



**Family Christian Academy**  
**Student Handbook**  
**2019-2020**

# Welcome to Family Christian Academy

Family Christian Academy is very excited to offer your family an outstanding education that is both academically and spiritually founded. We are committed to providing all children with a Christ-centered environment that challenges and inspires them to reach their full potential.

Some of the special qualities that make Family Christian Academy the best in Christian education are our dedication to creating a fun and active learning environment with a hands-on approach, a balanced curriculum that integrates memorization skills with application of all concepts and a positive setting that promotes confidence.

FCA will continue to meet the needs of all students by providing them with outstanding and knowledgeable teachers, above-grade-level expectations and a family atmosphere that is both warm and loving.

Our goal is to be a ministry to families and touch lives while providing your children with a strong foundation for their future.

We are very excited that you have joined our school. Each student at Family Christian Academy is very important to us and we count it a blessing to get to know you better.

The purpose of the Student Handbook is to help you become more familiar with the policies and procedures of our school. Please read it carefully and keep it as a useful reference for answering questions throughout the school year. We are looking forward to a great year with your family!

Sincerely yours,

Dana Paynter  
Founder and Principal

# Staff Members

Dana Paynter.....Owner & Founder, 3<sup>rd</sup> Grade  
Chris Paynter.....Owner & Dean of Students  
Sarah Yager.....Office Administrator  
Heather McCreery.....Middle School Principal, Upper School Math  
Taina Glemser.....High School Principal, Guidance, AP Lit, Bible  
Teresa Souder.....Kindergarten  
Jennifer Barbour.....1<sup>st</sup> Grade  
Lori Calhoun.....2<sup>nd</sup> Grade  
Kara Peters .....3<sup>rd</sup> grade assistant & volleyball coach  
Heather Arrant.....4<sup>th</sup> Grade  
Hannah Allen.....5<sup>th</sup> Grade  
Anna Johnson.....Elementary Bible  
Matt Hazlett .....Elementary PE  
Sheila Adams.....Upper School Social Studies  
Mac Mitchell.....Upper School Science  
Isaac Lang.....Upper School P.E. & HOPE  
Jenny Cruz .....Upper School Spanish, Bible  
Jeannine Ward .....Upper School Math  
Janell Pace .....Upper School Language Arts, AP Lang  
Kim Newcomb.....Art

# Important Phone Numbers & Contact Information

School Phone .....407-568-9837  
School E-mail..... administration@fcaorlando.com  
School Website .....www.FCAorlando.com

Dana Paynter's cell .....407-408-4769  
E-mail.....dpaynter@fcaorlando.com

Sarah Yager ..... administration@fcaorlando.com  
Teresa Souder.....tsouder@fcaorlando.com  
Jennifer Barbour.....jbarbour@fcaorlando.com  
Lori Calhoun.....lcalhoun@fcaorlando.com  
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Chris Paynter.....cpaynter@fcaorlando.com

# **Mission Statement**

Training up disciples for Christ by incorporating Biblical values into educational standards and instilling an attitude of excellence.

## **Our Slogans**

“Incorporating Family Values into Educational Standards”

“Every Child is an Honored Student”

## **Our Motto**

“Everything is possible for him who believes.” – Mark 9:23

## **Our Philosophy of Education**

- ★ Hands-On Learning
- ★ Small Class Sizes
- ★ Meeting All Students’ Needs
- ★ Teaching for a Variety of Learning Styles
- ★ Professional Development and Certified Teachers
- ★ Making Learning Fun and Engaging
- ★ Consistent and Fair Classroom Management Plans
- ★ Organized and Vibrant Classrooms
- ★ Positive Learning Environment
- ★ Building Students’ Self Confidence
- ★ Creating and Strengthening Family Relationships
- ★ Assessing Students’ Progress and Development
- ★ Loving and Warm Atmosphere
- ★ Above-Grade-Level Expectations
- ★ Integrating Technology
- ★ College Preparedness
- ★ Incorporating Biblical Values

## **Grading Scale**

**100-90 = A**

**89-80 = B**

**79-70 = C**

**69-60 = D**

**59 or below = F**

## **Report Cards**

The purpose of our report card system is to give parents and students an indication of the progress which is being made in each subject area. Progress reports will be sent home every three to four weeks, and report cards will be sent home at the end of every nine weeks. All reports should be signed by the parent and returned to school the following day. Parents are encouraged to make an appointment with the teacher if they have any questions about the student's work, grades or conduct. All requests for a copy of your child's report card should be done through the school office. All accounts must be up-to-date in order to receive the student's progress report or report card.

## **Assessments**

Each K-8<sup>th</sup> student that is enrolled at Family Christian Academy will take part in assessments in the areas of Reading, Writing and Math using the Stanford Achievement Test. These assessments will take place during the beginning and end of the school year; usually in September and March. The purpose of these important assessments is to allow the classroom teachers the opportunity to chart your child's academic growth. The results of these assessments will not be included as a part of your child's report card grades. They are only used to help us better meet the needs of all the students and to assist the parents in understanding the academic growth of their children.

All high school students will participate in college prep testing which includes the PSAT/NMSQT, Practice ACT, and AP testing. The purpose of these assessments is to ensure that our high school students are prepared for the competitive nature of

college admission. Our guidance counselor will meet with each 11<sup>th</sup> & 12<sup>th</sup> grade student to guide them in registering for the SAT, ACT, and applying for colleges.

