will be assessed to all accounts with a past due balance.

## **Student Removal from Class**

Accounts not current by 12:00 a.m. on the 6<sup>th</sup> of each month, or by the end of the month as in the case of after school late pick-up and drop-in fees, will result in the generation of a list of students who may be refused admission to their respective classes. As a courtesy, a removal slip will be sent home with the student informing the parent/guardian that the account is past due and the student may not attend until the account is current.

Important Note: The removal slip is only a courtesy and does not excuse sending a student to class when the account is past due. You should stay informed on the status of the account.

Students sent to school in disregard of this "no attendance" policy will be kept in the school office or other area deemed appropriate by the administration. An additional charge of \$ 15.00 per hour will be assessed to your account as a "drop-in" fee until arrangements are made to pick up the student. These charges will be added to the balance that must be paid prior to re-admittance.

The student must have a return slip from the school office to present to their teacher before they will be allowed to attend class. Be sure to request this return slip, one for each student, when you make your payment.

## **Returned Checks**

You will receive notification after a check has been presented twice for payment and has been returned for any reason. A \$30.00 fee will be added and payment must be received only by money order or cashier's check within five (5) days of notification. A student's account will be placed on a "Money Order or Cashier's Check Only" status for the remainder of the school year when one (1) check has been returned for Non-Sufficient Funds or any other reason.

## **Returned Automatic Draft Payments**

You will receive notification after an automatic draft has been returned for any reason. A \$35.00 fee will be added and payment must be received by money order or cashier's check within five (5) days of notification. A student's account will be placed on a "Money Order or Cashier's Check Only" status for the remainder of the school year when two (2) automatic payments have been returned for Non-Sufficient Funds or any other reason.

## **After School Late Pick-Up and Drop-In Fees**

Students picked up after 6:01 p.m. are considered late pick-ups and will be charged \$5.00 for the first minute and \$1.00 per additional minute, per student. All fees for late pick-ups and drop-ins must be paid on a daily basis at the time of pick-up or, at the latest, the following morning when the student is brought to school. Please refer to the section entitled "Student Removal from Class", which also applies to the non-payment or late payment of these fees.

## **HEALTH SERVICES**

Parents are advised to anticipate the need for the following forms and, if possible, have them completed by the start of school.

### **MEDICAL RELEASE FORM**

This form provides for a student to be medically treated in an emergency situation when away from the Plant City area, or when the parent is otherwise not present. Parents are required to submit an annual Emergency and Field Trip Permission Form.

### **HEALTH PROBLEMS**

Parents are encouraged to discuss any specific medical needs with the school Administration.

If your child has a specific health need (hypoglycemia, seizures, asthma, diabetes, insect allergy, food allergies, sickle cell anemia, etc.) that information must be identified on the Medical Release form as well as specific measures to follow in the event an incident occurs. If the measure to counter the illness involves the administration of medication, prescription or over-the-counter, please supply this medication, properly identified with your child's name and the physician's instructions. If necessary it can be refrigerated. If a mid-day snack is necessary, please alert the school Secretary so that necessary arrangements can be made.

Any student with a major communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student to verify the diagnosis of major communicable disease. FCA reserves the right to make all final decisions necessary to enforce its major communicable disease policy and to take all necessary action to control the spread of such diseases within the school.



## ACUTE ILLNESS OR ACCIDENT

Parents should not send their student to school if they:

Are vomiting

Have a temperature of 100 or above

Have or are suspected to have a minor contagious condition, such as, impetigo, ringworm, pinkeye, lice, flu, HFMD, etc.

Have not fully recovered from an illness.

If a child becomes acutely ill at school, parents will be notified to pick up their student from school. If the parents cannot be reached, those individuals identified on the emergency medical data sheet will be contacted. Please make sure that all cell phone and work phone numbers are current on your Emergency and Field Trip Permission Form. In the event of an emergency, FCA will attempt to call parent first, then notify medical assistance.

A student who has a temperature of 100° or above is considered too ill to attend class and the parent will be notified. He or she will be allowed to stay in the school office until they can be picked up, however due to lack of facilities to care for a large number of students, we ask that the child stay no longer than one hour. Occasionally a child will sustain an injury, which may continue to display symptoms after the school day has ended. In this case a call will be placed to the parent to let them know to continue to observe the child at home.

## MEDICATIONS

All medication, prescription or over-the-counter, may be administered only if the medication is in its original container and the Main Office has a written request from the parent. If the student will be on the medication longer than a 10-day period, the school must also have a statement from the doctor to keep in the school files.

