



**FIRST CHRISTIAN ACADEMY  
& LEARNING CENTER, INC.**

**PARENT STUDENT HANDBOOK  
2018-2019**

6800 Trouble Creek Road  
New Port Richey, FL 34653  
T: (727) 943-7411  
F: (727) 497-7891  
[www.firstchristianacademy.com](http://www.firstchristianacademy.com)

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& LEARNING CENTER, INC.**

**PARENT STUDENT HANDBOOK**

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Bookkeeper: DeeDra Leopardi [mrs.leopardi@firstchristianacademy.com](mailto:mrs.leopardi@firstchristianacademy.com)  
Receptionist: Sherry Fenech

OFFICE HOURS

Regular: 8:00 a.m. – 3:30 p.m.  
(Summer hours abbreviated)

First Christian Academy and Learning Center (further known as FCALC) 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 or ethnic origin in admission policies or any school administered programs.

FCALC will admit students to enrollment without regard to race, color, sex and nationality, but cannot accept for enrollment certain alien students as defined by the U.S. Department of Immigration.

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## **PHILOSOPHY STATEMENT**

FCALC exists in response to our church and community's need for a quality Christian school in Pasco County. FCALC will strive to connect students and their families to Christ through a warm and caring environment. Your child will experience the care of our dedicated staff while building Christ centered friendships and learning through the academically acclaimed curriculum.

We recognize that each child is unique; therefore, it is our goal to help each child grow in three ways: spiritually, academically, and socially. As Ecclesiastes 4:12 says, "A three strand cord is not easily broken."

## **MISSION STATEMENT**

It is the mission of FCALC to connect children and families to Christ through Christian education.

## **VISION STATEMENT**

It is our vision for children to develop lifelong Christian character traits, making them strong enough to withstand life's challenges as they embark on their high school years.

## **CORE VALUES**

1. **Worship:** Students and staff actively worship God in a weekly chapel service. An inspiring message from God's Holy Word is presented each week by church leaders, teachers, or students.
2. **Prayer:** Students and staff talk with the living God daily.
3. **Evangelism:** Students and staff introduce people to Christ. They actively fulfill the great commission.
4. **Missions:** Students and staff take Christ to the world. Classrooms adopt missionaries and mission projects locally and abroad.
5. **Community:** Students and staff relate to the family of Christ. Students participate in services to the community.
6. **Servanthood:** Children serve Christ by serving others.

## **PURPOSE STATEMENT**

Our Preschool and Kindergarten was established in August 1996 as a ministry of First Christian Church of Tarpon Springs to respond to the need of its membership and the Tarpon Springs/Eastlake communities for a Christian School that would provide quality academic education in a nurturing Christian environment. The elementary and preschool combined in the fall of 2000 under the name of First Christian Academy. In August, 2012, we moved to First Baptist Church of New Port Richey Campus. Our school is committed to providing a curriculum with a two-fold purpose:

1. To equip students with a working knowledge of God's word. (2 Timothy 3:16), and an understanding of God's unconditional love for every child and the hope of eternal salvation through a personal relationship with Jesus Christ.

2. To present a challenging and stimulating academic curriculum that encourages a natural curiosity for learning that will prepare them to be independent thinkers, productive citizens and leaders for the Christ in the 21st Century. (Romans 12:2)

FCALC is committed to its academic curriculum being aligned with and faithful to God's inspired word, the Bible.

**First Christian Academy**  
**Adopts**  
**ACSI'S STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33),  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),  
His sinless life (Hebrews 4:15, Hebrews 7:26),  
His miracles (John 2:11),  
His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),  
His resurrection (John 11:25, I Corinthians 15:4),  
His ascension to the right hand of the Father (Mark 16:19),  
His personal return in power and glory (Acts 1:11, Revelation 19:11)
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 we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost, they that are saved into resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
7. 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 3, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)
8. We believe that marriage is ordained by God between 1 man and 1 woman. (Genesis 2:24, Matthew 19:4-5)

## ACADEMICS

First Christian Academy utilizes a variety of curriculum publishers along with supplemental teaching materials to provide a solid foundation in elementary education skills. We offer an advanced, phonics based curriculum that emphasizes critical thinking, proper study habits, and a disciplined approach to learning for all students. The curriculum for each subject has been carefully chosen to challenge students to grow academically and spiritually. To further impact the curriculum, teacher directed hands-on learning experiences are also provided, which engage all students, enhances their learning ability and accommodates all learning styles. Bible lessons and devotional times are daily activities in all classes.

