



# **PARENT/STUDENT HANDBOOK**

## **2024-2025**

K4 through Twelfth Grade

175 Spring Time Street  
Spring Hill, Florida 34608  
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## **We Believe:**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God (II Timothy 3:16, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Matthew 3:16-17, John 1:1-3, John 10:30, John 14, I Timothy 3:16).
3. We believe in the deity of Christ (John 14), His virgin birth (Matthew 1), His sinless life (II Corinthians 5:21), His miracles (John 21:25), His vicarious and atoning death (John 3:16), His resurrection (Ephesians 1:20, Revelation 1:18) His ascension to the right hand of God the Father (Colossians 3:1), and His personal return in power and glory (Matthew 16:27).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8-10, Titus 3:5-7).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 6:19-20).
7. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24, Lev. 18:1-30, Rom. 1:26-29, I Corinthians 6:9-11, I Thess. 4:1-8).
8. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person. (Gen. 1:26-27)

## **Mission Statement**

Faith Christian Academy is a ministry of Faith Baptist Church. The beliefs and principles held by the Administration and Staff are based on the truths presented in the Word of God. The primary purpose of Faith Christian Academy is to train Christian young people to live for Christ. As a ministry arm of Faith Baptist Church, Faith Christian Academy belongs to Faith Baptist Church and, therefore, the Pastor is ultimately responsible for the school. Employees of said organization are employees of Faith Baptist Church and will strive to educate each student to the best of their ability for the glory of God.

## Pledges

Each day, students will be required to pledge to the American flag, the Christian flag, and the Bible, as follows:

### **AMERICAN FLAG:**

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

### **CHRISTIAN FLAG:**

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

### **BIBLE:**

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

## Admissions

Students entering the Kindergarten program should have reached the age of 5 on or before September first. Some exceptions are possible, but must be approved on an individual basis after evaluation, and only with the approval of the Administration. Any student enrolling with an age exception enrolls with the understanding that he/she may be retained in Kindergarten the following year if he/she is not performing at the necessary level for promotion. Faith Christian Academy reserves the right to make the final decision in these situations.

Faith Christian Academy is a Christian school by design, and as such, the Administration asks each family to be regularly attending church, preferably at least once a week (Heb. 10:25). We believe that the consistency of seeing parents and teachers emphasizing the importance of church attendance benefits the student.

## Admissions Procedures

1. An online application must be completed and submitted for review by Administration.
2. Admissions Interview—Explanation of philosophy, curriculum, and beliefs. Tour of school.
3. Applicant will receive an acceptance letter (paper or digital) from Administration and access will be granted to the Enrollment Packet.
4. Enrollment packet must be completed and all supporting documentation accompanying.
5. Registration and Book Fee must be paid for each student enrolling. (see **Finances**)
6. Parent/Guardian will be contacted to arrange for an appropriate start date if enrolling after the school year begins.
7. Uniforms must be purchased through the FCA approved vendor.

## **Re-enrollment**

Students currently enrolled will be given the opportunity to register for the coming year for approximately one month before enrollment is opened to new students. No student currently enrolled is automatically guaranteed enrollment for the coming year. Each application for re-enrollment will be approved at the sole discretion of Faith Christian Academy.

## **Withdrawal/Dismissal**

NOTICE: A student may be withdrawn for any reason with a written notice of three days. Faith Christian Academy has the right, for any reason, to ask the student to withdraw with notice of three days. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

TUITION REFUND: If a student is withdrawn or asked to withdraw, any refund will apply to tuition already paid and not to any fees or other expenses paid by the parent. A refund will be issued for tuition already paid for the months remaining through the end of the school year.

## **Finances**

Registration and Book fees are nonrefundable.

### **Tuition**

Tuition is due in full on the first of each month beginning with August and continuing for the next nine months for a total of ten months. A 10% discount is available for any account which is paid in one initial payment on or before August 30<sup>th</sup>.

**COMPLETE LIST OF TUITION/FEEES CAN BE FOUND ON THE SCHOOL WEBSITE OR A COPY MAY BE OBTAINED FROM THE FINANCIAL OFFICE**

### **Delinquent Accounts**

An account becomes delinquent after 30 days and will require an immediate meeting with the parents to arrange for the account to be paid in full. Report cards and test scores, along with transfer of records, will not be honored for students with past due accounts. Accounts must be current for a student to re-enroll the following year.

### **Scholarship**

Faith Christian Academy accepts several scholarships that are available through the Step Up for Students organization. These programs provide K-12 education scholarships for qualifying students, each with their own varied criteria for eligibility.

