

FLORIDA COLLEGE ACADEMY

WHERE STUDENTS ARE TAUGHT THE PURPOSE OF LIFE



2009 – 2010

PARENT & STUDENT HANDBOOK

7032 TEMPLE TERRACE HIGHWAY

TEMPLE TERRACE, FLORIDA 33637

(813) 899-6800

PARENTS – Please read the handbook and sign the last page as a commitment to the standards set forth by the Academy. The signed form includes all expectations of the information set forth including the uniform policy, detention policy, code of conduct policy and the athletic program. The Signature form is to be returned to the homeroom teacher prior to the student attending school.

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Dear Parents:

Welcome to all our new families and returning families. We thank you for entrusting your children to us at Florida College Academy, a fully accredited private school. Selecting a school for your child to attend is a major decision. All of us with children understand the thought, concerns and prayer that go into making such a decision. Those of us who make up the Florida College Academy team will do all that we can do to fulfill your desire for a special educational setting for your child.

Most schools focus entirely on the academic side and provide clubs and athletics to complete what they feel is a well rounded education. Certainly we have those concerns and it is our goal to provide an academic program where each grade scores two grade levels above on the Stanford. But, if that is all we do, then we would close the doors. It is a shame for a person to go from Pre-K through their senior year in high school and not understand what is most important. It is our intention to have every child upon leaving Florida College Academy to understand what is the true meaning of life. If we have missed this, then we have missed what is most important. The writer of Ecclesiastes spoke through inspiration and said, "Let us hear the conclusion of the whole matter: Fear God, and keep his commandments: for this is the whole duty of man. For God shall bring every work into judgment, with every secret thing, whether it is good, or whether it is evil." If we fail to teach the students the meaning of life, then we have failed miserably as true educators.

Please read through the handbook carefully. There are critical changes from some of the former policies. The last page is to be signed and returned to the school as your understanding and agreement to the expectation we have for all of the students.

We are thrilled you are part of our school community. Feel free to contact me by telephone, email, or in person with your questions or concerns. It is my desire for all who work at the academy to provide an educational setting that is truly student centered.

Yours,

Lynn Wade

Lynn Wade

Welcome to FCA

Welcome to the 2009-2010 school year at Florida College Academy! The teachers and staff are happy to have you as part of the FCA community. We hope that this year will be a challenging and successful year for your child.

Close co-operation between the school and home is essential to promote the best interests of the child. One of the first steps that you can take to ensure that this year is a positive experience is to read carefully through this handbook as a family and discuss the information included. If you need any further clarification on any item, please contact one of us here at the school.

As the school year begins, we would also like to share with you what our expectations are for students at FCA.

- We expect you will demonstrate a respect for God in your manner and conversation.
- We expect you will work to the best of your ability.
- We expect you will treat others with dignity and respect.
- We expect that you will obey all the rules set forth by your teachers and the school.
- We expect that you will work to keep a positive relationship with parents, teachers and friends.
- We expect you to accept the academic challenge and learn new things.
- We expect that you will represent your family and the school in an outstanding manner.

We look forward to working with you to ensure a successful and rewarding year.

Vision Statement

Florida College Academy seeks to provide a **F**amily atmosphere where everyone is safe, caring and involved; a **C**hrist-like attitude expected of everyone; and **A**cademic performance averages at least two years above grade level.

Mission Statement

Florida College Academy is dedicated to providing its students with a competitive education in a safe, supportive, spiritual, and stimulating environment. We strive to foster an intrinsic love of learning, the development of individual skills and talents, an awareness of the value each person has to society, and an unshakable love and respect for God. Our goal is to enable students to succeed in continuing educational programs and live as moral, responsible, contributing citizens.

All adults, parents, students and visitors, who interact or enter the FCA campus are expected to comply with the vision and mission and Core Values of the school. This is the expectation at every FCA function on and off the campus. By signing the agreement on the last page, every parent commits to the standards and expectations. To not do so, violates the agreement for enrollment and places in jeopardy the student attending at FCA.

Philosophies and Objectives

FCA seeks to nurture the spiritual, emotional, physical, and developmental needs of all its students. Therefore, FCA will provide:

- the separate, yet integrated, levels of Pre-K, primary, middle, and high school through Grade 9.
- coordinated transitions between the levels of FCA and other schools
- a positive, welcoming environment with clearly stated expectations and guidelines
- an environment of courtesy with regard to race, nationality and gender
- health care
- opportunities for school, parent, and community sponsored events and extra-curricular activities

FCA seeks to foster intellectual growth at all grade levels. Therefore FCA will maintain:

- a rigorous curriculum including instruction in mathematics, English, social studies, and science, as well as Bible, foreign language, art, music, physical education and health, and technology.
- well trained, educated and certified teaching faculty
- a focus on creative thinking, critical reasoning, and effective communication skills
- admissions, placement, diagnostic, and standardized testing
- communication with parents via evaluations (progress reports), email and telephone, conferences, and a newsletter
- opportunities for staff to participate in continuing professional development programs
- educational venues such as libraries and computer laboratories
- appropriate levels of books, teaching materials, and equipment

FCA seeks to maintain a strong governance model to ensure optimal operation of the school. The school principal, under the authority of the Florida College Board of Directors and the President of Florida College, will:

- maintain an enthusiastic, positive, highly educated and skilled faculty
- develop the policies by which the school is administered
- promote good public relations for the school
- appoint committees as needed

Admission Information

Admissions Policy

Florida College Academy admits students of any race, color, national, or ethnic origin and guarantees them 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, or ethnic origin in the administration of its educational policies, admissions policies, athletic or other school administered programs.