## **Semester Exam Policy**

A comprehensive semester exam will be given in all of the following high school courses: Math, English, Social Studies, Bible, Science and Spanish. Each exam will count 15% towards of the student's semester grade. Students who exceed the maximum number of absences in a semester will be required to earn a minimum of 70% on the semester exam in order to receive credit for the course. Students will be expected to take their exam during the assigned time unless an exception has been approved by administration.

Eighth through twelfth grade students with an A (90%) average in a high school course may exempt a maximum of three semester exams. Students may exempt three final exams per semester, provided that they have not exceeded the maximum number of absences allowed in each course.

## **Elementary Homework Policy**

Elementary students will be required to complete a weekly reading log. These reading logs are mandatory and will be graded.

Each week, we will be sending home a packet of homework with your child. This packet is NOT MANDATORY. It is only to be used for extra credit or for extra practice and reinforcement of the concepts that we are teaching in the classroom. This homework is not meant to add any extra pressure on the parents or family. This packet will be sent home on a weekly basis every Wednesday.

Within each nine-week grading period:

30 Homework Sheets = 1 extra-credit grade in the student's lowest subject area

## **Upper School Homework Policy**

Family Christian Academy's policy on homework for upper school is as follows: Homework is given out on Wednesday a week before it is due. Each teacher will

give out one required homework assignment. All Homework is due on Wednesday, apart from math, which is given on a nightly basis. Homework will be accepted one day late (Thursday) with a penalty of 25 points off. Homework WILL NOT be accepted on Friday. Any homework not received by Thursday will receive a score of 0 on that assignment and one behavior demerit will be given.

All homework is required for upper school. Study guides are always given out before tests. All homework will be graded for accuracy.

## **Graduation Fees**

All kindergarten students will rent a cap and gown from FCA for a fee of \$10. This will include a graduation tassel the child gets to keep.

High School graduation fees will be \$150. This will include their cap, gown, and graduation. Additional fees for graduation activities will be assessed.

## **Student Drivers**

Parents of student drivers must fill out a Student Driver Release Form. Any student driver leaving early must have written parental permission emailed to the school office. Student drivers must sign out in the school office. Seniors who are scheduled for early release at 12:15 must sign out in the school office every day. All other student drivers will sign out in the school office at 3:20 and must leave the premises before car rider line begins. If they do not leave prior to the start of car line, student drivers must wait until car line ends at 3:45 to be dismissed.

Students may not check themselves out during the school day. If they need to leave for a Dr. Appointment, parents must email the school and the student must bring their Dr. note upon return.

Seniors attending any class following lunch are permitted to leave campus to buy lunch. They must finish eating and return prior to the start of class.



## Admissions

In order to become eligible for admission at Family Christian Academy, each prospective new student and his/her parent/guardian must do the following:

1. Submit all necessary enrollment and application forms
2. Submit a copy of the student's most recent report cards and progress reports
3. Submit a copy of the student's most recent achievement test scores
4. Submit a copy of the student's Birth Certificate
5. Submit a copy of updated Florida Immunization Forms
6. Submit a copy of doctor's health forms from the state
7. Arrange for a meeting with the Administration

## Financial Information

Tuition for the 2019-2020 school year may be paid in several ways:

1. Annual: One annual payment of **\$6,300** per child due June 1<sup>st</sup>
2. 10-month: Ten monthly payments of **\$630** per child from August to May
3. 12-month: Twelve monthly payments of **\$525** per child from June to May

**\*All payments are due on the first day of each month.**

Our school utilizes an online payment program for all families! This program will allow convenience, efficient record keeping, and detailed reporting to help streamline all your financial records throughout the year. Please direct any questions you may have to Sarah Yager at [administration@fcaorlando.com](mailto:administration@fcaorlando.com). The FACTS online payment program also provides a customer service call center at 866-441-4637.

Monthly payments may be paid in the form of check, cash, debit/credit, or automatic deduction using the online payment system. Please make all checks payable to **Family Christian Academy** and utilize the memo section of the check to include the child's name on the payment and the month the payment is for. Any payments given to the school must be in a sealed envelope and clearly marked on

the outside. Any payments not clearly marked or put in an envelope will be returned. **Please do NOT mix payments for various events.** For example, do not include a lunch, field trip, extended-day and tuition check all together.

It is the responsibility of the parents to pay their child's tuition on or before the first of the month. A late fee of \$5.00 per day will be charged each day thereafter. There will be no exceptions to this rule. Please be considerate in this matter.

E-mail notifications stating late fees will be sent home to those who have not paid on their accounts by the third day of delinquency these include: field trips, extended day, etc. A late fee of \$15.00 will be charged after the third day of delinquency and a \$5.00 fee each day thereafter. Report cards and other assessment scores will not be issued to any student whose account is not current.

## **Registration Fees**

The Annual Enrollment fee per student is \$675.00. This is an annual, non-refundable fee that must be paid during the time of registration for the upcoming school year. Re-enrollment for present students will begin in February. Registration for the public will begin in March. Packets and forms will be sent home for the convenience of returning students. We have a limited number of positions at the school each year, so please make sure that you register in a timely manner. Student positions will only be held for those who have paid their current registration fees.

## **Withdrawal**

If it becomes necessary to withdraw your child from FCA, we require that the parent submit a 60-day written notice to the office and administration. All payments must be paid up to date at the time of withdrawal. In the event a student leaves without a 60-day written notice, parents must submit tuition fees for the following months. A withdrawal form must be filled out and submitted to the school office.