Visit the website at [www.StepUpForStudents.org](http://www.StepUpForStudents.org) for more information.

Families utilizing one of the available scholarships will be notified by the scholarship of electronic deposit for their child's/children's tuition payment. The parent/guardian is responsible for completing all necessary steps as outlined by the scholarship organization in a timely manner. If payments are not approved according to scholarship guidelines, parents will assume **full responsibility for the tuition payments**. Faith Christian Academy will ultimately hold the parent/guardian responsible for all tuition and fees.

## **Academics**

Faith Christian Academy is dedicated to the pursuit of academic excellence. We use ABEKA curriculum from Pensacola Christian College Press and ACE curriculum from Accelerated Christian Education. All students from grades K through 12 take a standardized achievement test each spring to measure academic prowess in each of the core subjects. These standardized tests allow teachers and school personnel to monitor the learning of the students.

## **Curriculum Overview**

Abeka classes use the ABEKA curriculum which has a strong phonics approach to reading. The program's emphasis is on reading, writing, mathematics, history, science/health, and language arts. Individualized classrooms utilize Accelerated Christian Education. Accelerated Christian Education specializes in educating the child according to his/her academic needs. All the core subjects, as well as several electives are offered. In all classes, Character instruction and Bible are also part of the daily instruction. In addition to the academic curriculum, students will receive physical education and field trips to enhance the learning process. The King James Version of the Bible is used in class, chapel, and for Bible memory. Each student should have his/her own copy of the King James Version of the Bible. Students will memorize a Scripture passage each month.

## **Report Cards, Progress Reports, Conferences**

Report cards are issued every 9 weeks for 1<sup>st</sup> through 12<sup>th</sup> grade. A parent may request a conference with his/her child's teacher concerning his/her progress. Progress reports may be sent home to inform parents when help is needed.

## **Academic Policies**

### **Grading Scale**

100-90 – A	79-70 – C	59 and below - F
89-80 – B	69-60 – D	

## **Standardized Achievement Tests**

Each spring Faith Christian Academy administers a standardized achievement test to each student from Kindergarten through 12<sup>th</sup> grade. This is a nationally recognized test and allows us to identify any areas of weakness as well as providing a base from which progress can be gauged from one year to another.

## **Graduation Requirements**

Faith Christian Academy offers two diploma programs. Students may graduate with a College Preparatory Diploma or a General Diploma. Each high school student is given a personalized list of the classes required to graduate and is counseled concerning the best program. Parents are given a copy of the two diploma requirements and are asked to discuss the options with their child. Generally, 26 credit hours are required for graduation.

## **Dual Enrollment**

Students who are Juniors or Seniors have the option to participate in dual enrollment if they are working on grade level.

## **Attendance**

Regular attendance shall be defined as attending school for the full scheduled day on the day during which school is in session. Students are expected to attend all sessions unless properly excused by the school authorities. Regular attendance is imperative! Please avoid unnecessary absences. Whether absent or one hour late, a parent/guardian must notify the office by 9:00 a.m. on that day to explain the absence or delay. **A parent/guardian note of explanation is required upon the student's return.** (Florida law –Section 1003.26 Florida Statutes—specifies that the parent of a student must justify each absence and that the school must track excused and unexcused absences.) Late students report to the office to receive a pass to report to class. If there is no written excuse, the student is unexcused. **If you would like to pick up the student's work, please notify the office by 10:00 a.m. to receive it by 3:00 p.m. the same day.**

### **Excused Absences:**

A written note explaining the reason for the absence and the date(s) of the absence is required in order to be considered excused. Excused absences will not be assessed any penalty and include:

- Illness of the student
- Bereavements
- Verifiable medical, dental, or optical appointments
- Accident resulting in injury to the student
- Serious illness in the family
- Pre-approved personal reasons. All pre-planned or extended absences must be approved by the teacher, and the principal must be notified in writing one week prior to the absence. All work missed must be made up in the prescribed time.

### **Unexcused Absences:**

- Suspensions (In School Suspensions and Out of School Suspensions)
- All absences not verified by written note
- Individual situations will be decided at the discretion of the administration.
- Class work and assignments must be made up.

### **Maximum Allowed Absences**

Any student 1<sup>st</sup> through 8<sup>th</sup> grade, having 18 or more absences in a given school year may receive no credit for the school year. The child may be in jeopardy of being retained based on attendance. An exception may be considered by Administration if extenuating circumstances exist.