To be a student at Florida College academy is a privilege and not a right. A person's respect for God, and others, satisfactory academic progress and appropriate behavior are minimum expectations. Students new to the school are on a probationary status for the first 6 months to determine if they intend to adhere to the standards. Violations in behavior, ongoing attitude or academics will jeopardize a student remaining a student at the academy even after the 6 month probationary period.

Admission Requirements

- Pre-Kindergarten: A child whose fourth birthday is on or before September 1st is eligible to enter Pre-Kindergarten for that school year.
- Kindergarten: A child whose fifth birthday is on or before September 1st is eligible to enter Kindergarten during that school year.
- First Grade: A child whose sixth birthday is on or before September 1st and who has proof of successfully completing Kindergarten is eligible to enter First Grade during the school year.

Evidence of Date of Birth

Before admitting a child to Pre-K, Kindergarten, or First Grade, the Principal shall require evidence that the child has attained the appropriate entrance age. A birth certificate is the most acceptable evidence of age. If a birth certificate is not available, legal proof of age is required.

Health Examinations

Every child entitled to entrance to Pre-Kindergarten or Kindergarten or entitled to any other initial entrance to a Florida school (Pre-K – 12) shall present a certificate of a school entry health examination performed within one year prior to enrollment into a Florida school.

A pupil shall be exempt from this requirement only upon written request of the parent or guardian stating objections on religious grounds.

Immunizations

The student's immunization record must indicate that the following minimum requirements have been met:

☒ - Proper immunizations are required.

∅ - Preferably MMR.

DPT – Diphtheria, Pertussis, and Tetanus Immunization

OPV – Oral Polio Immunization

MMR – Measles, Mumps, and Rubella Immunization

Number of Required Doses

	DPT	OPV	MMR	Hepatitis B Vaccine	Measles Vaccine	Tetanus-Diphtheria Booster
Pre-School	☒	☒	☒	☒		
K – 4 th Grade	5	4	2	3		
5 th – 6 th Grade	5	4	2			
7 th Grade				3	∅	1
8 th – 12 th Grade	5	4	2			

GENERAL INFORMATION

School Hours

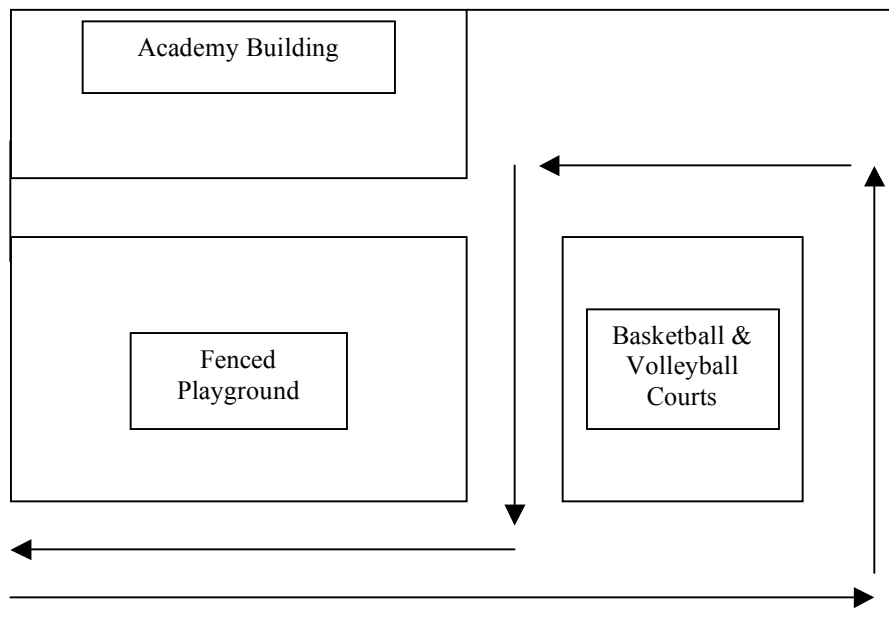
Homeroom begins at 7:45am. And students are considered tardy after 7:50am. The students' day ends at 3:00pm. First grade through 9th grade begin moving to the cafeteria at 8:00am for chapel. This is considered a vital part of the student's day and is not a grace period for being late. Faculty supervision is provided from 7:30am to 3:05pm. Students arriving early or remaining after school will be expected to follow all established school guidelines for activities and behavior. Students arriving in the morning during unsupervised hours must wait with their parents until proper supervision has arrived at 7:30am. If supervision is needed prior to 7:30am, the arrangements must be made with the school. The building will not be open for parents or students prior to 7:30am. All students must report to the cafeteria in the morning and for dismissal. All students must wait for their rides in the afternoon until 3:05. Any student not picked up by 3:05 each day will be assigned to Aftercare for the day and will be charged unless they are participating that day in a school athletic event.