# Attendance

The elementary/upper school year consists of 180 days. Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at Family Christian Academy is expected and required. Any student who has more than 24 absences during the school year places his/her promotion in jeopardy.

\*Any high school student who has more than 12 absences in any class per semester risks not receiving credit for that class. A score of at least 70% on the mid-term and/or final will be required to receive credit.

**Tardiness:** Students may be dropped off beginning at 8:00 a.m. Class will begin promptly at 8:15 a.m. and students are considered late after 8:15 a.m. Car-rider line will end every morning at 8:15. If a student is tardy for school, their parent must check them in at the office. All tardies are considered unexcused unless accompanied by a doctor's note. Excessive tardiness will be addressed by the school. *Every 10 tardies per semester will result in an absence being recorded for that class period.*

**Student Arrival and Departure:** Students will arrive and depart from school each day primarily through the use of our school car-rider line. Each family will be given specific name cards which will clearly state each student's name on it. These cards should be clearly visible at the time of drop off and pick up. Students who leave school before school is dismissed must be signed out in the office. A note written by the parent enables the teacher to plan ahead for the student's early dismissal, thereby eliminating waiting time for the parents. All students will be released through the office. No student will be allowed to be picked up at the classroom. It is important that the registering parent list all of the names of the people who are authorized to pick up the child. Only the people named on the list will be allowed to pick up the student. Please be prepared to show proper identification at any time. Parents must submit in writing the name of any new person picking up their child for the day. They may do so by e-mailing the front office or sending in a note with their child in their daily folder.

**\*Please note: Any student who is picked up from school early will be responsible for completing all missed assignments for the day.**

We ask that any parent picking up their child through the office do so before 3:15 or after 3:45. Due to the safety of the children, it is very important that we do not allow walk-up traffic to cross over the general car-rider line. Students walking or biking home from school will be released after car rider line has completed at 3:45. If it is necessary drop your child off through the office in the morning between the time of 8:00 and 8:15, please park and walk your child to the school office by utilizing the side door. You must check in with the office administrator, Sarah Yager, before proceeding to your child’s classroom. All parents are allowed the opportunity to attend morning devotions and prayer with their students after the time of 8:15 a.m. Until that time, no parents will be allowed to enter the Student Center for morning drop off. Parents may wait in the office area. It is very important that all staff members remain focused on the students’ safety and well-being during these times.

**\*Please note: No parents or visitors to the school are permitted to visit the classrooms unless approved and checked in through the front office. The classroom teachers will not be permitted to allow parents or visitors to enter the classrooms for any reason without a visitors badge and office pass. Thank you for your cooperation with this procedure, which will help maintain a safe school campus.**

## School Hours

Morning Car-Rider Line ..... 8:00-8:15 a.m.  
School begins at 8:15 a.m.

Afternoon Car-Rider Line ..... 3:30-3:45 p.m.  
Monday-Thursday: School ends at 3:30 p.m.

Friday Afternoon Car-Rider Line ..... 1:30-1:45 p.m.  
Friday: School ends at 1:30 p.m.

Extended-Day Hours of Operation (M-Th) ..... 3:45-6:00 p.m.  
Extended-Day Hours of Operation (Friday) ..... 1:45-6:00 p.m.

## **Extended-Day Services**

Family Christian Academy offers an Extended-Day service which is available for any family who may need it. The fees for this service will be \$10/day per child on Mondays through Thursdays and \$20/day per child on Fridays, due to longer hours. This program will consist of a snack, homework time (if needed) and outdoor and indoor recreation. Parents will be invoiced monthly through the FACTS system based on the dates their children attended.

**Any student not picked up by 3:45 (or 1:45 on Fridays) will be sent to the Extended-Day program. The student's parent will then be responsible for the fees that are required for this service.**

All Extended-Day fees must be paid monthly. If an Extended-Day payment is not received within three days, a late fee of \$15 will be added and an additional \$5/day thereafter. The dates that your family will need the Extended-Day program may change from month to month. You do not have to choose a consistent schedule. Proper identification must be present when authorized persons are picking up children from the program.

Before-Care services are also available from 7:00-8:00 a.m. The cost for Before-Care is \$5/day. Before-Care will be located in the portable two daily. If you choose to utilize this service, please park and escort your child into the building.

Any parent utilizing Extended-Day who does not pick up promptly by 6:00 p.m., will be charged \$1 per minute after 6:00 p.m.

## **Emergency Preparations**

All students will take part in regular fire and tornado drills in order to ensure that they are well prepared in case of an emergency. Evacuation routes are also posted in each classroom. In the case of severe weather, our school will follow OCPS guidelines for cancellation of classes. If your child is in attendance when severe weather arises, the school will consult with the local weather authorities, move the children to safe areas and contact the parents for pick up if necessary.

## **Insurance**

Every child enrolled in Family Christian Academy is covered by a school insurance policy. All accidents will be reported to the parents by the use of an Incident Report. If there is a serious incident, the parents will be notified immediately. All FCA staff members are trained annually in CPR and First Aid.