Any student, 9<sup>th</sup> through 12<sup>th</sup> grade, having 9 or more absences in a given school semester may receive no credit for the semester. An exception may be considered by Administration if extenuating circumstances exist.

### **Tardiness**

It is extremely important that parents instill the value of being punctual in their children. It is disruptive to the teacher and class when students arrive late. The teacher will keep a record of tardiness on each student. Excessive tardiness may place a student's promotion in jeopardy or lead to other disciplinary actions. Such cases are dealt with on an individual basis by administration. We urge the parent to cooperate in this vital area by having the student arrive at school on time. If your child is late, he/she must go to the office and get a tardy slip, which he/she will need to present to the teacher to enter class.

### **Hours of Operation**

K-4: Monday - Friday 8:30 a.m. – 12:00 p.m.

K-4: full day program, 8:30 a.m. - 3:00 p.m. may include before and/or after care

K-5 through 12<sup>th</sup> grade - School hours 8:30 a.m. - 3:00 p.m.

### **Before and After School Care**

Students using Before Care may enter the building no earlier than 7:30 a.m. Students dropped off before 8:30 a.m. must report to the room where teachers are supervising students. If a student is dropped off before 8:00 or picked up after 3:15 p.m., parents will be billed accordingly. There will be a late fee for any child picked up after 5:30 p.m.

### **Arrival and Dismissal**

Students arriving between 8:00 a.m. and 8:30 a.m. should enter the church auditorium through the double doors on the North or South parking lots. During that time, staff members will supervise the students while the remainder of the staff meets for prayer. Students **MAY NOT** remain outside or in cars unsupervised. If a parent chooses to stay with his/her child until classes are dismissed from the auditorium, he/she may supervise his/her children on the playground or in the car.

If students arrive later than 8:30 a.m., a late pass must be issued from the office and presented to the teacher.

Any time a student leaves the school before 3:00 p.m., his/her parent must come to the school office to sign his/her student out for the day.

**Daily Dismissal Procedure:** At the end of each day, the students will be dismissed from the church auditorium to be picked up. Students may only leave with their parents or persons on their approved pick-up list. If an emergency arises regarding student pick-up, please call the school office immediately.

Dismissal will be handled with car lines in the **North** and **South** parking lots. Each family will be assigned to a car line for dismissal. School-issued cards displaying family names will be provided at the beginning of the school year and **must be displayed** when picking up students. If a driver does not have a school-issued card, the driver must park in the **South** parking lot, go to the office, show a drivers license, and sign the student out. No student may be signed out “early” after 2:45 p.m. Beginning at 2:45 p.m., pick up must be done following the normal school dismissal procedures.

### **Driving Students**

Students with drivers licenses may drive their own vehicles to school. **Students who will be driving to school must have a signed permission slip from his/her parents on file in the school office.** Permission forms may be obtained in the school office and must be filled out at the beginning of each year or at the point when a student begins driving to school. However, an individual’s car is not a place to “hang out” or to wait for classes to begin. Therefore, upon arrival on school property, the student must exit the vehicle and come into school immediately. A driving student may ONLY have other students ride with him/her with written permission from both sets of parents (the driving student and the “rider.”) After school, the student must go immediately to his/her vehicle and depart as soon as he/she leaves the classroom.

### **Chapel**

A weekly chapel service is provided in the church auditorium for all ages. Bible stories, special announcements or guest speakers may be a part of the chapel service.

### **Personal Belongings**

Students may bring personal items to school, but the school and its staff will not be responsible for articles stolen. School authorities may perform general inspections of desks, at any time without notice, without student consent, and without a search warrant.

Faith Christian Academy reserves the right to search the student’s person and belongings in the event the school suspects the student possesses an unapproved item. Personal belongings include: backpacks, purses, pockets, etc. and may also extend to the automobiles of driving students. The registration of a child constitutes parental consent to such searches. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult

witness of the same sex present. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

## **Standards of Conduct**

### **Courtesy**

Christians are supposed to treat everyone with proper respect and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining, gossiping, vulgarity, cursing, or discouraging others is not acceptable at Faith Christian Academy and will be corrected through discipline.

### **Classroom Behavior**

Students are expected to come to class dressed appropriately, prepared, and on time. To be prepared, the student must have paper, writing utensil, homework completed, and the books necessary for that day's work. Disruptions to the class routine will not be tolerated. Articles not related to class work are NOT permitted without prior permission from a school administrator. Administration may confiscate any article deemed unsafe or a detriment to the school environment.