The prescription medication container must have this complete data:

Name of student

Name of Doctor or Dentist

Medication name and dosage

Instructions for administration

This policy is based upon state law and requires your cooperation for compliance. Please do not send the medication in an unlabeled plastic bag. Your child needs the required medication, and in order for them to receive it, it must be labeled as specified.

***Students are not permitted to keep medications of any kind with them at school.*** Any exceptions to this must be discussed and approved through Administration.

## VISION AND HEARING SCREENING

State law requires that vision and hearing screening be conducted for 1st, 3rd, 5th, and all new students. This must be done within the first semester of enrollment. If your student has not already been screened by a physician, school screening will be performed during the month of April.

## **STUDENT LIFE**

### **CHAPEL**

Attendance and participation in a weekly chapel service is an integral part of student life at Faith Christian Academy. Students are encouraged to explore their gifts and talents by participating in dramas, worship groups and other facets of the chapel worship experience. All students must be dressed in proper chapel attire and bring their bible. Chapel services are conducted by FCA staff, board members, and invited guest speakers.

## **PRIVACY**

### **About Your Privacy**

Faith Christian Academy has established the following policies to protect the privacy of student's personal, educational, and financial information.

### **Family Educational Rights and Privacy Act (FERPA)**

Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 establishes that the educational records of students attending or having attended the school are confidential and can be released only with written permission from the student. The Family Educational Rights and Privacy Act of 1974 also authorizes the school to routinely release directory information. Information which may be released without written permission from the student includes: student name, degree or certificate awarded, dates of attendance, athletic statistics, scholarships received, membership or office in FCA Student Government or Honor Society, part-time or full time student status, and previous schools attended. No other information may be released without the student's written permission except as provided for in school policies. Students who are concerned about the confidentiality of their records should contact the Registrar.

FCA students and their parents (if the student is less than 18 years of age) have the right to review their own records and to petition for correction of erroneous information in their records. Basic information is shown on a student's transcript, an unofficial copy of which can be requested from the Registrar. The Registrar can provide a list of the types and locations of educational records available at the school. Requests to review the records should be made in writing to the Registrar.

### **Annual Notification**

FCA will provide students annual notification of their rights as defined by the Family Education Rights and Privacy Act (FERPA), by publication in the Student Handbook or posting it in the Main Office.

### **Primary Rights of Students**

1. To inspect and review educational records.
2. To request amendment of errors in educational records.
3. To have some control over the disclosure of information from educational records.

## **Procedure to Inspect Educational Records**

Students may inspect and review their educational records upon written request to the Head of School by identifying the record(s) the student wishes to inspect. The Head of School will make the needed arrangements for access within forty-five (45) days from the date of receipt of the written request. If the records are not maintained by the office of the Head of School, the Head of School shall forward the request to the appropriate school official. If the records contain information about more than one student, the student may inspect and review only the records which relate to him or her.

## **Limitation of Right of Access**

FCA reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendations for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend FCA if that application was denied.
4. Those records which are excluded from the FERPA definition of educational records.

## **Refusal to Provide Copies**

FCA reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student.
3. The educational record requested is an exam or set of standardized test questions.

## **Types, Location and Custodians of Educational Records**

The following is a list of the types, locations, (length of time record is kept by the school), and custodians of records that the school maintains. Mail requests should be addressed to FCA, 905 W. Terrace Dr., Plant City, FL 33563 to the custodian and location indicated.

## **Disclosure of Educational Records**

The school will disclose information from a student's educational records only with the written consent of the student or his/her parent (if the student is less than 18 years of age), except the following records may be disclosed without consent when the disclosure is:

1. To School Officials who have a legitimate educational interest in the records.
  - a. A School Official is:
    - i. a person employed by the school in an administrative, supervisory, academic or research, or support staff position, including medical staff.
    - ii. a person elected to the Board of Trustees.

- iii. a person employed by or under contract to the school to perform a special task, such as the attorney or auditor.
  - iv. a person who is employed by campus security.
  - v. a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
- b. A School Official has a legitimate educational interest if the official is:
- i. performing a task that is specified in his or her position description or contract agreement.
  - ii. performing a task related to a student's education.
  - iii. performing a task related to the discipline of a student.
  - iv. providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service related assistance.
  - v. maintaining the safety and security of the campus.
2. To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.
  3. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
  4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
  6. To organizations conducting certain studies for or on behalf of the school.
  7. To accrediting organizations to carry out their functions.
  8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
  9. To comply with a judicial order or a lawfully issued subpoena.
  10. To appropriate parties in a health or safety emergency.
  11. To individuals requesting directory information so designated by the School.
  12. The results of any disciplinary proceeding conducted by the School against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

## **Directory Information**

FCA designates the following items as Directory Information, which may be disclosed without prior written consent, unless the school is notified in writing to the contrary by September 15 of the academic year:

1. Student's name
2. Student's e-mail address
3. Dates of attendance at FCA
4. Diplomas, certificates, and awards received by the student
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams

## **Correction of Educational Records**

Students have the right to ask for records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Head of School to amend a record. The student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
2. FCA may comply with the request or decide not to comply. If FCA decides not to comply, the school will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, FCA will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of Faith Church. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend educational records. The student may be assisted by one or more individuals including an attorney.
5. FCA will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If FCA decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the school will amend the record and notify the student, in writing, that the record has been amended.
7. If FCA decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the school will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's educational records as long as the contested portion is maintained. If FCA discloses the contested portion of the record, the school must also disclose the statement.