## **Dress Code**

All students are required to wear an FCA uniform to school each day. This requires that each student wear a polo shirt purchased through Educational Outfitters with the school logo embroidered on it. The colors of the polo shirts are lime green, white, black, and gray. Upper school students are required to wear an FCA PE uniform during their designated PE class period. All students must also wear khaki, black, or gray bottoms to school each day with the polo shirt. The khaki, black, and gray bottoms may be of the student's choice; such as cargo shorts, long pants, capri pants. However, there should be no print, holes, or designs on the bottoms. Bottoms may NOT be joggers, sweat pants, or yoga pants except on Chapel days. Girls may also wear khaki skorts or skirts with no designs. Girls' shorts must be of an appropriate length. When arms are placed by their sides with hands in a fist, the shorts must at least reach the end of the fist. All bottoms must be neat and presentable. Students should wear black, grey, or white socks without patterns. On Chapel days, all students must wear their Chapel T-shirts with black bottoms (athletic shorts are acceptable).

All students will be required to wear their Chapel T-shirt to all off campus field

trips. All students are to wear their FCA spirit shirt to all In-House field trips. No denim shorts or jeans will be allowed on field trip days, unless otherwise notified by the office.

Students will be permitted to wear Fan Cloth gear on Mondays only.

Throughout the school year, each student will be required to wear only a lime green, gray, or black FCA embroidered hoodie or zip-up jacket when needed due to the changes in weather. No other jacket, sweatshirt or hoodie will be permitted. Students may choose to wear long-sleeved, white, turtle-neck shirt under their regular polo shirts. They may also choose to wear a turtle-neck shirt that coordinates with the color of their polo shirts; such as black, gray, or lime green. These are the only colors that will be acceptable.

Students will only be allowed to wear white, brown or black tights under their uniform shorts or skirts. Students are required to wear closed-toed shoes (no crocs). This is for safety reasons on the school property. Any dress code violations will be addressed through the office. Parents will be notified of the dress code violation and upper school students will receive a demerit.

All students should keep hairstyles neat and presentable. Boys and girls must have their hair out of their face for daily instruction. Mohawks, special hair color fads or dyes are prohibited at the school. Only natural hair colors are allowed. Piercings for boys and piercings other than the ears for girls are not permitted to be worn during school hours. This includes clear jewelry retainers. Tattoos must be covered at all times.

## **Snack**

It is the requirement of Family Christian Academy that all students bring two water bottles (one for snack and one for lunch/recess) and a nutritious snack to school each day. The water bottles must be clearly marked with the child's initials or name on the side or top with a Sharpie marker. If your child does not drink water, they may bring a clear liquid instead. This is not only a healthy alternative for all students, but helps us to maintain a clean lunchroom and classroom environment as well. No sodas or colored juices will be allowed. We encourage each child to

bring a healthy snack during this special time each day. No candy will be permitted. Eating is NOT permitted in the sanctuary.

Due to several students who have serious food allergies at school, it is important to check with your child's specific teacher about further information concerning snacks brought from home. As a school, we will do our best to communicate with the parents concerning these issues. If your child has a severe food allergy, please make the school and teacher aware of this situation as soon as possible.

It is the responsibility of each parent to make sure that their child is prepared for snack time each day. If your child consistently is unprepared for school by forgetting to bring in their water bottle or snack, you will be contacted. It is very important to make sure that your child is well prepared for school. It takes away from valuable classroom time when students are not well-equipped for the day.

## **Lunch Program**

Lunches will be available to all students at a nominal cost every Tuesday, Wednesday, and Thursday during the 2019-2020 school year. A lunch menu link will be emailed to parents at the beginning of each month. This should be filled out and submitted online no later than the deadline on the top of the form. No lunch orders will be accepted after this deadline. All lunches are paid for on a monthly basis. The cost of each lunch may vary from year to year. Our lunch vendors this year include Chick-Fil-A on Tuesdays, Dustin's BBQ on Wednesdays, and Pizza Hut on Thursdays.

## **Change of Address or Telephone Number**

Parents are responsible for notifying the school office immediately of any change of address, telephone number or e-mail information. It is imperative that we have this information to contact parents in case of an emergency. In case of a serious accident or injury, the parents will be contacted. However, if parents cannot be reached, the school will notify those listed on the student's Emergency List (or 911 if necessary). It is very important that the information on the Emergency List be accurate and up to date.



# **Communication**

Communication between parents and school staff is vital in order to have a successful school year. We encourage all parents to contact us at any time with regards to questions, concerns or comments. You may contact us through phone, e-mail or through your child's daily folder. Each day your elementary child will bring home a planner stating their behavior for that day. The teachers and parents should use this tool as a way to communicate about the activities of the day. Upper school student behavior will be communicated through ParentsWeb.

Daily notes and reminders will also be sent home through the use of the elementary students' folders. A weekly overview of what each student is learning will be sent home every Monday in their folder or planner. This weekly overview may be emailed as well. It is very important that each parent check the folders or planners on a regular basis in order to stay informed of school events.

Meetings with instructional teachers or the principal must be made by appointment. To schedule an appointment, you may call the school office or e-mail the teacher directly. Teachers will not be permitted to discuss student information during car-rider line or to hold phone conferences during classroom hours. It is very important to set up a meeting time that coincides with the teacher's and principal's schedules.

Elementary Parent-Teacher Conferences will be held during December and again at the end of the school year. All December conferences will be mandatory. These meetings will allow you to gain insight into your child's progress and growth throughout their assessments in the areas of Reading, Writing and Math. During this time, the teacher will answer all questions concerning your child's academic and social performance. Upper school conferences will be held on an as-needed basis throughout the school year. Conferences at the end of the year will be done on an individual basis at the request of the specific parents.

# Health

**Medication:** The school will provide first-aid treatment for all minor injuries and for students who become ill during the day. The first-aid treatment will be utilized in the school office area. In case of illness, parents are notified and are asked to take the child home, if necessary.