For students who have been formally diagnosed with a learning difference, teachers will determine if long term accommodations will be considered and noted on report card after conferring with parents and administration.

### **Achievement Testing**

Elementary and Middle School students are given the Terra Nova assessment in the spring of each year. The school's testing program is designed to measure the student's progress since the previous school year. The Terra Nova Assessment is used by Christian and non-Christian schools nationwide to measure each student's progress and the effectiveness of the school's academic programs. The results will be made available to parents at the end of the school year. No make-ups will be given. Please note the dates on the school calendar for when the Terra Nova assessment is given in the spring. Please do not plan family trips or appointments during that week.

## ACCREDITATION

FCALC received our initial ACSI (Association of Christian Schools International) accreditation in June of 2006. ACSI is a widely known and highly acclaimed accrediting association and is recognized by the state of Florida. We are currently members of ACSI and are working towards a renewal of our accreditation.

Our preschool is licensed through Pasco County Licensing Board and has met all the necessary requirements and guidelines stipulated by this agency for child care.

## **ADMISSION POLICIES AND PROCEDURES**

FCALC does not discriminate on the basis of race, color, sex or national/ethnic origin in its admission or programs. It does, however, screen applicants on the basis of academic ability, deportment and compatibility with the school's religious purpose, philosophy and goals.

Further, we reserve the right to refuse admission to students who have special educational, behavioral or physical requirements that First Christian Academy does not maintain the staff or equipment to facilitate.

FCALC, as a religious body, reserves the privilege of setting and maintaining specific standards of conduct, dress and scholarship for school students. Full cooperation from students and parents is expected. FCALC has sole discretion to determine if parents and other family members are cooperating with the school. If they are not, FCALC has the right to ask the family to leave and withdraw the student. To remain at FCALC, a student must maintain these standards in academics, behavior, attitude, dress and

cooperation. FCALC reserves the right to suspend, dismiss, or deny re-enrollment to any student who violates the standards set down in this handbook.

### **APPOINTMENTS AND APPEAL PROCEDURES**

Appointments can be scheduled with the teachers and the Administrator by written request or by phone through the school office.

FCALC utilizes the Matthew 18 Principle. **This requires the parents to talk to teachers about student-related problems before going to the Administrator.** If unresolved, the matter is prayerfully moved through the school's organizational structure in an orderly fashion as described below.

If a student or parent is offended by the words or actions of a teacher, he should go first to the teacher through whom the offense came and endeavor to solve the problem immediately. If not resolved, they should agree to go together to review the matter with the Administrator. Without resolution, the Administrator will take the matter to the chairman of the FCALC Board to determine the proper method of presenting the matter to the entire board.

### **ARRIVAL & DISMISSAL**

**Students must arrive prior to 11:30 a.m. to be counted present that day. Any student arriving after 11:30 a.m. will still be counted absent for the school day. If a student leaves before 11:30 a.m. and does not return to school, he/she will be counted absent for the day.**

**Carline** - We need your careful cooperation and support in order to have a safe, flowing carline. Please note the arrival and departure procedure below.

**Arrival** - A school staff member will be at the drop off point of the car line between 8:15 a.m. and 8:30 a.m. **School starts promptly at 8:30 a.m.** Students are expected to be seated at their desks and ready to begin their day. Parents may also park and walk their child to their classroom if they do not want to use the car line. Parents, please say goodbye to your child in the hallway and do not enter the classroom.

**Dismissal** – Dismissal is located in the front of the school for grades K-3 and on the drop off side for grades 4 -8. Dismissal time for preschool is 12:15 p.m. and 2:45 p.m. Elementary and middle school dismissal time is 3:00 p.m. Children are escorted to the car line by their teachers or a staff member. Please remain in your car and allow the teachers to load your child into the vehicle. If you must park, please do so on the west side of the campus.

**Late Pickup** –(Grades K-8) At 3:15, any student whose parent has not arrived will be taken inside to the reception desk. The receptionist will attempt to contact you. All students must be picked up on time. If there is an emergency and you are delayed, please call the school office to let us know.