## **Tips for Protecting Your Personal Information**

All Web browsers will keep your personal data in memory until you exit the browser completely. We **strongly recommend** that after you complete any transaction using FCA online services, you log-off and close the Web browser completely, especially when using a public computer.

## **FCA POLICY REGARDING PROHIBITED PROPERTY**

### **Illegal Drugs, Substances, Stolen Property and Unauthorized Items**

#### **Program Objectives**

FCA has always had and continues to have a commitment to provide a safe workplace for its students, faculty and staff and to reduce the risk of injury to FCA visitors and the general public.

Further, FCA has worked to establish programs, which promote a high standard of student, faculty and staff health, safety and well-being. In keeping with those commitments, FCA continues to develop a policy regarding prohibited property. Our goal is to establish and maintain an environment free of illegal drugs and alcohol for the benefit of all.

### **FCA Premises**

The term "FCA Premises," as used anywhere in this Handbook includes all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and property owned, leased, or in use by FCA, as well as any other location at which any student, faculty or staff member are acting or appearing formally or informally as a FCA representative.

### **FCA Policy**

It is the policy of FCA that the use, possession, concealment, transportation, promotion, or sale of the following items or substances is strictly prohibited at all times while the student, faculty or staff member is acting or appearing as a formal or informal FCA representative anywhere, and on all FCA Premises (including athletic events and vehicles):

- Illegal drugs, controlled substances (including trace amounts), look-alikes, designer drugs and alcoholic beverages
- Firearms, weapons, explosives and ammunition
- Stolen property or drug paraphernalia
- Unauthorized prescription drugs-except under the following conditions:

Students, faculty and staff must inform the Administration prior to using prescribed drugs while on FCA Premises. Each vial must be in the student, faculty or staff member's name. Each prescription will be no older than one (1) year from the date issued. Parents of students and or students must deliver the vial to the school Secretary immediately upon arrival on FCA Premises. The faculty or staff member may only possess enough medication for that normal school day.

FCA, at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the use of any such drug or medication accordingly. This may also include restricting the student, faculty or staff member's activity.

### **Weapons Zero Tolerance Policy**

As stated above, no one is authorized to possess a weapon on FCA Premises. A weapon is defined as guns, knives, stun guns, razor blades, ice picks, explosives, chains, pipes, brass knuckles, billy clubs, sling shots, nunchakus, Chinese stars, mace, pepper spray or any mixture of chemicals used as a weapon. If the faculty or staff member is authorized by the State of Florida to carry a concealed handgun, the faculty or staff member shall provide a copy of the license to the Head of School. However, the above policy shall still apply to all FCA employees and no employee is ever authorized to carry a handgun on FCA premises or to carry a handgun at anytime the employee is acting or appearing formally or informally as a FCA representative.

## **Searches and Inspections**

FCA reserves the right, at all times, while any student, faculty or staff member is on FCA Premises or is otherwise on duty, to have FCA Head of School or authorized agents search or inspect students, faculty, staff members, or other persons personal property, including without limitation, their locker, backpack, baggage, purse, desk, clothing, and vehicles for the purpose of determining if such persons are in possession, use, transportation or concealment of any of the prohibited items and substances of this policy.

The Head of School has the right to conduct an on-the-spot search and inspection of the students, faculty and staff members and their personal effects as described above if a FCA faculty member has a reasonable suspicion that the student, faculty or staff are in direct violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of representatives selected by FCA.

## **FCA Position for Policy Violators**

A student, faculty or staff member who is found in possession, use, or transportation of any illegal substances, contraband, stolen property, or any of the above mentioned drugs and unauthorized items, will be subject to disciplinary action as outlined in the handbook, including immediate dismissal and/or arrest.

## **DRESS CODE POLICY**

The Uniform Dress Code at FCA is intended to be a positive contributing factor to discipline and safety. Furthermore, uniforms foster a spirit of teamwork in our school community. We ask that parents support all policies in regard to the school uniform. Items bought from the FCA Spirit Store may be worn on Fridays, except P.E. uniforms. Otherwise, student must adhere to the dress code policy.