All medication brought to school must be turned in to the office. Only clinic/office personnel are allowed to administer medication and only with the written permission of the parents. No aspirin, Tylenol, cough drops or other over-the-counter medications will be dispensed from the classroom. Students may not keep medication in their backpacks. Medications may be dispensed from the office if the following procedures are observed:

1. A written, signed and dated Medical Release Form must be completed in the office prior to administration of medication.
2. Medication must be in the original bottle or package, with directions and brought to the office by the parent.

**\*\*If your child has been prescribed an Epipen or Inhaler it is very important that you let us know before school begins. These must be turned in to the office and a Medical Release Form must be filled out.**

**Illness:** Family Christian Academy desires to maintain a healthy school environment for all students. Therefore, we ask that no child be allowed to attend school who exhibits the following symptoms: vomiting, diarrhea, cold, coughing, green or runny nose or a fever of 100+ within the last 24 hours.

**Lice:** If your child has lice, please do not send him/ her back to school until the head lice is treated *and* all the nits (eggs) have been removed. Please let us know if your child will be staying home due to lice. It is extremely important that we know which classrooms have been affected so we can treat accordingly.

## **Medical Absence Program**

At FCA we value the health and well-being of all of our students. We understand the devastation a life-threatening medical diagnosis can have on a family and that is why we are committed to partnering with families to ensure that we provide the highest level of support for each of our students. In light of this we have implemented an FCA Medical Absence Program (FCA-MAP) to assist parents, students, teachers and administration to navigate the period of time a student is undergoing treatment for a medical diagnosis. Please set up a meeting with administration to determine eligibility for this program. It is important to remember that FCA-MAP is not the only option a family has for uninterrupted academic progress. Families may choose to withdraw from FCA and enroll in a state sponsored Hospital Homebound Program. More information on this program can be found at: <http://www.fl DOE.org/academics/exceptional-student-edu/ese-eligibility/hospital-homebound-hh.stml>

## **Safety**

**Security:** Because Family Christian Academy is an open campus, it is highly important that all families and staff members follow the safety guidelines below:

1. All doors must be locked at all times.
2. All visitors to the campus must call the office phone number and enter the school building only through permission of the office staff.
3. All visitors to the school, classrooms or buildings must receive a School Visitor's Badge. Parents will NOT be permitted to walk up to the classroom without checking in through the office first. Any students arriving late to school will need to be signed in at the office and escorted to class by a staff member. Teachers will NOT open their classroom doors for any reason unless the person requiring entry is escorted by the principal or office staff.  
\*All parents wishing to eat lunch with their child need to arrive 10 minutes early and sign in at the front office. Parents will enjoy lunch with their child

at the picnic tables outside. Parents must sign out after lunch at the front office.

4. All students must be checked in/out through the office only.
5. Teachers will be notified of any visitors to the classrooms.
6. All staff members will receive background checks. Any person working as a volunteer with the students, attending a field trip or working as a substitute teacher must receive the proper fingerprinting/background checks before being allowed to work with or chaperone the students.
7. No elementary students shall be allowed to walk freely on campus during school hours. Staff will be required to escort students around the campus.
8. No staff members will be permitted to transport any FCA students (other than their own children) in their vehicle for field trips or other school events.
9. Any parent who would like to remove their child from school early MUST come to the office to sign out their child. Do NOT go directly to the classroom. As a courtesy, we ask that you notify the office at least 15 minutes prior to picking up your child. This will allow the teacher time to gather all necessary items and to ensure your child goes home with all of their school work, letters and any other important papers.

We always strive to make FCA a fun, loving and safe learning environment for all of our students and staff. Please review the following important information regarding Background Checks and Car-Rider Safety Procedures.

**Background Check Required for the following:**

- Chaperoning/ Attending a field trip
- Observing after-school clubs (not final performance/presentation day)
- Volunteering in the classroom
- Attending recess with your child's class

- Volunteering in the office
- Sports Coach or Assistant Coach for any FCA team
- Volunteering for Special Events that require working with children (Easter Egg Hunt, Jump Rope for Heart, Harvest Party, Stocking Stuffer Party, etc.)

**Background Check NOT Required, but you MUST check in at the office, sign in and obtain a visitor badge for the following:**

- Chapel
- Lunch

\* If anyone other than the parent will be coming to have lunch with your child you must notify the office via e-mail prior to lunch period. This includes "Grand Lunch."

**Background Check NOT Required for the following:**

- Performances/Presentations and Programs on the FCA campus (Science Fair, Club Parties, Talent Show, Christmas Program, Thanksgiving, etc.)
- Special Events (Spring Fling, Family Book Fair Night, Family Movie Night, etc.)
- PTO Meetings

**Reminder About Car-Rider / Carpooling:**

If you have a regular routine for car-rider line pick up (someone other than you picks up your child daily, you carpool with another FCA family, etc.), please e-mail the office with your carpool schedule or other applicable routine information. If at any time that routine changes, you must e-mail the office with the change. If anyone, besides the parent, is picking up your child, we ask that you e-mail the office prior to the start of car-rider line notifying us of the change.

## **Internet Use**

Each week during the scheduled computer lab time, the students will have access to the Internet for educational purposes. Teacher supervision will be mandatory during this time and the students will only be permitted to log on to sites that are approved by the classroom computer instructor. It is our goal to maintain a safe environment at school and to discourage access to any objectionable material that may harm the students at FCA.