**Release of Children** - Children will be released ONLY to those persons designated on the emergency card or the enrollment form. **Please keep this information current.** Parents must send a note **AND** call the office advising FCALC if any other person not listed on their emergency card is to pick up their child. **This person will be asked for identification before the child will be released into his/her custody.**

**NOTE:** Please do **NOT** park in the disabled parking areas. Police patrol the area often and are known to give parking tickets.

Parents must park their car in the parking lot to walk them into school or to pick them up early for a doctor's appointment. **Parking in the car loop is not permitted at any time.**

### **K-8 ATTENDANCE POLICY**

Success at FCA is directly linked to school attendance. Regular attendance is required by law and provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. Many integral learning activities including class discussion, laboratory experiments, field trips, direct instruction and guest speakers cannot be simulated or replicated with bookwork.

- **A Doctor's note is required if a student has missed 3 or more days in a row.**
- Students choosing not to attend field trips or other school sponsored events will be counted absent. Teachers are allowed to require an assignment in place of a field trip.
- We encourage you to request any missed daily /classwork when your child is absent. Please request the work by 10:00 a.m. and it will be ready for pick-up at 3:00 p.m.
- **If a student is absent the day a previously assigned project is due, the project is due the day the student returns.**
- Make-up tests and quizzes will need to be scheduled with each student's classroom teacher.
- If you have any planned absences, please notify your child's teacher at least 2 days prior so they can send all assignments home with student prior to absence. Assignments are due the first day the student returns.
- If a student exceeds 10 absences per semester, a conference will be required with parent, teacher and Administrator in attendance. More than 20 absences may affect the students progression to the next grade level.

**Early Dismissal** - When a student needs to leave the campus during the day for a medical or dental appointment, he/she must bring a note from a parent for the teacher at the beginning of the day. The parent will need to come to school reception desk downstairs, and the child will be called from the classroom. Students picked up early for appointments should be picked up before 2:30 p.m.

**Tardies** – School begins at 8:30 am. A tardy pass will be required for all students arriving after 8:30 a.m. **Five tardies will equal 1 absence** which will affect perfect attendance rewards.

### **BIRTHDAYS**

If you would like to do something special for your child's birthday, please coordinate this in advance with your child's teacher. This is necessary for scheduling, planning and coordinating the time, date, and number of children for which to plan. **Birthdays celebrations are NOT to take place during lunch in**

**the cafeteria.** Please send only cake, cupcakes, cookies, juice and/or ice cream. There will be no gift exchange. **All food must be purchased ready-made.** This is a health department requirement. In order to make it fair for all families, we are requesting that you **DO NOT** bring any balloons or party favors for any of the children. Invitations to private parties after school hours may be distributed in the classroom **ONLY** if each child in the classroom receives an invitation or all boys or all girls.

### **CELL PHONE USE**

Cell Phones are not to be used by students during school hours. Students in grades K through 5 should not bring a cell phone to school. Middle school students may have a cell phone in their locker for use after school, but phones are not to be carried with them into their classes.

### **CHAPEL**

All FCALC students attend Chapel each Wednesday. We have music, guest speakers, and class presentations. Parents, families and friends are invited every Wednesday.

Elementary Chapel for grades K-5 is held in the Sanctuary (8:45 a.m. – 9:15 a.m.).

Pre-K Chapel is in the Lighthouse Room and begins at 9:15 am.

Middle School chapel will be held in the Sanctuary (10:10 am – 10:45 am).

### **CHILD ABUSE**

All teachers are required to read and sign a pamphlet stating they are aware that they are responsible for reporting any signs of suspected child abuse. Hotline #: 1-800-962-2873

Teachers are not allowed to spank or verbally abuse children in any way.

### **CONDUCT**

All students at FCALC are expected to practice and manifest a positive attitude which shows Christian love and consideration for others. Therefore, respect for one another and school property is required of all students. Listed below are some specific rules for your guidance:

1. Keep your school clean. Show that you are proud of it by disposing of trash in proper containers.
2. Do not chew gum in school.
3. **Do not bring any toys to school.** This includes electronic devices, cards, dice, knives, fireworks, morally offensive material, comic books, electronic games, lasers, CD's, etc. These items will be confiscated by teachers or the Administrator and returned only to the parent.
4. Respect school and personal property. Damaged property will be replaced or repaired at the expense of the student.