Students must respect Academy teachers and staff, as well as their fellow classmates. Teasing, name-calling, bullying, and other forms of harassment will not be tolerated at school or on any form of social media or internet site. No knife, gun, or other weapon may be brought on school property. Possession of a weapon at school or any school activity may result in suspension or immediate expulsion.

### **Electronic Devices**

Electronic devices have no place in the classroom or at any school sponsored activity unless permission is granted. (This includes all hand-held electronic devices.)

Cell phone use is not permitted at school, during "Before" or "After" Care, or at any school sponsored event. Any communicative device including, but not limited to the capability for internet accessibility, text messaging, social media access, phone, or camera capability, must be turned off and turned in to a teacher upon arrival at school. Devices will be secured in a lock box, and returned to the student when he/she leaves school. Students arriving during "Before" care must turn in their devices to a teacher on duty. The devices will be taken to the classrooms when the students are taken to class. If a student brings an electronic device but does not turn it in, the first offense will be confiscation of the device until the end of the school day. The second offense will be holding the device in the front office until the end of the day when it must be picked up by a parent. The third offense will require a parent/guardian to meet with administration in order to retrieve the device. If any social media indicates that a student has his/her device on campus, disciplinary measures will be taken.

## **Honor**

Students are expected to be honorable in their character, which would not allow for lying, cheating, stealing, deception, forgery, gossip (in person or social media), or poor stewardship. Cheating will result in a zero for that assignment (whether the student was *doing* the cheating or *allowing* the cheating). Claiming any other person's work as your own, even in homework, is considered cheating.

Students are expected to respect the school property. This includes proper treatment of desks, furnishings, computers, books, walls, etc. Parents may be called on to cover replacement or repair expenses. Parents are expected to model behavior for their student that aligns with and reinforces the conduct expected of their students.

## **Physical Contact**

Proper Christian conduct toward another student, of the opposite sex or same sex, is important and is emphasized at Faith Christian Academy. No romantic physical contact (holding hands, putting arms around each other, kissing, etc.) will be permitted on school grounds, in vehicles, or at school activities or functions. Further, placing hands on another person is not acceptable. This includes, but is not limited to: pushing, shoving, hitting, kicking, scratching, and biting.

## **Worldly Pursuits**

Faith Christian Academy strives to teach their students how to live a Christ-centered life by being **IN** the world without becoming a part **OF** the world. Therefore, use of alcohol, tobacco, illegal drugs and/or misuse of legal drugs, reading and/or watching pornography, or immodest behavior are all activities from which our students are expected to abstain both on and off campus. Students are to abstain from any illicit sexual contact between members of the same sex or the opposite sex. Further, any student who engages in or promotes any type of sexual behavior not consistent with Christian principles (including sex outside of marriage and homosexuality) may be suspended, dismissed, or asked to withdraw.

Conduct which is prohibited at school is equally prohibited away from school. The Christian life is not a game, with one set of rules for church and school and another set of rules for everyday life. Regardless of whether the prescribed activity takes place at or away from school, the student is equally subject to discipline for those actions, up to and including expulsion.

## **Use of Drug or Alcohol Prohibited**

Use of, distribution or possession of items such as tobacco, alcohol, drugs and mood-altering substances is forbidden and may result in immediate expulsion.

Faith Christian Academy holds to the belief that the actions of students should be above reproach both on and off campus. Because this standard is vital to the testimony of the individual, the church and the school, the Administration reserves the right to administer drug tests as needed. Random drug testing may be administered by the Academy at any time during the school year. In addition, drug testing may be used when situations indicate that students may be participating in drug related activities. A

positive drug test will result in a five day Out of School Suspension (OSS), and a second occurrence will result in immediate dismissal.

Nothing in these policies shall be construed as granting a student the right to any hearing with the Administration or any other Academy official. The Academy Administration may decide, in its sole discretion, to request a hearing or to grant a student's request for a hearing on a case-by-case basis. The Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration for the purpose of disciplining students of Faith Christian Academy shall be made in the sole discretion of the school officials and are not subject to further review by any court or other body. All discretionary decisions made by the Administration for the purpose of disciplining students of Faith Christian Academy shall not be subject to further review by any court or other body.