## **Photo Release Form**

Throughout the school year, many opportunities for the students' photos to be taken will arise. It is mandatory that each parent or guardian sign a Photo Release Form in order for your child's picture to be taken. Our school uses these photos for such purposes as classroom decor, marketing tools, yearbook, classroom gifts, recognition, etc. Any student who does not have a Photo Release Form on file in the office will not be permitted to take part in photo opportunities.

## **POLICY ON ELECTRONICS USAGE**

We are so blessed to have technology at our fingertips these days! It definitely enhances learning and makes teaching easier in many ways! However, in order to continue electronics use in our classrooms, as well as a reward before and after school, we need to communicate our expectations for this usage.

Students are permitted to use electronics in class only when the teacher has deemed it appropriate. Electronics should never be out unless the teacher has given permission to do so for educational purposes.

Electronics are NOT to be used during morning devotion, class changes, at lockers (upper school), in the restrooms, at lunch, or any other "free" time. If they are, the behavior management system will be employed, resulting in a staff member taking the electronic device and demerits being given. Subsequently, a parent will be required to pick up the electronic device.

No photographs or videos are to be taken during school hours. This includes before school care and car rider time. Some families have strict rules about their child's picture being taken and posted on Facebook or Instagram. We must respect their wishes; therefore, no pictures or videos are allowed to be taken during school hours.

Cyberbullying outside of school hours is a real problem in many schools around our nation. While we have not had to deal with this problem, if such an incident arises Mrs. Paynter will administer consequences as necessary. Students are NOT required to have electronics in order to attend FCA! We have school iPads that the students can use if the lesson involves technology.

Students are not permitted to go on You Tube or watch online videos, post to Instagram or Facebook, or any other "social media" activity during school hours, including before school care and car rider time. This is strictly prohibited.

Elementary students will be permitted to use their personal electronic devices during Fun Friday only. Students will only be permitted to play games/apps that have been previously approved and downloaded to their device.

## **Yearbook**

All students will have the opportunity to purchase a yearbook when they go on sale at the end of the school year. Order forms will be sent home. Please help us with this valuable project by capturing and saving photos of the students and events throughout the school year. Once you have captured the pictures, please send them directly to our e-mail address at [administration@fcaorlando.com](mailto:administration@fcaorlando.com). You may also save the pictures to a CD, memory card or thumb drive/flash drive and send it to school in your child's folder in an envelope labeled "Yearbook" with your name on it. Your digital media will be returned to you in a timely manner.

Receiving your photographs promptly will allow the Yearbook Committee to create and assemble the yearbook pages throughout the year and assist us with successful project management. The yearbook is one of our most prized possessions at the end of each year.

## **Chapel**

The chapel service is a very important and special part of our school program. These services allow the students to praise God, hear powerful messages, pray with their friends and learn valuable life lessons. Chapel services will be held each Friday in the Student Center. Elementary Chapel will be from 9:00-10:00. Upper School Chapel will be from 10:00-11:00. We will have a combined chapel the last Friday of each month from 9:00-10:00. Parents are encouraged to attend. This is a great time to bond together as a school and experience the Christian education that the children are receiving each day. All students and other family members who attend the chapel services must abide by the rules and conduct of the school. This allows for the least amount of distractions during this valuable time. We also encourage parents to attend our Friday morning Parent Prayer Time from 8:15-8:45 in the sanctuary. This is a great time to bond with other families and to join together as a school community. An administrator or teacher will be present during this time to lead a short devotion and facilitate prayer requests.

## **Conduct**

Students are expected to conduct themselves in a Christian and respectable manner while attending Family Christian Academy. All school rules must be followed in order to receive positive rewards and be recognized as an outstanding student. Family Christian Academy reserves the right to no longer accept a student for enrollment if they do not follow the proper conduct rules of the school or if the administration decides that the student is not maintaining all standards set by the school.

Students must adhere to the following rules:

1. Be prepared for class by having all proper supplies and arriving to school in a timely manner
2. Be prepared with all assignments and returned forms
3. Be a good listener to your teachers and other students
4. Be respectful of others and their property



5. Raise your hand in class
6. Be a team player and show good sportsmanship
7. Always give your best effort to every task
8. Have a positive attitude
9. Lunchroom Rules:
  - Students will enter quietly
  - The students must remain quiet for the first 10 minutes in order to eat their food without distractions
  - All students are responsible for throwing away their trash and cleaning their table space
10. Chapel Rules:
  - Students may choose to sit with family members who attend chapel
  - Students must stay at their seat throughout chapel
  - Students should attempt to use the restroom BEFORE chapel so as not to interrupt the service
  - Students are expected to be respectful during prayer and presentations

## **Classroom Management Plan**

Our Classroom Management Plan is based on our Philosophy of Education, which allows for all students' needs to be met in a positive environment. We utilize several key strategies (below), which assist us in achieving this goal. FCA is a unified school, where all staff members work together to carry out the same philosophy and strategies for effective learning.

### **Elementary Points:**

- If a student exhibits positive behavior, they may earn extra points.
- Students may also have the opportunity to earn extra points during their lunch, recess, PE and Specials time. The students' behavior will be communicated to the classroom teacher each day through the use of a clipboard system.
- If a student does not follow a procedure or rule, they will be given a verbal warning first, followed by a visual warning (pulling their behavior stick – see below) and finally, they will be instructed to subtract points and receive an “X.” Each time points are subtracted, the amount will increase.