All school uniforms must be purchased from our designated uniform vendor. A sheet is available in the school office with their contact information.

**Chapel uniforms must be worn on Wednesdays.**

### **FCA Girls:**

#### **Monday, Tuesday, Thursday & Friday:**

Tops: Navy Blue, or White polo with FCA logo.

Bottoms: Navy blue or Khaki skirt or skort. **MUST BE TO THEIR KNEE!**

Shoes: Closed toe shoes only.

#### **Wednesday:**

Tops: White or Blue Oxford Blouse with FCA logo.

Bottom: Plaid kick pleat skirt or Plaid jumper. **MUST BE TO THEIR KNEE!**

Shoes: Navy blue or black dress shoes.

**Friday:** Dress Down Day - **MUST PAY \$2 TO PARTICIPATE!**

Tops: Shirts **MUST HAVE SLEEVES!**

Bottoms: Any skirt, skorts, or dresses. **MUST BE TO THEIR KNEES!**

Shoes: Closed toe shoes only.

**P.E. Uniform:** Gold short sleeve gym T-shirt and Navy Blue gym shorts, and sneakers.

**Jackets:** All jackets must have a FCA logo. The only exception will be a solid Navy Blue or Black jacket.

**Nails & Hair:** Hair must be clean, neatly styled, and brushed. No extreme haircuts or styles. Hair color must be one modest color – no bright colors allowed. Makeup must be modest and natural looking. No extreme looks or colors. Nails must be one modest color as shown on the approved nail polish color palette located in the classroom and the Main Office.

**FCA Boys:**

**Monday, Tuesday, Thursday, & Friday:**

Tops: Navy Blue or White polo with FCA logo. **SHIRTS MUST BE TUCKED IN AT ALL TIMES!**

Bottoms: Navy Blue or Khaki pants or shorts to the knee. **MUST WEAR A BELT EVERYDAY!**

Shoes: Closed toe shoes only.

**Wednesday:**

Tops: Blue Oxford long or short sleeve shirt with FCA logo and a **SOLID** Navy Blue Tie. **SHIRTS MUST BE TUCKED IN AT ALL TIMES!**

Bottoms: Navy blue or Black dress pants. **MUST WEAR A BELT!**

Shoes: Black dress shoes or dark color.

**Friday:** Dress Down Day - **MUST PAY \$2 TO PARTICIPATE!**

Tops: Shirts **MUST HAVE SLEEVES!**

Bottoms: Jeans, pants, shorts to the knee. **MUST WEAR A BELT!**

Shoes: Closed toe shoes only!

**P.E. Uniform:** Gold short sleeve gym T-shirt and Navy Blue gym shorts and sneakers.

**Jackets:** All jackets must have a FCA logo. The only exception will be a solid Navy Blue or Black jacket.

**Hair:** Hair must be clean, neatly trimmed, and combed. No extreme haircuts, styles or unnatural colors.

**THE FOLLOWING REGULATIONS APPLY AT ALL TIMES:**

- Students who stay on campus after school must remain in complete uniform.
- Students must never be barefoot on campus.
- FCA students are required to dress modestly at all school-sponsored events.



## **DROP-OFF AND PICK-UP PROCEDURES**

### **K – 12<sup>th</sup> Grades**

#### **School Hours:**

K – 5 <sup>th</sup> grade	8:00 a.m. – 3:00 p.m.
6 <sup>th</sup> – 12 <sup>th</sup> grades	8:00 a.m. – 3:12 p.m.

#### **Morning Drop-off**

K – 12<sup>th</sup> grade students may be dropped off at the main school office no earlier than 7:30 a.m. Please follow the car line map so that you may let your student out of the car on the appropriate side and not into traffic. Safety patrols will be present to assist your child in getting to class safely.

#### **Afternoon Pick-up**

An attendant will call your child's name and personally place him or her in your car. You may park your car, walk in the building, and personally escort your child to your car. At 3:15 p.m., students remaining on school grounds will be sent to Aftercare unless in IHC, sports or other authorized school activities.

A detailed map for the drop-off and pick-up of your child will be provided for you before the beginning of the school year. Additional copies of the procedures may be picked up in the school office.

*Parking any vehicle along the red fire line is prohibited by the Fire Marshall.*

#### **After School Care Pick-up and Drop-off**

All After School Care will conclude at 6:00 p.m. each evening. Students in the After School Care program will be picked up in Pod 21. Parents or guardians must sign the child(ren) out before leaving.

Faith Christian Academy of Plant City  
2018-2019 School Year

I hereby affirm that I have read this FCA Parent/Student handbook and will abide by the information included in this document.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signed Name

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date