Transportation

Drop Off and Pick Up Areas:

A specific pattern for dropping off and picking up students is essential for safety. All cars should enter at the traffic light at the corner of Temple Terrace Highway and Temple Park Drive. The entrance gate is at the back and is clearly marked. The speed limit is five miles per hour and no one is to exit the car until they are stopped at the stop sign. The exit gate is at the left of the stop sign and leads traffic back to the traffic light. Visitor parking is available by the volleyball and basketball courts.

The front of the school is not be used for normal drop off and pick up but rather for visitors and the pick up of students during the day.



Attendance

Florida College Academy students and their families should make special note that excessive absences have serious academic consequences. Absences on test dates or due dates for assignments create significant problems for both students and faculty members and should be avoided if at all possible.

Families should not plan trips or vacations while school is in session. As the school has the best interest of the students and their academic and personal development in mind, we ask that parents meet with the Principal in advance to discuss a student's proposed absences.

A student may not receive credit for a course unless he/she has been in attendance for at least 95% of the days during the school term (no more than 10 absences) or is successful in appealing the loss of credit as provided in this policy. Students must submit a written petition to the Principal requesting award of credit. The Principal may review records of all students whose attendance drops below 95% of the days classes are offered, whether or not a petition is filed.

All students are expected to take mid-term and final exams during the scheduled times. Exams will not be given early.

Loss of credit will be tabulated on an individual course basis at the secondary school level and on the basis of the entire instructional day at the elementary level.

Florida College Academy shall provide for an Attendance Review Committee composed of the Principal and two other staff members to review all appeals to the loss of credit for attendance. The Attendance Review Committee shall provide for a hearing, which shall consist of an oral presentation by the student, his/her parent, or other appropriate representatives.

Parents of secondary students shall be notified following their third absence and elementary parents following the fifth absence. Parents at both levels will be notified of their option to appeal.

The following extenuating circumstances may be considered in reviewing student absences:

1. Medical or dental appointments.
2. Family emergencies or unforeseen or unavoidable instances requiring immediate attention.
3. Approved student visitations.
4. Days of suspension for which students have satisfactorily completed assignments for the suspension period.
5. Late enrollment and/or early withdrawal.
6. Other circumstances deemed appropriate by Committee Review members.

Excused Absences

Any child not exempt from compulsory school attendance may be excused for temporary absence resulting from:

1. Personal illness
2. Illness or death in the family
3. Quarantine
4. Weather or road conditions making travel dangerous
5. Observing religious holy day
6. Any other unusual cause acceptable to the Principal

Students are required to provide a note from a parent or guardian for each absence. This note is to include the student's name and grade, reason for absence, telephone number of parent or guardian, and the signature of parent or guardian. If the student does not bring a note for being absent, the absence may be counted unexcused.

The Florida School Law regarding Compulsory Attendance, Section 232.01 reads as follows:

All children who have attained the age of six years by February 1 of any school year or who are older than six years of age but have not attained the age of sixteen years...are required to attend school during the entire school year. The parent who refuses or fails to have a child attend school...shall be guilty of a misdemeanor in the second degree, punishable by law. The continued absence of a child without consent of the Principal or the teacher...shall be evidence of a violation of this chapter.

When a student's absence for personal illness exceeds five (5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The Attendance Committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Make-Up Work

Students shall be given the opportunity to complete make-up work for all absences. They shall have a number of days equal to the number of days absent to complete and hand in such work. In the event of extenuating circumstances, additional time to make-up assignments missed may be granted. Failure to turn in work or make-up work within this time shall result in the student receiving no credit for work missed.

Students will not be given make-up work in advance. In instances where there is an extended absence (more than three (3) days), parents may arrange with the classroom teacher(s) to pick up missed work at appropriate intervals.

Students are responsible for obtaining the assignments missed during their absence. It is the responsibility of the student to contact teachers immediately to schedule make-up dates for assigned quizzes, tests, and papers. If a student is absent for only a test day or due date, the missed work is to be completed on the date the student returns to school unless there are extenuating circumstances.

Students missing school due to suspension will be allowed to make up lost work and are expected to be working on their assignments at home. When a student returns from suspension they must hand in their work within two days, regardless of the duration of the suspension, in order to receive credit.

Tardiness to School

Helping students to become more responsible citizens is an important goal at Florida College Academy. Therefore, promptness to class is expected.

Students arriving after 7:50am are considered tardy and must sign in at the school office.

Health Regulations

Physical examinations are required for entering Kindergarten and for any child in any grade entering Florida College Academy for the first time.

Parents should advise the office of any allergies, physical problems, or other health-related information which may be important in an emergency or cause problems in a student's daily activities. Parents are asked to notify the school immediately upon learning that their child has communicable disease or condition such as measles, mumps, head lice, or chicken pox.

The school nurse will assist students who become ill or injured during the school day. In case of an emergency, the parents and/or physician will be notified immediately.

Medication Policy

Florida College Academy's policy provides that the school nurse or other school employees are to administer medication to students during school hours should medication be necessary to keep a student in optimum health and maintain maximum school performance under the following conditions:

Prescription Medication

The school must receive a written request to administer a prescription medication from the parent, legal guardian, or other person having legal control of the student. The medication must be in the original container and properly labeled as to content, student's name, and directions for time and dosage.