- At the end of the week, all students will have the opportunity to visit the classroom Paw Place store, unless they have received five or more infractions (“X’s”). During their store time, the students will be able to “purchase” fun toys/items based on the number of points they have earned during the week. Paw Place will take place in the student’s individual classroom.
- On Fridays, all students who have exhibited positive behavior throughout the week will be able to participate in a school-wide event called Fun Friday. It will consist of playing board games, personal electronics (once a month), having special time with friends and fun music. The students will bring their games and toys to school on Friday morning and take them home Friday afternoon. The students are responsible for the care of any items that they bring in to the school from home.
- Any student who has had three infractions (“X’s”) throughout the week, consisting of subtracting points, will not be able to participate in Fun Friday.

All classroom management concerns will be addressed through your child’s specific teacher by the use of the Student Planner. If an issue persists, a parent will be notified. Any child sent to the office will receive a Discipline Form (Red Slip) that must be signed and returned. Discipline Forms will be issued for the following infractions:

- Using curse words
- Talking about inappropriate topics
- Touching others in anger
- Altercation (verbal or physical) with a teacher or staff member
- Actions requiring removal from the classroom environment

Family Christian Academy works with each child to set academic and social goals that are achievable and rewarding. We work together as a team to promote positive reinforcement and Christian standards among our students.

# **UPPER SCHOOL DEMERIT SYSTEM**

In replacement of our previous behavior management plans, Family Christian Academy will be implementing a demerit system for behavior. These demerits will be tracked in RenWeb, viewed online daily by parents and teachers, and will be communicated via email. Demerits will accumulate over the nine-week grading period, and will be “reset” each nine-weeks. The consequences are listed below for each level offense.

## **Behaviors that constitute one demerit are:**

- ✓ Disorderly conduct (i.e. running/yelling in the halls/classrooms/lunchroom; leaving mess in classroom or lunchroom)
- ✓ Disruptions in classroom
- ✓ Disrespect to student or adult
- ✓ Disobedience
- ✓ Inappropriate affection
- ✓ Not having supplies
- ✓ Being tardy after a class change
- ✓ Dress code violation (including PE uniforms and non-FCA jackets/sweatshirts)

## **Level I Disciplinary Action: 1-24 demerit**

- ✓ 3 demerits: Lunch detention on Tuesday or Thursday
- ✓ 6 demerits: 2<sup>nd</sup> lunch detention on Tuesday or Thursday
- ✓ 9 demerits: 1<sup>st</sup> after school detention on Wednesday for one hour (\$25)
- ✓ 12 demerits: 2<sup>nd</sup> after-school detention on Wednesday for one hour (\$25)
- ✓ 15 demerits: Saturday detention with administration from 7:00-1:00 (\$75)
- ✓ 18 demerits: 2<sup>nd</sup> Saturday detention with administration from 7:00-1:00 (\$75)
- ✓ 21 demerits: one day in-school suspension
- ✓ 24 demerits: Suspension (in-school or out of school to be determined by administration with NO extracurricular activities (i.e. soccer, pep rallies, cheerleading, basketball))

**Level II Disciplinary Action:** Behaviors that automatically constitute two demerits are:

- ✓ Inappropriate affection (kissing)
- ✓ Office referrals
- ✓ Unauthorized use of cell phone
- ✓ Cursing or use of profane language
- ✓ Sexually inappropriate language
- ✓ Arguing with authority
- ✓ Aggressive or inappropriate contact during sports activities

**Level III Disciplinary Action:** The following behaviors may be grounds for in-school suspension or dismissal from FCA:

- ✓ Fighting on campus
- ✓ Weapons on campus
- ✓ Bullying and/or cyber bullying
- ✓ Use of alcohol and/or drugs on or off campus
- ✓ Any other office referral that administration deems a Level III offense

### **Policy on Cheating/Plagiarism**

Students caught cheating or plagiarizing work will receive a zero on the assignment. Any student allowing another student to copy their work will also receive a zero on the assignment. Students will also receive a demerit.

### **REWARDS!**

Students can earn merits throughout the day for positive behavior. Some examples include: listening and following directions, being on task with assignments and working well with others, or being a good role model for others. Students also earn points in specials, their exploratory class, PE, and lunch for exemplary behavior. In addition to merits, students can earn tickets towards the class snack bar.

## **Academic Probation**

Students must establish and maintain a pattern of success while attending Family Christian Academy. An upper school student who receives a failing grade, 59% or below, in any class at the conclusion of the quarter will be placed on Academic Probation. The student and parent will meet with administration and the teacher to discuss strategies and develop a plan of action for improvement. If the student receives a failing grade in the same class in the following quarter, they will be asked to withdrawal from the school. Re-enrollment will be assessed if they are able to show improvement. Students will be eligible to enroll during the fall of the following school year.

## **High School Community Service Hours**

We recommend that all high school students complete 100 hours of community service in order to be eligible for the Florida Bright Futures Scholarship program. National Honor Society members are required to have at least fifteen community service hours per year. Community service hours should be logged on the Community Service Log and turned in to Mrs. Glemser.

## **Field Trips**

Your child will take part in exciting field trips and community service projects throughout the school year. There will be two off campus field trip for each grade level. Parents are strongly encouraged to attend the off- campus field trips, if possible. If you cannot attend the field trip, a note must be submitted to the school indicating who your child has permission to ride with on the field trip. It is the responsibility of the parent to coordinate carpooling with another family. If the situation arises and there are enough students requiring alternate transportation, FCA will utilize a bus service at the expense of those requiring this service. As stated previously, no staff member will be permitted to transport any FCA students (other than their own children) in their vehicle for field trips or other school events. A permission slip must be signed by the parent for each field trip. All upcoming field trips will be listed on the calendar, which is given out at the beginning of each school year, so that each family may plan accordingly for these events. As a school, we try to keep the cost of the field trips relatively inexpensive. It is our goal to provide the students with relevant and educational field trips that are

centered around the curriculum. We will provide you more detailed information about each upcoming field trips as the year progresses.