5. Be courteous to teachers and adults. Teachers must be addressed as Mr., Mrs. or Miss.
6. Exercise self-discipline in school. Passing notes, talking without recognition, writing on textbooks, rowdiness, etc., does not show self-discipline.
7. Use playground equipment properly. Kicking or throwing playground balls over the fences, in the woods or against the buildings is not allowed.
8. Use of vulgarity or profanity will not be tolerated and may result in suspension or expulsion from school.

### **DISCIPLINE**

Christian love is at the heart of all discipline. It includes both direction and restriction. Fairness, firmness and consistency are recognized as key factors in the administering of discipline. Positive guidance techniques used by our staff will teach the children self-control and self-direction. Each Preschool and Elementary teacher has developed her/his own behavioral management program.

- Modeling appropriate behavior for the children will show an example of how they should behave.
- Teaching children what to do rather than what not to do will introduce appropriate behavior in a positive manner.
- Reinforcing the positive rather than constantly verbalizing the negative in a child's behavior will encourage the child to want to continue the positive behavior.
- Teaching communication skills so that problems can be channeled in an appropriate manner will decrease misunderstandings.
- Being perceptive of arising problems will allow for mediation before inappropriate acts begin.
- Redirecting younger children when possible will decrease the use of the word "no" and will decrease frustration in children.
- Discussing inappropriate behavior and the consequences of that act on an individual basis will help the child to understand why the behavior is inappropriate.

Time-out is an approach to classroom management that is used when a child needs to be removed from the group or an activity because of inappropriate behavior. The child is never in time-out for more than five minutes. Time-out is used sparingly as effectiveness is lost when used too often.

Major and/or repeated infractions may result in immediate referral to the Administration. FCALC does not allow any staff or faculty member to inflict corporal punishment on any student.

**Bullying:** There is a no bullying policy at FCA

- First offense: Speak to the Principal
- Second offense: Parents are called into the office to discuss the offenses.
- Third offense: One day suspension
- Fourth offense: Expulsion from FCA

## **Discipline**

- Teacher consequences in classroom
- Referral to Administrator
- Parent Conference with Teacher and Administrator
- Possible suspension/expulsion

### **In School Suspension (I.S.S.)**

- Student stays in Administrator's office for the entire school day
- Student completes classwork for 50% credit

### **Out of School Suspension (O.S.S.)**

- Student is not allowed at FCALC
- Student will receive "0" for any assignments during O.S.S. period

### **Discipline Referral**

Students referred to the principal because of repeated or severe misbehavior will be counseled by the principal and/or will receive a Behavior Notification via email to communicate consequences to the parent.

The school Administration may suspend or recommend expulsion for the following offenses on school property during regularly scheduled school days or off school property during any school-sponsored activity:

- a. Any unlawful activity as determined by the Statutes of Florida or Pasco County.
- b. Possession of dangerous weapons such as knives, chains, firearms, etc. (These will be immediately confiscated and not returned.)
- c. Fighting or threats of harm to any person.
- d. Failure to comply with reasonable requests or directions of any staff member.
- e. Possession or use of prescription or nonprescription drugs. (Use will be assumed if the drug is found in the possession of a student.)
- f. Possession or use of alcohol, tobacco, or any illegal drugs on or off campus. (Use will be assumed if the student exhibits evidence of such use.)
- g. Academic dishonesty such as copying, giving or receiving help on examinations.
- h. Continued misconduct evidencing inability or unwillingness to conform to school standards of dress or conduct.

## DRESS CODE

**PRESCHOOL** – Send children to school in comfortable and practical clothing. **Please avoid straps, complicated buttons, zippers and belts that can cause frustration.** Children should be able to get in and out of one-piece outfits by themselves. For safety reasons, no flip-flop style sandals are allowed. Closed toe sneakers are the best for your child's comfort and safety. For girls: No spaghetti strap tops.

**ELEMENTARY/MIDDLE SCHOOL** – FCA school uniform policy allows emphasis to be placed on the character development and positive self-image of each individual student, rather than on external appearances. Uniforms encourage students to have a sense of school pride, thereby building confidence and self-reliance.