### **Articles Prohibited**

Articles not related to class work are NOT permitted without prior permission from a school administrator. Articles prohibited (include, but are not limited to): cigarettes/tobacco, alcoholic beverages, narcotics, knives, guns, magazines, or books not related to class work. These articles will be confiscated and must be reclaimed by parents. Should the law be violated, civil authorities will be contacted. Students in possession of illegal drugs, knives, or guns on the campus will be suspended or dismissed and turned over to law enforcement. Administration may confiscate any article deemed unsafe or a detriment to the school environment.

### **Damaged or Defaced Property**

Damaged or defaced property or material must be repaired or replaced by the student (or parent) to the satisfaction of Administration of Faith Christian Academy. If the damaged property is repaired or replaced by Faith personnel, the student/parent will be responsible for the cost of repair.

### **Discipline Policy**

#### **Home and School Cooperation**

Faith Christian Academy believes that, Biblically, discipline is the parents' responsibility. Parents delegate the responsibility to the school during school hours, but the primary responsibility lies with the parents. This is why it is vitally important for the parents and school to cooperate when it comes to disciplining the child.

#### **Minor Offenses**

Faith Christian Academy Administration reserves the right to determine the discipline for the following actions based on the offense:

- Excessive Talking in class or chapel
- Excessive tardiness to class
- Inappropriate behavior in class, restrooms, hall, playground or chapel
- Physical contact – play fighting, pushing, shoving, kicking, hitting, scratching or any act that may cause injury
- Incomplete school work

- Disorderly behavior
- Dress code violation
- Disrespect of other students in any form

## Major Offenses

The following actions will result in serious consequences as determined by Administration, up to and including suspension or expulsion if necessary:

- Cheating
- Stealing
- Use of or possession of drugs, alcohol, tobacco, or vapes either on or off campus
- Lying
- Willful disobedience in open defiance of authority
- Profanity or obscene language – spoken, written or gestures
- Taking God’s name in vain
- Repeated occurrences of misconduct
- Insufficient academic progress
- A continued negative attitude and bad influence upon other students
- Vandalism
- Fighting/Inflicting bodily harm to other students
- Skipping class or leaving school property without permission
- Sexual teasing or harassment
- Bullying or threatening another student
- Racism
- Any unlawful acts
- Physical contact – kissing, hugging, holding hands, etc.
- Immoral behavior – improper behavior, talk or gestures. Sexual impurity (with the same sex or opposite sex) or promiscuity will not be permitted on or off campus
- Pornography
- Use of or possession of any type of weapon or dangerous item on campus (gun, knife, etc.)
- Threats or inappropriate comments made to another student/teacher/staff member inside or outside of school, on or off campus. (This includes suggestive drawings or pictures)
- Any use of electronic communication devices for internet access, social media, texting, calling or other unapproved communications
- Disrespect of faculty or staff
- Public indecent behavior or any criminal activity
- Parents/students who speak negatively of the school and fail to follow Faith Christian Academy procedures or sow discord among the other parents/students. This policy includes the Internet.

## Methods of Discipline

There is a detention policy used for infractions of classroom rules and/or minor offenses. The detention policy is facilitated by a demerit system. Demerits are earned daily for discipline or academic offenses. Each day the student starts with a clean slate. Demerits earned result in detention time as stated below:

1 demerit – none

2 demerits – none

3 demerits – 20 minutes

4 demerits – 30 minutes

5 demerits – 40 minutes

6 demerits – 50 minutes

7 demerits – 60 minutes

8 demerits or more in one day – one day of suspension

Detentions earned are to be served after school the following day. Notification will be sent the day demerits are earned informing the parent of the infractions and the length of the detention to be served the following day. **The parent must acknowledge receipt of the notification.** If the no acknowledgement is made, the parent will be contacted, and the detention will still be served.

If a student does not respond to the disciplinary actions of his/her teacher, it may become necessary for an administrator to intervene and take disciplinary action as needed. Parents may be asked to become involved in carrying out the prescribed discipline. Parent/teacher communications will be an important part of the discipline process. Discipline for infraction of the school rules is solely on a case-by-case basis. Some violations are of greater consequence than others and may require different methods of discipline. Items listed under Major Offenses may result in suspension of 1, 2, 3 or 5 days or in expulsion. Suspensions may be In-School Suspensions or Out-of-School Suspensions which will be determined at the sole discretion of the Administration. Any suspension day will be an unexcused absence.

Students who are dismissed from Faith Christian Academy may not be considered for re-enrollment during the current school year. Parents will need to meet with the principal and write a letter to the Administration for re-enrollment to be considered for the next school year.