Non-Prescription Medication

The school must receive a written request to administer a non-prescription medication from the parent or legal guardian. Medication must be received in the clinic in the original container clearly labeled as to content, student's name and direction for time and dosage.

All medications must be kept in the clinic. Students will NOT be allowed to carry medications.

* In the event that the school nurse, in exercise of professional judgment, questions the administering of any particular medication, as excessive or otherwise potentially harmful to the student, the nurse shall notify the parent or guardian.

Checking In and Out Procedures

Signing In and Out

No student may leave school without permission. All students leaving or returning to school during the day must sign in and out in the office.

Visitors

Students wishing to bring visitors to school must gain permission at least one day in advance from the Principal so that the teachers may be notified. Please do not bring visitors unless prior permission has been granted.

Upon arrival, students must register their guests in the office and obtain a visitor's pass. Guests will not be admitted to class without the pass.

Visitors are expected to follow their host's class schedule and adhere to the same policies and procedures as all Florida College Academy students.

Parent Visitors

Florida College Academy wants all parents and families of its students to participate in all phases of their child's education, including the student's school day. Visitors to individual classrooms, during instructional time shall be permitted with the Principal's approval, and such visitors shall not interfere with the delivery of instruction or disrupt the normal school environment. Parents are not to stop in the classrooms during the homeroom period for spur of the moment conferences. This is a disruption to the teacher's responsibility to all of the students. All teacher conferences are to be prearranged.

The principal may request identification from any person on school property and may ask any person not having legitimate business to leave.

Telephone

The office phone may be used for school business or an emergency. Because of the large number of calls received by the school, parents are asked not to call with messages for their children unless there is an emergency.

Lockers

Each Middle School/High School student will be assigned a locker and is responsible for the content. The school assumes no responsibility for the contents of lockers.

The school reserves the right to conduct locker checks at its discretion.

Students should make full use of their lockers in order to safe guard their personal possessions. Books and other belongings should not be left in unattended areas at school. Students and parents should exercise careful judgment regarding cash, jewelry, and other valuables brought to school.

Materials Not Allowed in School

There will be no radios, iPods, CD or tape recorders, electronic games, or players, or pagers allowed at school. Cell phones are permitted only after school to contact parents, but should not be used or in sight during the school day. If cell phones are visible at any time during the day, they will be taken and returned to the student's parent at the earliest opportunity. Trading cards of any kind are also not allowed. Students furnishing a radio or tape recorder for a class project must make arrangements with the teacher or Principal for safe-keeping.

Library Information

The school library is a quiet study area and unnecessary talking or noise is not permitted.

- **Reference books**, such as encyclopedias and dictionaries, are to be used only in the library unless the librarian grants the student special permission.
- **Reserved books** must be borrowed for one period or at the close of the school should be returned before the first class period of the following school day.
- **All other books** may be checked out for two weeks.

Students keeping books over the two-week period will be subject to late charges. Lost books and books damaged beyond repair will be paid for by the student. All library fees must be paid by the end of each marking period before report cards will be released.

No books are to be taken out of the library unless they have been checked out. Students are prohibited from bringing food and/or beverages into the library.

Grading Scale

At the close of each nine weeks period, a report is made to the parent and student indicating the grade earned in each subject taken. A letter grade is assigned each subject based on the following scale:

3rd – 9th Grade

90 - 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
0 – 59 = F

Specials

Art
Music
P.E.
Technology

Kindergarten – 2nd Grade

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

*****TO PARTICIPATE IN SPORTS, STUDENTS MUST EARN NO LESS THAN A “C” IN EACH CLASS FOR THE GRADING PERIOD THE SPORT IS PLAYED*** For any week the student does not maintain a minimum of a “C” average in a class, they will not participate in the athletic event that week.**

To dress out for a game, the student must have the following:

- ▶ Homework is a serious responsibility of all students. Students who are participating in a sport and become negligent regarding homework will be placing their participation in jeopardy.
- ▶ No unexcused absences for the week (all notes explaining absences must be on file in the school)
- ▶ No tardies the week of the game. This would include homeroom and chapel as well as all other classes.
- ▶ Nothing addressing behavior for the week that would indicate other than Satisfactory. When a behavior has been addressed, it is a statement of needing improvement. If a student is on a school team and is sent to the office, the student will not participate in any of the team games that week.
- ▶ Students receiving a Deficiency Report will be ineligible for two weeks to participate in any athletic event.

Florida College Academy Athletics...

Florida College Academy offers participation for our students in a variety of sports. These include cheerleading, volleyball, soccer, cross country, basketball, softball, golf, and flag football. FCA is a member of the Brandon Christian Athletic League (B-CAL). Through this league, our athletes have the opportunity to be a part of a competitive sports program. Students in grades 4 through 8 are eligible to try out for these sports if he/she meets the academic and behavior requirements.

Our Philosophy...

Our Athletics program at FCA would like to maintain a competitive atmosphere while seeking to help all of our athletes to improve in several aspects of their life. We promote good sportsmanship, fair play, and a desire to learn. We want to win, but more importantly, we want to get better... in the classroom, in relationships, in our conduct and in our achievements on the field/court. We believe behavior is more important than winning and being gracious when we do not win is a life lesson FCA promotes.

Our commitment to you...

We will set an example of godly behavior for all of our athletes.