## UNIFORM PURCHASE INFORMATION

Uniforms are to be purchased from:

**Ideal School Apparel**  
**www.idealschoolapparel.com**

Jeanine Caruso  
(813) 244-7911

Visit the website by clicking here: [http://www.idealschoolapparel.com/FCA\\_c2.htm](http://www.idealschoolapparel.com/FCA_c2.htm)

**Dress for Mondays, Tuesdays, and Thursdays: Monogrammed polo shirts** with khaki or navy uniform shorts, pants, skorts, or capris. The monogrammed shirts must be ordered from Ideal School Apparel. The shorts, pants, skorts, and capris can be purchased from a department store of your choice from their uniform sections or from Ideal School Apparel. The girls can also wear the monogrammed polo dress that must be ordered from Ideal School Apparel.

**CHAPEL UNIFORMS** are worn on **Wednesdays**.

The chapel uniform for:

- Girls in grades K-3: the school plaid jumper with monogrammed Peter Pan collar blouse. Girls must wear shorts under the jumper. **Solid color navy or white leggings** may be worn under the jumper when it is cold.
- Boys in K-3: uniform shorts or pants in navy or khaki and the light blue monogrammed dress shirt. Shirts are to be tucked in and a belt should be worn.
- Girls in grades 4-5: A  $\frac{3}{4}$  length sleeve white monogrammed shirt with the plaid skort **or** the school plaid jumper with Peter Pan collar blouse. **Solid color navy or white leggings** may be worn with the jumper or skort when it is cold.
- Boys in grades 4-5: uniform shorts or pants in navy or khaki and the light blue monogrammed dress shirt. Shirts are to be tucked in and a belt should be worn.

- Middle School (grades 6-8) Middle school students do not have a special chapel outfit. They may wear a uniform polo every day Monday through Friday (Spirit shirts are allowed on Fridays, too).

**The jumpers, skorts, and the monogrammed dress shirts and blouses must be purchased from Ideal School Apparel.**

**Friday dress** – FCA Spirit t-shirts are allowed with blue jeans or blue jean shorts or uniform bottoms.

The last Friday of each month will be a Friday Fun Dress Day with a theme or a Casual Friday (Examples of Fun Dress Days: Cowboy Day, Favorite Sports Team, etc.). These dates will be announced on the school calendar. If your child does not want to dress according to the theme, he/she may wear appropriate casual day clothes or the normal Friday wear.

**Additional Outerwear** – Sometimes the classrooms get cool. Sweaters can be worn in classroom, but they must be a solid green, solid white or solid navy sweater. Sweatshirts worn in the classroom must be FCA monogrammed sweatshirts or FCA jackets that can be purchased through Ideal School Apparel. **JACKETS AND COATS PURCHASED ELSEWHERE MAY BE WORN TO SCHOOL AND AT RECESS, BUT NOT IN THE CLASSROOM.**

**SHOES:** Students are to wear closed toe shoes. No sandals, crocs or heels higher than 2". Sneakers/tennis shoes and socks **ARE REQUIRED** for P.E.

**SOCKS:** If your child's socks show when wearing the uniform, they must be solid color socks that complement the uniform. Students are not to wear patterned socks or colors that do not match the uniform colors.

#### **HAIR AND JEWELRY:**

**BOYS:** Hair needs to be neatly trimmed and combed and out of a student's eyes. Earrings are not permitted. No extremes in hairstyles or hair color (no unnatural colors) will be permitted. Extremes will be defined by the Administration. Hats may be worn outside, but not in the classroom.

**GIRLS:** Jewelry should be kept to a minimum. No extremes in hairstyles, hair color (no unnatural colors), jewelry, or make-up will be permitted. Extremes will be defined by the Administration. Hats may be worn outside, but not in the classroom.

**CASUAL DAY Attire** – No tank tops or spaghetti strap tops. Shorts must be no shorter than 2" above the knee. If the shirts have images or messages they should be positive messages or images (not offensive or scary).

**BELTS ARE MANDATORY.** You may purchase belts from any vendor. A belt must be worn with shorts and pants that have belt loops.

**PE UNIFORMS** are required for Middle School students. PE shorts must be no shorter than 2" past their fingertips in length so please purchase the correct size for your student.

Sweaters, jackets, lunch boxes, and backpacks must be **labeled** with your child's name. We cannot be responsible for returning lost items.