### **Lunches and Snacks**

The Academy offers the option of ordering lunches delivered from several local restaurants at the family's expense. Otherwise, each child must bring a lunch from home. No microwaveable foods are permitted. Parents may eat lunch with their children. Prior permission must be obtained from the teacher and approved through the office. Please plan to come during your child's scheduled lunch period to limit disruptions of the school day. Please provide a healthy snack for your child's morning snack. The school also has a drink and snack machine available to students.

### **Athletics**

Faith Christian Academy offers an athletic program when possible. Coaches volunteer their time because they have a desire to provide a sports program to help provide a well-rounded program for the students. The sports offered may vary slightly from year to year, but generally are flag football and basketball for boys and volleyball and basketball for girls. Athletic contests will be with other Christian schools at a Varsity (occasionally Junior Varsity) level. Forms will be distributed to interested students at the beginning of each athletic season. Forms will include information, permission slips, and a "Contract" agreeing to the expectations to be met. Any student who is going to participate in the athletic program MUST have a sports physical before participating. Faith Christian Academy believes that a student athlete is a leader among the other students and should exhibit a good example in every area of life. Therefore, student athletes must be current in their school work to be eligible to play. Athletes must

attend two church services the week prior to a game, and any student who is serving suspension the day of a game will forfeit eligibility for the game.

## Dress Code

### Boys:

- Uniform pants or shorts are required and must be ordered from the Faith Christian Academy store online through Lands' End. Pants may not be tight fitting or excessively baggy. No pants or shorts may be worn other than those purchased from Lands' End.
- Belts are required and pants must be properly worn at the waist. **K-4 and K-5** are excluded from belt requirement.
- Uniform collared shirts are required and must be ordered through the Academy store online through Lands' End. Shirts must be tucked in.
- For special events, see the Special Event Dress Code
- Shoes are required and shall be worn at all times. Shoes with cleats or wheels are not permitted. **K4 through 4<sup>th</sup> grade** students are required to wear close-toed shoes to school. **5<sup>th</sup> through 12<sup>th</sup> grade** students must wear shoes with at least a heel strap and must bring tennis shoes for outside activities/athletic events. **NO FLIP FLOPS OR SLIDES** are permitted.
- Heavy chains worn at the waist or neck or anywhere else on the body are not permitted. Boys will not be permitted to wear necklaces, earrings, or piercings anywhere on the body.

### Girls:

- Uniform pants or shorts are available from the Faith Christian Academy store online through Lands' End. Pants may not be tight fitting or excessively baggy. No pants or shorts may be worn other than those purchased from Lands' End.
- Skirts and dresses may be worn any day and are not required to be Uniform from Lands' End. Skirts are available from Lands' End if desired. Skirts must touch the top of the knee or be longer in front and back. Slits in skirts or dresses cannot extend above the knee. When a skirt is being worn, the shirt must be an embroidered uniform shirt. When skirts or dresses are worn, they may not be tight, low cut or see through. **NO SPANDEX!**
- **For Chapel**, dresses or skirts to the top of the knee or longer (in front and back) must be worn.
- Shoes are required and shall be worn at all times. Shoes with cleats or wheels are not permitted. **K4 through 4<sup>th</sup> grade** students are required to wear close-toed shoes to school. **5<sup>th</sup> through 12<sup>th</sup> grade** students must wear shoes with at least a heel strap and must bring tennis shoes for outside activities/athletic events. **NO FLIP FLOPS OR SLIDES** are permitted.
- Collared uniform shirts are required and must be purchased from the Faith Christian Academy online store through Lands' End.
- Girls may wear two earrings in each ear but may not wear piercings anywhere else

- on the body.
- For the purposes of outside activities, shorts or leggings should be worn under dresses and skirts.

## **Casual Day**

Casual Day is Friday each week. To participate in Casual Day, a student must pay a dollar which supports Eagle Boosters for extracurricular activities. Students may wear eagle branded tops and bottoms or Faith Baptist Church t-shirts. Spirit wear/P.E. clothing is available from the online store through Lands' End. Sandals may be worn for Casual Day. Flip flops and slides are also permitted.

## **Dress Code for Special Events (ex. Awards Night & Graduation):**

### **Boys:**

- Button down dress shirt and tie, dress pants, belt and dress shoes are required. (These may be school branded but it is not a requirement)

### **Girls:**

- Skirts or dresses and dress shoes are required. Garments must adhere to the previously stated dress code. No spaghetti straps, backless, low cut, see-through or tight-fitting dresses, skirts or blouses are acceptable. (These items may be school branded but it is not a requirement)

## **Hair:**

**Boys:** No facial hair. Bangs should be kept above the eyebrows. No fad hair styles. Hair must be off the collar, off the ears, neatly trimmed and tapered in the back. Hair should be kept clean, and kept a natural color so as not to cause a distraction.