We will provide a schedule to you or your child as soon as we receive this information from BCAL.

We will communicate with you about changes to the schedule as soon as we are notified (if any).

We will communicate in advance dates and times for try outs, practices, and games.

We will communicate the cost associated with each sport in advance.

Provide practice opportunities for athletes to improve their skill set.

Parent Responsibilities...

Once a student is selected to be on a team:

Pay all associated fees before a student can participate in practice or games.

Provide transportation to and from practices and games or make arrangements with the coach or another parent in advance.

Go over with your child and sign the contract given to you in order for your child to participate in that sport.

*As most practices are held at the Academy, any athlete not picked up after practice will be considered a part of the After Care program.

Our Coaches...

Our coaches are usually teachers or parents who have an interest in sports, children, or just want to help out. Please be considerate of this when approaching our coaches with problems or complaints. As the Bible instructs us to act in all situations, please approach our coaches gently and out of love.

All major issues should be addressed with the Athletic Director in the same loving fashion.

Our Expectations of Student/ Athletes...

Attend classes unless ill or otherwise cleared through the Principal.

Attend all mandatory practices unless excused by the coach.

Arrive at school on time on a daily basis.

Arrive at practices on time.

Do the best work he/she can in each class. Ask for assistance if needed.

Maintain a “C” average in each class or subject for each week that he/she is participating in a sport.

Turn in all assignments on time.

Behave in a more than satisfactory manner at school and off campus.

Seek opportunities to learn in the classroom and on the court/field.

Bring appropriate equipment or clothing for participation.

*Please note, teachers will be communicating with the Athletic Director regarding student academics and behavior. If any of these areas are not to standard, the athlete will lose the privilege of playing in the next game(s) as deemed appropriate by the Athletic Director and Principal.

*A student who has made a team, and has paid the participation fee, is committed to that one sport for its season. Participation fees are used to pay expenses such as referee compensation and are non-refundable. If a student finds out shortly after making a team and paying the participation fee that his grades disqualify him, again, the fee is not refundable.

TRANSPORTATION TO AND FROM GAMES

If a student participates on one of the school teams, it is the parents’ responsibility to work out the transportation to and from the game. If the flexibility does not exist in a parent’s schedule to pick up their child for the sporting event, then it is up to the parent to work out prior arrangements and provide a note to the school on the day of the game. For a student to approach a faculty or staff member of the Academy the day of the game and say “my parent said it is ok to ride with so and so” is not acceptable. A note from the parent with the arrangements stated including telephone contacts for both sets of parents is expected.

Honor Roll

Honor Roll begins with the 3rd Grade. Requirements for Honor Roll are based on the following:

Principal’s Honor Roll: Must have all A’s and all E

Honor Roll: No less than 1 A in an Academic subject,
with the remaining academic grades no less
than B’s. All conduct grades and specials
can be no less than an S.

Report cards are issued every nine weeks and progress reports are issued at the mid-point of each grading period.

A variety of recognition programs will be developed and implemented during the 2009-2010 school year.

Parent/Teacher Conferences

Conferences must be set up by calling the school and arranging a time that is convenient for both the teacher and parent(s). Please do not engage teachers in impromptu conferences about a particular child, as this may interfere with a teacher's preparation, teaching and duties.

Access to the School Records

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school until the student withdraws or graduates. This record moves with the student from school to school.

The Principal is custodian of all records for currently enrolled students. Records may be reviewed during regular school hours by the parent/guardian with prior appointment.

Conduct and Discipline

All students of FCA must understand that appropriate student conduct requires an atmosphere which is cordial and fun, yet straightforward and firm. Students are members of a community of people who rely on each other and trust each other. It is the joint responsibility of teachers and students working together to create and protect the well-being of each member of the community. These facts produce certain expectations and rules to which students will be held:

Student Behavior Guidelines

- Show polite behavior, respect and courtesy towards others at all times.
- Be in the classroom ready to begin work when the class period begins.
- Use time effectively and efficiently, maintaining attention to task throughout the lessons.
- Listen to and follow directions.
- Exhibit appropriate behavior during class, in the hallway, in the cafeteria, and on the school playground
- Keep all areas of the building and grounds clean.
- No running in the building at any time.
- Actions which hurt other people, or the property of other people, or are dangerous to the safety of any person or equipment, are inconsistent with the spirit of FCA.
- Students are expected to respect others. Any form of disrespect, any exclusion from participation in activities, any humiliation, threat or violence towards another person is contrary to the objectives of FCA.
- Students at FCA are expected to act with a respectful demeanor when interacting with faculty, staff, other students, guests, substitutes, etc.

School Rules

Only those students, who cooperate with the rules and regulations of the school, as designed by the faculty and administration, will be permitted to attend Florida College Academy.

Generally, teachers handle discipline problems. The administration will provide assistance in chronic or severe cases. The following list details some of the rules that FCA has established to help ensure a comfortable, safe and effective school.

- Skateboards, play guns (including squirt guns) and dangerous objects are not allowed
- Gum chewing is not permitted at FCA
- No food or drink is to be consumed outside the cafeteria except as designated. Students are expected to leave the cafeteria clean.
- Public displays of affection of a physical nature (PDA) between boys and girls are not considered acceptable behavior.
- If a student intentionally breaks a door or window, parents will be billed for the cost of repair.
- Cellular telephone are not permitted to be visible or in operation during the school day. Students may use cell phones before or after school to contact a parent or guardian, but for no other purpose and with adult approval. Students may only use the office phone during the school day to contact their parents. The administration reserves the right to confiscate cell phones that are being used during the school day.