Please do not allow your child to leave home with clothing that does not meet the standards specified above. After two written violations, students will not be allowed to remain in class if they are in violation of the school dress code. Parents will be called and expected to bring the student proper attire within a reasonable amount of time. The Administration of FCA reserves the right to make final decisions regarding student dress. Teachers will be instructed to send home uniform violations and follow through per handbook with consequences.

### **EMERGENCY DRILLS**

Fire drills are held on a monthly basis during the school year. Tornado drills are held each semester. Directions for exiting each room are given by the teacher and posted in the room. Students are guided in the procedure for leaving each room and the building. Other procedures for lockdown or emergency evacuations are rehearsed yearly. In case of an emergency, the off-site location is at Elfers Christian School, 5630 Olympia Street, New Port Richey, Florida 34652, 727 845-0235.

### **FIELD TRIPS**

Field trips help provide the student with hands-on experiences as a supplement to classroom curriculum. We, therefore, encourage teachers to plan several field trips throughout the year. Students enjoy these experiences and not only gain a broader source of knowledge, but also learn how to exercise self-control and discipline in social situations.

If your child does not participate in an assigned classroom field trip, the teachers may give an assignment in place of the field trip.

Permission slips are sent home with students prior to each field trip. Parents are required to sign and return forms, no later than one week before the scheduled trip. Parent drivers assist in chaperoning students and will be asked to show current insurance information and driver's license **each time** they drive. **No siblings are allowed to attend field trips.** School may require special dress on certain field trips. **ALL** parents should read and adhere to "Field Trip Driver Policies & Procedures."

All volunteers (who will be in the class or attend field trips) must have completed a Local Criminal Records form. Upon receipt of clearance from the county, volunteers may drive on field trips, tutor, assist teachers in classroom activities, etc. If the county response indicates there has been a driving infraction within the last 12 months, the person may NOT drive for field trips. If there is a DUI listed, you will only be allowed to drive your own child. If the response shows any record of infraction involving a child, the volunteer **WILL NOT** be permitted to volunteer on campus.

### **FINANCES**

Every family is required to establish a FACTS tuition payment account upon enrollment. Tuition is collected via FACTS and all families are expected to remain current with their payments. Late fees will be assessed if payments are missed. If the account is more than 60 days behind and no arrangements for payment have been made with the office, the child will be asked to remain at home until the past due amount is paid.

There will be a \$30.00 charge for checks returned to us.

**Please note:** Monthly statements are available through FACTS to see the status of your account. Tuition, registration, hot lunches, fundraisers, etc. are to be paid with separate checks. **\*Report cards or student records will not be distributed until all fees/tuition are paid.**

### **Withdrawal**

Prepaid registration fees and tuition will be refunded in full if circumstances require a family to relocate out of the area before school starts. Families who choose to withdraw from FCALC at any time because of parental dissatisfaction, change of residence, financial problems, academic difficulty, etc. will be refunded any prepaid tuition. Registration fees are non-refundable. Consumable books/material will be considered school property.

## **GRADING/PROBATION/PROMOTION**

Two copies of your child's report card will be sent home at the end of each grading period. Parents are required to sign one copy of the report card and return it within three school days. A parent-teacher conference will be offered in October to all parents in elementary and middle school. Additional conferences can be scheduled during the second semester at the parent or teacher's request.

FCALC grading scale is as follows:

### **Kindergarten**

E - Excellent  
S - Satisfactory  
N - Needs Improvement

### **1<sup>st</sup> Grade – 8<sup>th</sup> Grade**

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

Specific information regarding grading policies will be given the first week of school for each grade level. Enrichment subject grades are based on participation and behavior and, in some cases, written tests and quizzes. Grades 1-8 will receive numerical grade. Enrichment grades are included in all Grade 1 through Middle School awards.

### **Academic Probation**

Students who do not progress at an acceptable level during a grading period, may be placed on academic probation for the following grading period. If progress is inadequate, a parent conference will be scheduled. At the conclusion of the grading period, a review will be conducted to determine if sufficient progress has been made. Repeated placement on academic probation may result in dismissal.

### **Promotion**

A student will not be promoted to the next grade level with two or more failing marks (F's) for the year end average in the academic subjects. Provisional promotion is contingent on verification of satisfactory completion of a summer school program or private tutoring.