**Girls:** Neatly kept, clean, and out of the eyes. No extreme styles are permitted and colors shall be kept natural so as not to cause a distraction.

## **Grooming**

- Bathe daily and USE DEODORANT
- Brush teeth daily
- Keep clothing clean
- Do not mark on your body this includes permanent and temporary markings.

## **Visitors and Volunteers**

Parents are always welcome at the school. Please come by the school office first. All visitors must sign in and out AND must pick up a visitor's pass. Anyone desiring to visit a classroom for the day must receive prior approval from the Administration. Parents wishing to talk with a teacher must make an appointment.

Volunteers must be registered in the church office. Parent involvement is a necessary part of our school program. We encourage parents to volunteer time, energy, and resources when asked to help. Any parent interested in volunteering at Faith Christian Academy will be asked to be fingerprinted for a background check with the state of Florida Department of Law Enforcement and the Department of Children Services. This action is necessary to ensure the safety of our students.

### **Harassment and Non-discrimination Statement**

Faith Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. It is the desire of Faith Christian Academy Faculty, Staff, & Administration to ensure the safety and well-being of all students. If any students or employees of Faith Christian Academy feel that they have observed or experienced professional misconduct that is worthy of reporting (i.e. Obscene Language, Drug/Alcohol Use, Prejudice or bigotry, sexual innuendo or harassment, physical aggression) it should be immediately reported to Mrs. Caroline Gordon [cgordonfca@faithacademyspringhill.com](mailto:cgordonfca@faithacademyspringhill.com).

### **Child Abuse**

Pursuant to the Florida Statutes, if it is known or suspected that a child is abused or neglected, an immediate report will be made to Child Protection Services.

### **Health Certificates**

All students (Pre-K through 12) who enroll in Hernando County Schools (public or private) **MUST** submit a birth certificate and a complete current certificate of immunization (Form HRS 680/3040), or a Certificate of Exemption for immunizations PRIOR to enrollment. A current physical examination is required for all K4 and K5 students; however, ALL students must have a Florida physical examination on file.

Florida law mandates that students entering K5 and 7<sup>th</sup> grade have their immunizations against vaccine-preventable diseases up-to-date. They will be required to have the following:

- HEPATITIS B SERIES (3 shots over six months)
- TETANUS-DIPHTHERIA (K5 – 4-5 doses; 7<sup>th</sup> grade-Tetanus booster required)
- MMR (measles, mumps, and rubella)
- VARICELLA (K5 – 2 doses required): Pre-K – 7<sup>th</sup> Grade (or documentation of history of chicken pox)
- Polio

For children entering kindergarten or a Florida school for the first time, at any grade level, the physical exam must be dated within 12 months of enrollment. Students must

have an updated physical every two years. Students participating in sports will need a physical examination each year.

Parents are asked to disclose if their child has a communicable disease. This information will be noted on the student's records along with any special handling procedures.

## **Illness**

It is the responsibility of the school to observe each child upon arrival for symptoms of possible illness or contagious disease and to send the child home immediately. If the symptoms occur later in the day, the child will be kept in isolation until he or she can be taken home. Parents or another designated contact person will be called. Children exhibiting signs of illness at home (vomiting, a temperature of 100 degrees or higher, diarrhea, colored drainage from the sinuses, etc.) should not come to school until symptom free for 24 hours. It is the parents' responsibility to keep their children at home and secure prompt medical attention for them when symptoms of illness are exhibited such as:

- Signs of a cold: fever, cough, running nose, watery eyes, sore throat, etc.
- Diarrhea
- Inflammation of the eyes
- Abscesses
- Draining sores or burns
- Scalp itching without inspection
- Rash of unknown origin (diagnosis to determine if contagious)
- Headache or head pain, earache
- Vomiting
- Loss of appetite
- Excessive irritability or unusual passiveness

**CHILDREN MUST BE SYMPTOM FREE FOR 24 HOURS, WITHOUT MEDICATION, BEFORE RETURNING TO SCHOOL**

## **Pediculosis (Head Lice)**

Students affected by head lice are NOT allowed to attend school. Students found with head lice will be sent home. This common condition is effectively treated with anti-lice applications. Return will be permitted only when the child is free of all signs of infestation. All children are subject to regular inspection for head lice.