General Student Discipline

For the most part, discipline is handled by classroom management techniques within the classroom by teachers. Most discipline issues are most effectively handled through positive reinforcement and fast-paced, interesting activities.

Teachers will:

- build positive student incentives into daily activities
- establish routines
- praise good behavior often
- treat students with respect and graciousness
- spend time designing engaging activities for students

Detention Policy

Your child's education is important to us. For maximum learning to take place, we must provide a safe family-oriented school and classroom environment where a Christ-like attitude is expected by all. It is the responsibility of each student and parent to know both the rules and consequences of the Code of Conduct.

All detentions will be served on Tuesday afternoons from 3:15 – 4:00 p.m. in the supervising teacher's classroom. Students must serve on the assigned date.

Infractions

1. Disruptive behavior /Class disturbance (regardless of place).
2. Physical or verbal harassment/inappropriate language.
3. Chewing gum.
4. Taking and/or eating food or drinks outside of the cafeteria.
5. Throwing/leaving trash on school property.
6. Violation of class, cafeteria, morning, dismissal, or playground rules.
7. Taking property belonging to others (including entering someone's locker or backpack).
8. Graffiti and/or destruction of school property or property belonging to another.
9. Physical contact – fighting, play-fighting.
10. Bringing items to school that are banned (I-pods, mp3 players, handheld game systems, etc).
11. Having/using cell phones in the classroom, in the cafeteria, or on the playground
12. Leaving the classroom, cafeteria, or school premises without permission.
13. Failure to keep locker area neat and organized.
14. Improper use of school computers or other school property.
15. Every third tardy.
16. Every third uniform code violation.
17. Being unprepared for class three times (including missing homework, not having textbooks or calculators, not having papers signed, etc).

Consequences

1. 1st detention – detention served, child may not participate in athletics/extracurricular activities that week.
2. 2nd detention - detention served, child may not participate in athletics/extracurricular activities that week.
3. 3rd detention - detention served, child may not participate in athletics/extracurricular activities that week. Letter sent to parents. "B" in general conduct on report card is the highest a student can earn.
4. 4th detention - detention served, child may not participate in athletics/extracurricular activities that week. Conference with parents, child, teacher, and principal. No higher than a "C" in general conduct on report card.

5. 5th detention - detention served, child is suspended from the team. Written notice accompanied by 1 day ISS (in school suspension – child will be assigned work detail and school work will be made up at home). No higher than a “D” in general conduct on report card. The Discipline Committee will meet to determine if the student is to remain enrolled at FCA.
6. 6th detention - detention served. Written notice accompanied by 2 days ISS (in school suspension – child will be assigned work detail and school work will be made up at home). “F” in general conduct on report card. Mandatory parent conference. Student remaining enrolled at FCA is in jeopardy.
7. 7th detention - detention served. Written notice accompanied by 2 day out of school suspension. “F” in general conduct on report card. Mandatory parent conference. Student remaining at FCA is in jeopardy.

Each additional detention will add one additional day of suspension up to 5 days. Ten or more detentions are an automatic expulsion. **Consequences for detentions are cumulative for the entire school year and do not start over with each grading period.**

Upon six cumulative detentions, the student and parents will meet with the school disciplinary committee. The student will not return to class until after the meeting.

Written notice will be given to the student; he/she is accountable for taking the detention home for the parents to sign.

All detentions are to be signed by the child AND the parent.

It is the responsibility of the child and the parent to ensure the signed detention is returned to the issuing teaching the next school day.

Failing to serve a scheduled detention may result in an additional detention or suspension.

Students receiving more than one detention for a scheduled week will serve additional detentions in consecutive weeks.

Students scheduled to serve a detention are not eligible for athletics or other extra-curricular activities during the week the detention is served.

This Code of Conduct is not all-inclusive; therefore the Administration reserves the right to issue a detention or suspension for just cause. The Administration and Faculty reserve the right to revise this Code of Conduct at any time. Written notification will be given to

parents. Consistent behavioral problems may result in non-acceptance for admission to Florida College Academy the following school year.

FCA DRESS CODE

Rationale: Florida College Academy considers it to be an important function of the school to develop qualities of leadership and exemplary citizenship, while practicing Christ-like values. Because you have chosen our school to help foster these characteristics in your child, we expect your support regarding our dress code. The goal of this policy is to keep the disruptions and distractions to a minimum in the daily school environment, while promoting a sense of modesty among our students. With these considerations in mind, Florida College Academy's policy concerning dress and grooming has been established using school uniforms, which may be purchased with the following guidelines.

Uniforms choices for Florida College Academy

In order to improve the convenience of uniform buying, Southland Advertising has agreed to be our supplier for uniform shirts, jackets, sweatshirts and accessories. We will, however, still allow all students to wear any uniforms that they have purchased from Risse Brothers. (this includes all polo and oxford shirts.) While Southland will be supplying sweatshirts and jackets, others will be allowed IF they are PLAIN and SOLID red, white or navy. **No hoodies, no graphics and no words (of any size.)**

Because Southland will not be supplying the pants, skorts or shorts, the uniform committee has researched other options for your convenience. There are many retailers that carry school uniforms. Each store has a special department for uniforms. Any of these are acceptable as long as purchases meet our criteria as listed on the following pages.