## Parental Involvement

Parents are strongly encouraged to be involved in the educational process at Family Christian Academy. Some ways that parents can help are as follows:

- ★ Attend P.T.O. meetings
- ★ Room Parent
- ★ Attend field trips
- ★ Assist with classroom projects, class events and parties
- ★ Support and attend fundraisers
- ★ Bring in supplies
- ★ Share talent or hobbies with the school
- ★ Volunteer for special events; such as Career Day and Field Day
- ★ Check your child’s daily folder for events and activities
- ★ Be actively involved in your child’s education
- ★ Coach sporting events

If you would like to help out in any of these areas, please let us know. Please note that any volunteer working with the children directly must participate in fingerprinting/background checks. These forms must be on file in the school office.

### Parent Tips

<u>Daily/Weekly</u>	<u>Yearly</u>
Send your child to school with a water bottle and snack every day.	Pray for the Continued Growth of our School
Read & sign your child’s planner.	Support the Administration and Staff
Check folders & planners daily, and respond to enclosed notes in a timely fashion. A packet will be sent home monthly detailing all fees and upcoming events.	Volunteer

A signed Medication Form must be on file for ANY medication (including over-the-counter pain medicine, cough drops, EpiPens, etc.) being dispensed at school.	Get Involved with PTO
Check your E-mail daily for Teacher/Administration communication and Monday Newsletter.	Attend Family Events
Help your child study for tests and review study guides.	Review the Behavior Plan
Check Renweb for updates on your child's grades, upcoming assignments, and behavior.	Sign up for our new online payment option through FACTS.
Arrive promptly for school	

## **Athletics**

As a part of your child's education at Family Christian Academy, they will have the opportunity to participate in Extracurricular Activities. FCA participates in developmental soccer for ages five through eleven. We hold practices twice a week after school during the soccer season and encourage the students to get involved while promoting school spirit and pride. Each student who participates receives a uniform, weekly training, a trophy or medal, a sport celebration and a positive learning experience.

We provide a wide variety of sports for our upper school students. Family Christian Academy is part of the Florida Christian Conference. This allows high school students to participate in sports, such as boys' varsity soccer, boys' JV and varsity basketball, boys' and girls' JV and varsity volleyball, and varsity cheer. Occasionally the varsity sports schedule calls for students to leave school early in order to arrive on time for a game. While we make every effort to prevent this from occurring, there are some instances where it cannot be avoided. It is important to be aware of our attendance policy as outlined on page ten.

All students participating in sports must have an updated physical on file.

Our goal is to continue to build our athletic program and strengthen our students' knowledge of training methods and techniques through a variety of sports programs. Please contact Coach Paynter with any questions.

## **Fundraising**

Along with the academic schedule at FCA, there are numerous activities throughout the year to build support for the school. Please be on the lookout for several events which will encourage the growth and expansion of our facilities. While we feel it is very important not to overwhelm the parents with numerous selling responsibilities, we do participate in a few fundraising events which allow us to continue to provide a great education at FCA while having fun. We encourage each parent to become involved in our Parent Teacher Organization and find out more about how you can help our school reach new goals. A list of fundraising opportunities will be made available to each family. If you have any questions, comments or concerns in this area, please contact our PTO. PTO meetings are held regularly throughout the school year.

## **Lost and Found**

Any found articles that are left at school each day will be turned in to the office. Anyone who has lost an item should check with office personnel. Articles not claimed will be given to charity each quarter. Please remember to label student clothing, book bags, water bottles and lunches for easy identification. If you misplace an item, you may also e-mail us for your convenience. Items not claimed after one month will be discarded.



# **Birthdays**

FCA will allow students the opportunity to celebrate their special day during school hours, as long as the following procedures are observed:

1. Notification must be given to the child's classroom teacher at least one day ahead of time.
2. There must be enough provisions for each student present
3. The celebration must take place during your child's snack time in his/ her classroom.

**Special Note:** As a tradition of FCA, the birthday child's classmates must say positive words about that child on their special day. This takes place during their snack time in their classroom and is usually a very memorable and special time. This is a great time for parents to witness the impact that their child has had on others. Please plan an appropriate time with your child's teacher for the birthday celebration.

4. All parents who are bringing birthday treats must check in and sign out at the front office so as to not disrupt the students' academic day.
5. Teachers will assist in passing out birthday invitations at school only if all students in the class are invited. Otherwise, the students will have to mail out their birthday invitations.

## **Articles Prohibited at School**

It is the goal of FCA to allow each student the opportunity to achieve academic growth throughout the year. Therefore, it is very important that students do not bring any articles that may interfere with their focus and achievement in the classroom. Items such as weapons, toys, radios, balls, collectibles, etc. are prohibited at the school during the students' academic day. Show and Tell items may be brought to school with special permission from the child's classroom teacher. Students that bring items to school that may interfere with the learning achievements or safety of the other students will be sent to the office. Items of this nature will be kept by the administration and will only be returned to the parent or guardian. It is important that parents communicate to their children the importance of these guidelines.