## **HOMEWORK**

At FCALC, we believe that beginning a regular daily homework routine in early elementary grades paves the way for proper study habits throughout a student's educational process. Therefore, homework may be assigned daily, except Wednesday, to all classes beginning with Kindergarten. No homework is assigned on Wednesdays in order to encourage students to attend church activities held Wednesday evenings. Homework not completed on time may reduce the student's grade in that subject.

Agenda books are provided for all FCA students in grades K-8. Parents are required to sign and return the agenda books each day. Students in grades 1 - 8 will be required to write homework and study reminders in their agenda books each day. Some grade levels also communicate daily behavior in the agenda books. Please make it a habit to check and sign your child's agenda book as a part of their homework routine.

## **HONORS/AWARDS**

Because it is important to acknowledge and reinforce academic achievement and good social skills, teachers will issue certificates as follows:

- **Principal's List** – awarded to all students who earn no less than an “A” in any subject, including Enrichment subjects, and no less than a “S” in conduct.
- **Honor Roll** - awarded to all students who earn no lower than a “B” in any academic subject, including Enrichment subjects, and no less than an “S” in conduct.
- **Shining Knight Award** - awarded to at least one student in each class, per month who exhibits good Christian character. This award will be presented at the last chapel of each month.
- **Perfect Attendance** - awarded to each student who has perfect attendance for the entire grading period and has not been tardy more than five times.

- **I Made God Smile** - Preschoolers are given this award for good behavior and obedience in the classroom.

## **ILLNESS & MEDICATION**

**Medications** - **NO** over the counter medications will be given by FCALC staff at any time, for any reason. \*For prescriptions requiring dosage during the school day, please contact the office for necessary paperwork.

**Allergies** - If your child has any type of allergies, please be sure **ALL** specific guidelines are written for classroom teachers and given to the school Administrative Assistant so an alert can be put into RenWeb.

**Illness/Accident Policy** – Please do not allow children who are sick to come to school. After a fever, a child’s temperature must be normal for 24 hours before returning to school. If a child vomits he/she may not return to school for 24 hours to avoid the spread of germs. If a student becomes ill while at school with a fever of 99 or above, vomits for any reason, has two or more diarrhea or loose bowel movements, or carries a contagious disease, a parent will be called to pick up the child. Please cooperate by picking up your child promptly (within 30 minutes).

- If a child is well enough to come to school, we will expect him/her to go outdoors with the class, weather permitting.
- If your child becomes injured at school, we will contact one of the parents or any others listed as emergency numbers given to us.
- A band aid may be applied for minor cuts, however, we are not allowed to apply medication.
- Accident/incident reports will be completed and the parent will be given a copy.
- If any child is considered by our staff, to be a habitual biter, or to exhibit other aggressive behaviors (i.e. hitting, punching, etc.) that are harmful to other children or staff, she/he may be asked to leave our school. A habitual biter would be considered anyone who bites any other child under any circumstances and breaks the skin, more than three times. The parents of the biting child will be called to come and pick up their child immediately to be removed from the school for the day.

**Lice**- If you suspect or know that your child has lice you must keep him at home until she/he is treated and nit free. We would also request that you notify the school of your child’s condition. Any child found to have lice will be sent home immediately. Students must be checked by Administration **before** returning to class.

## **LOST AND FOUND**

Any articles left at the school will be placed in “lost and found.” Unclaimed articles will be disposed of at the end of each semester. Students may come to the office during recess or after school and check for lost articles.

## LUNCH

We offer a “hot” lunch program which is preordered one month in advance. Students must bring a complete well balanced lunch, including a drink each day. **No soft drinks, candy or gum** are allowed. No microwaving of food is allowed. No glass containers or sippy cups are allowed. Students are not allowed to trade or share food. If a child forgets lunch, an “OOPS” lunch (crackers, applesauce, etc.) will be provided and a note will be sent home requesting payment.

## OPEN HOUSE/ORIENTATION

Open House will be held during the first month of each school year. Parents will have an opportunity to visit classrooms and get acquainted with teachers and staff that evening.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are designed to answer any questions or discuss any problems that might be affecting the students. Conferences are scheduled on the yearly calendar in elementary and middle school, routinely at the close of the first grading period. Teachers or parents may request additional conferences anytime during the school year. If a teacher requests a conference, parents are required to meet with the teacher within one week. Failure to comply may be cause for dismissal.