Target, Walmart, Kmart, Sears, Land's End, JCPenney (carries plus sizes, husky and slim,) Bealls or Bealls Outlet, Risse Brothers, Educational Outfitters and IQ Outfitters.

*****Since our policy now allows for more economical choices in uniforms, please be aware that if your child outgrows uniforms and they no longer touch the kneecap, you will be required to purchase new ones.**

Dress Code Rules:

Boys

1. Uniforms are to be worn daily. Certain dress combinations may be designated for special days.

2. Navy or khaki “uniform” type slacks or shorts. Flat front or pleated are acceptable. No cargo pants or cargo shorts. No side pockets or zippers.
3. ALL SHORTS MUST TOUCH THE KNEE CAP. This applies to clothes worn on non-uniform days, as well as uniforms.
4. All pants and shorts must be worn at the waistline with a plain, brown belt worn, if belt loops are provided.
5. Navy, white or red FCA shirts from Risse Bros. or Southland.
6. Oxford shirts may still be worn in middle/high school, but are no longer available for purchase.
7. All shirts must be tucked in at the waist and all buttons must be buttoned except for the top one. On non-uniform days, shirts must be modest and appropriate. No sleeveless shirts allowed.
8. All jackets worn in the building must be have the FCA logo or be PLAIN and SOLID red, white or navy. **No hoodies, graphics or words of any size.**
9. Boys in PreK – 2nd may wear red, white or navy sweatpants.
10. Athletics shoes must be worn for P.E.
11. Closed toed shoes must be worn (no backless shoes or shoes with only a strap on the back are allowed.)
12. Hair must be kept at a moderate length; conservative styles are expected. It must be kept off the ears, and the length is not to extend past the collar. Hair over the ears, shirt collar, and eyebrows is NOT acceptable. Unusual or extreme hair colors or styles are prohibited.
13. Hats may not be worn in the building.
14. Body piercing is prohibited.
15. Unusual, extreme or excessive jewelry is prohibited.

Girls

1. Uniforms are to be worn daily. Certain dress combinations may be designated for special days.
2. All pants, skorts, and shorts must be worn at the waistline with a plain, brown belt, if belt loops are present.
3. Elementary girls may wear navy or khaki pants, skorts, shorts, or jumpers. Plaid jumpers or skorts may also be worn but must be “Cambridge” plaid (sometimes called hunter/classic navy plaid or #81 plaid.) Belted or non-belted jumpers are acceptable, if touching the knee cap.
4. Middle school girls may wear Navy or khaki pants or skorts only. Skorts must touch the knee cap.
5. Elementary and Middle/High school girls may wear skirts only if specified in description as “long.” These are well below the knee.
6. **Skorts, shorts, and jumpers must touch the knee cap.**
7. Red, white or blue FCA polo style shirts from Risse Brothers or Southland.
8. Oxford shirts may still be worn in middle/high school, but are no longer available for purchase.
9. Elementary girls may wear White Peter Pan blouse.
10. All shirts and blouses must be tucked in at the waist. All buttons must be buttoned except for the top one.

11. No low rise pants or pants that are too tight. No cargo pants or cargo shorts. No side pockets or zippers. Capri pants are allowed IF they are uniform type pants and are not too tight.
12. On non-uniform days, no low-rise pants or pants that are too tight. (This includes skinny jeans that are too tight.) All shirts and blouses must be modest and appropriate. No sleeveless shirts or tank tops and absolutely no cleavage showing. THIS APPLIES TO ALL SCHOOL ACTIVITIES, ON AND OFF CAMPUS.
13. **FCA personnel reserve the right to determine proper fit.**
14. Proper undergarments are to be worn at all times (but not be seen.)
15. Closed toed shoes must be worn (no backless shoes or shoes with only a strap on the back are allowed.)
16. Athletic shoes must be worn for P.E.
17. All jackets worn in the building must have the FCA logo or be PLAIN and SOLID red, white or navy. **No hoodies, graphics or words of any size.**
18. Girls in PreK – 2nd may wear red, white or navy sweatpants.
19. Hairstyles must be conservative and not detract from the best possible learning environment. Unusual or extreme colors are prohibited. Girls' hairstyles should be appropriate for school. Extreme styles or colors are prohibited.
20. Hats may not be worn in the building.
21. Body piercing is prohibited, excepting for earrings in the ear lobe. Unusual, extreme or excessive jewelry is prohibited.

ALL MIDDLE SCHOOL STUDENTS MUST PURCHASE AT LEAST ONE RED SHIRT FOR SPECIAL OCCASION DAY.

Winter Wear

Solid navy, white or red turtle-neck shirts may be worn under FCA uniform shirt.
 Solid navy, or red sweat suits for students in grades Pre-K through 2nd
 Outer wear such as heavy coats, scarves, gloves, etc. for very cold days may be of any type or design but THEY MUST BE REMOVED WHEN COMING INTO THE BUILDING.