## **Medications and Prescriptions**

Permission for administering medications must be obtained by school personnel before we can give your child any medicine. Students are not permitted to carry medication (either over-the-counter or prescription) on their person or in their backpacks. Parents must bring all medication to the school office and it will be administered to your child. Medicine must be labeled with the child's name, doctor's directions, and dosage.

## **Accidents and Injuries**

Accidents or injuries that occur on our school premises will be reported as an incident. Appropriate, immediate first aid will be administered. Parents will be notified. Emergency transportation will be called in case of a medical emergency. The student's

medical release form will accompany the transported child. All charges will be the responsibility of the parents.

### **Emergency and Disaster Procedures**

Monthly fire drills are conducted to acquaint the student body with a quick and orderly exit of the building. Safety measures are in place to best accomplish safe egress. Fire safety rules are discussed with the students each year. Emergency evacuation plans are posted in case of a hurricane or storm.

### **Lost and Found**

Lost and found articles will be kept in the office. Unclaimed articles will be donated to charities periodically throughout the year. Please label personal items, clothing, lunch boxes and back packs with the student's name.

### **School Closings**

In the event of adverse weather or an emergency, Faith Christian Academy will follow the Hernando County School system for emergency school closure. School closings will be broadcast on local television and radio stations. Parents, please, call 352-686-9350 or email [cgordonfca@faithacademyspringhill.com](mailto:cgordonfca@faithacademyspringhill.com) if there is a doubt as to whether school has been reopened. Lock downs are enforced according to emergency situations and guidance from Hernando County Sherriff's Office.

## ACKNOWLEDGEMENT

I have been provided full and free access to the Faith Christian Academy Student Handbook, either online or a printed copy, in its entirety. I have read and/or reviewed and/or discussed the handbook, its content, and my responsibility as an enrolled member of the FCA student body with my parents/guardians.

I agree to display and exhibit a cooperative spirit in regards to these expectations throughout my enrollment, whether on campus or off campus, and to voluntarily commit to abide by the policies, guidelines, and/or rules of Faith Christian Academy.

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Student's Name & Grade

Student's Signature

Date

As Parents/Guardians we have been provided full and free access to the FCA Student Handbook, either online or a printed copy in its entirety. We have read and/or reviewed and/or discussed the handbook as parents and with our enrolled children in an age-appropriate manner. We fully understand its content and our responsibility as an enrolled family with FCA.

We have read, and we understand the Standards of Conduct of Faith Christian Academy and agree that our child will abide by them both at and away from school functions. We agree to fully support the school in its enforcement of the Standards of Conduct. We understand that Faith Christian Academy is a Christian ministry organization; therefore, we agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the Standards of Conduct. To do otherwise would be a clear violation of Biblical teaching and practice.

We as parents/guardians agree to display and exhibit a cooperative spirit in regards to either student expectations or specific parent expectations throughout our child's/children's enrollment, whether on campus or off campus, and to voluntarily commit to requiring our child to abide by the policies, guidelines, and/or rules of Faith Christian Academy. We will prayerfully commit to a supportive and cooperative spirit, to be in harmony with the school, its Student Handbook, its Christian ideals, its Biblical standards of morals and character, and will direct and encourage our child to abide by them. We hereby pledge our full cooperation.

A Faith Christian Academy student, who is evaluated and determined by the Administration as "being out of harmony" with the goals, mission philosophy, Biblical principles of moral conduct or purpose of Faith Baptist Church and/or Faith Christian Academy, may be requested to withdraw or be disenrolled by the administrator/principal even though no specific breach of policy or rules are violated. Students will be expected to cooperate with both the "Spirit and the letter of the law" of the Student Handbook, class rules, policies and guidelines, as it pertains to their school enrollment and personal growth within the ministry of FCA & Faith Baptist Church.

If at any time we find ourselves out of harmony, out of step or in disagreement to the point of contention or irreconcilable discord, even though we may not agree, we will "lovingly agree to disagree" and will allow the school to operate within its preferences or policies. As

parents/guardians, we are here and committed to FCA voluntarily and by our choice. If such disagreement or contention arises to a level unacceptable to us, we understand we are open to and free to choose to withdraw our child at any time.

_____	_____	_____
Name of Father/Guardian	Signature of Father/Guardian	Date
_____	_____	_____
Name of Mother/Guardian	Signature of Mother/Guardian	Date