## PHYSICAL EDUCATION

A physical education program is provided for students at elementary and middle school grade levels. In order to be excused from a P.E. class, the student must bring in a written note from a parent stating the specific reason for the excuse. This procedure may be followed only two times consecutively for the same illness. If the student is still not able to participate, he/she must bring in a doctor’s note in order to be excused beyond those two classes. If a person is excused from P.E. class, he will not be allowed to participate in activities at recess. **ALL students must wear athletic shoes (and P.E. uniforms for Middle School)** or they will not be allowed to participate in P.E. for the day and will lose participation points.

## PLEDGES

Students begin each day with pledges to the American Flag, Christian Flag and Bible.

*Pledge of Allegiance to the American Flag*

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

**Pledge of Allegiance to the Christian Flag**

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

**Pledge of Allegiance to the Bible**

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

**SMOKING**

Smoking and vaping are ***PROHIBITED*** on the premises.

**SPECIAL EVENTS**

Classes will host special events such as Thanksgiving feasts, Christmas program, chapel, etc., during the school year.

Please note our holiday policies:

**FALL**

We may celebrate fall with various activities on the date that signifies the beginning of autumn on the calendar. We will not observe Halloween with any projects, field trips, costume parties or jack-o-lanterns. No Halloween accessories are allowed.

**CHRISTMAS**

Decorating trees, singing fun and religious songs and small gift exchanges with the emphasis on Christ's birth are permitted. We will not plan Santa projects, stories or Santa appearances. No Santa accessories are to be worn.

**EASTER**

In keeping with the mission of the school our focus at Easter will be on celebrating what Christ did for us on the cross and his glorious resurrection. Bunnies as "real" rabbits can be used to decorate classrooms. Coloring of eggs and hunting eggs may be used to reinforce skills, springtime themes and cooking projects. They will not be related to the Easter bunny. No bunny accessories are allowed. We will not plan Easter bunny art projects, stories or Easter bunny appearances.

- From time to time fundraisers, book order forms, or some other publications may have secular items offered or advertised. The school does not necessarily endorse all items printed in those materials. FCALC will depend on parents to handle those instances as they come up in the manner each family finds appropriate.

## STUDENT ENRICHMENT

All elementary students will attend one or more of the following enrichment classes (Art, Music, Spanish, P.E., Computer and Library) daily. In addition, children have periodic musical performances for parents, church members and others. Special activities throughout the year will include the Christmas Program, Grandparents Day, Awards Ceremonies and others. Students will receive grades in enrichment classes. These grades will be included in determining Principal's List and Honor Roll. See Page 14 for details.

## SUPPLIES

Each grade level requires certain supplies - some items are provided by the school. A list of required items for each grade level will be made available. (Some supplies will be kept by the teacher to distribute as needed.

## VISITORS & VOLUNTEERS

It is the desire of the Administration and faculty to be of service to parents who wish to visit the classroom. We require, however, that any visit to the classroom be made by appointment with the teacher. Classroom visits will be limited to one hour at any given time in order that student instructional time is not disrupted. Teachers are not available for parent conferences during morning drop off and afternoon pick up times. If you choose to escort your child to his/her classroom, please give hugs and kisses at the door.

**Visitors to the classroom, lunchroom, or playground are required to sign in and receive a visitor's badge. Please stop by School Receptionist desk to check in.**

Students are not at liberty to bring a friend to school for the day. Permission must be granted by the Administration. Prospective students and parents may make arrangements through the office to visit the classroom.

We ask all visitors and volunteers to observe our dress code and dress modestly. Please wear modest shirts (no low cut), shorts, and pants when on campus.

## WEATHER

In the event of severe weather conditions, please listen to the TV and radio stations to be informed of the action taken by Pasco County Schools as FCALC will follow their guidelines. We will also notify parents via school email and Facebook.

## WEEKLY PROGRESS FOLDERS

Every Wednesday, each elementary student brings home a folder designed to help parents be aware of their child's progress. This folder contains test papers, graded work, a behavior rating from the preceding week, and other information from the school office. It is the responsibility of the parent to monitor this folder by looking through the materials, signing the designated area and returning the graded papers in the folder the next day.