PE wear for Middle/High school

Middle/High school students may change for PE class. Shorts must be knee-length. Shirts may not be sleeveless and must be free of inappropriate sayings or graphics. Athletic shoes must be worn.

Special occasions and formal dress

No dresses that are too tight may be worn. Dresses must touch the knee cap, cover the back (above a regular bra strap) and must have sleeves or straps. Straps must be at least 3 inches wide. Absolutely no cleavage may be shown.

Volunteers, Chaperones and Guests

We expect all volunteers, chaperones and guests to respect our school philosophy and values by following the above dress code rules during all school functions, as well as helping us to enforce these rules with students.

Dress Code Violations and Consequences:

If students are in violation of the dress code, and cannot be remedied at school, the following consequences will apply:

1st offense: written warning. If extra clothes are available in the office, students may be asked to change.

2nd offense: call home to parents to pick child up or bring appropriate clothes.

Subsequent offenses: same as second offense.

*****Middle school students will lose one choose point for all dress code violations.**

CODE OF STUDENT CONDUCT

In order to maintain a proper educational climate, it is necessary for all students to assume responsibility for their behavior while enrolled at Florida College Academy. To aid the students in making appropriate decisions governing their behavior, this Code of Student Conduct has been established. While the lists of violations are not intended to be all-inclusive, they illustrate the types of behavior that are inconsistent with an effective program in our school. Individual copies of the Code of Student Conduct are provided to each student and staff member, and are available in the office.

Students and parents are responsible for understanding this Code of Student Conduct and also for adhering to individual school rules and policies, which are found in the Student Handbook.

Major Infractions

The principal will need to intervene in severe cases such as:

- Direct and severe insubordination
- Possessing or consuming alcohol, unauthorized drugs or tobacco products
- Sexually inappropriate behavior
- Possessing or accessing violent or sexually explicit media
- False fire alarms and bomb threats
- Fighting / intentionally harming another person
- Humiliating, bullying or otherwise victimizing another student
- Theft, extortion, damage or misuse of school property
- Actively lying or spreading rumors so as to disrupt their school environment or jeopardize the reputation of other students or teachers
- Possessing a weapon or anything that resembles or could be considered a weapon on school grounds.*

* NOTE: Unless a parent is an officer of the law, parents are not permitted to bring visible or concealed weapons within 500 yards of school property.

An official incident report will be written by the principal and a copy made available to the parent or guardian of the accused student. As a private school with a unique mission, FCA is not bound by many of the restrictions found in public schools. Due process is provided as a courtesy with the aim of ascertaining the full truth. However, decisions to enact punitive measures, such as suspension and/or expulsion, are not eligible for a formal hearing. The principal acts as the final authority and arbiter in cases of serious violations.

Other Student Violations

The following are additional examples of behavior that will not be tolerated at FCA. These could result in the application of other disciplinary actions that serve as alternatives to major disciplinary measures. This is not intended to be an all-inclusive

list. Repeated occurrence of these violations may result in the use of major disciplinary action.

1. Tardiness and/or unexcused absences
2. Failure to report to class
3. Failure to do assigned work
4. Minor class disturbances
5. Failure to bring required materials to class
6. Violations of the dress code
7. Chewing gum

Other Disciplinary Action and Alternatives

Alternative measures may be used before major disciplinary action is taken. The following are examples of some typical alternative measures:

- Verbal reprimand
- Assign “time-out”
- Silent lunch
- Assign school duties other than class tasks
- Consultations with administrative personnel
- Counseling by teachers
- Loss of recess time
- Detention
- Parent/Teacher conferences
- Student self-improvement contracts

**RESPONSIBILITIES OF THE FLORIDA
COLLEGE ACADEMY ADMINISTRATION AND FACULTY**

1. Parents and students must receive a copy of the Student Code of Conduct.
2. Parents must receive a Parental Acknowledgement Form included with the Code of Conduct.

RESPONSIBILITIES OF THE PARENT / GUARDIAN AND STUDENT

1. Read the contents of the Code of Conduct.
2. Sign the Acknowledgement Form and return it to school.

STUDENT, PARENT AND SCHOOL ACKNOWLEDGEMENT

I understand and consent to the responsibilities outlined in Florida College Academy's Student Code of Conduct.

I also understand and agree that my child/children shall be held accountable for the behavior and consequences as outlined in this Student Code of Conduct while at school, at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct regardless of time or location.

I understand that any student who violates the Student Code of Conduct or Dress Code shall be subject to disciplinary action. Furthermore, non-compliance to the standards expected may result in the loss of the privilege to attend the Academy.

***CLIP HERE AND RETURN TO SCHOOL by Aug. 17, 2009**

MY CHILD/CHILDREN AND I HAVE READ AND DISCUSSED THE STUDENT CODE OF CONDUCT, DETENTION POLICY, THE ATHLETIC PARTICIPATION GUIDELINES, AND THE DRESS CODE, AND WE WILL SUPPORT AND FOLLOW ALL OF THE EXPECTATIONS.

Parent/Guardian Signature

Date

As a student at Florida College Academy, I pledge that I will abide by the Academy policies, rules, and regulations, and standards of conduct as set forth in the Florida College Academy Student and Parent Handbook. I will respect and follow these guidelines, understanding that consequences will apply for violations.

Student/s Signature
(Pre-K may color on the line)

Date