



2025-2026
Parent-Student Handbook

Mrs. Nicole L. Williams – President of the Board
Mrs. Valerie Wilkerson – Vice President of the Board
Mrs. Terika Haynes – Board Secretary
Ms. Nazaree Williams – Board Treasurer
Mrs. Ruthenia George – Board Director
Mrs. Julia White – Board Director

ADMINISTRATION

Mrs. Nicole L. Williams – Head of School
Mr. Benimowei Jombai – Assistant Principal
Mr. Eddie Shivers – Upper Level Department Head
Mrs. Nicole Bembow – Lower Level Department Head
Mrs. Keila Vega - PEC Coordinator/Upper Level Instructional Leader
Mrs. Sonia Acevedo – Lower Level Instructional Leader
Ms. Nylah Williams – Registrar and Administrative Assistant
Mr. Broderick Day – Athletic Director/Dean of Students
Ms. Deondra Jenkins – Guidance Counselor
Ms. Nia Williams – Financial Services

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WELCOME TO FAITH CHRISTIAN ACADEMY

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

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

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

MISSION STATEMENT

Faith Christian Academy provides excellent Christian education to all of our students with the highest standards of citizenship, honor, and honesty. Faith Christian Academy will deliver education with high moral standards, passion for education, and a demonstration of understanding Biblical principles.

VISION STATEMENT

- To form a partnership with believing parents in order to establish our children with a total biblical worldview.
- To help train up a generation of godly leaders who love learning and are sought after for their wisdom.
- To inspire, teach, and minister to the needs of the children and families on the love of Jesus Christ through education.

STATEMENT OF FAITH

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

- I. We believe the Bible to be the inspired and only infallible authoritative Word of God. It gives a true history of the creation of the earth and of mankind.
- II. There is only one God: the Creator of the heavens and the earth, and of all mankind. That this one God is Father in creation, Son in redemption, and Holy Ghost in regeneration and activity. He is the First and the Last and beside Him, there is no God.
- III. Salvation consists of deliverance from sin through the blood of Jesus Christ. This is accomplished through repentance from sin, water baptism in the name of Jesus Christ for the remission of sins, and receiving the baptism of the Holy Ghost with the evidence of speaking in other tongues as the Spirit gives the utterance. This is called the New Birth (John 3:5 and Acts 2:38); and continuing in the apostles' doctrine with a holy and consistent life.

PHILOSOPHY

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

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

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

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

We teach a complete educational experience in a spiritual atmosphere integrated with the aesthetic, physical, and spiritual which includes a fine arts department.

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

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

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

HISTORY

Founded in 2011, Faith Christian Academy is the premier Christian school in Plant City. FCA was founded by Mrs. Nicole Williams and the Faith Christian Board of Trustees who had a vision to provide the finest liberal arts education in a Christian environment to the youth of our community. For over nine years, the school has remained true to the goal of its founders. Our doors are open to families in the surrounding communities who desire their children to learn and grow in harmony with the Word of God. FCA is a nonprofit 501c3 organization governed by a board of trustees.

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

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GENERAL INFORMATION

SCHOOL HOURS

School hours are Monday – Friday, 8:00 a.m. – 3:00 p.m. Students are considered tardy **AT** 8:05 a.m. and any Middle/High School student with an unexcused tardy after 8:10 a.m. will receive a Level 1F discipline check.

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

CAMPUS CLOSING POLICY

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

ANY STUDENT, K-12TH GRADE ON CAMPUS BEFORE 7:30 A.M. OR AFTER 3:15 P.M. WILL BE ESCORTED TO EXTENDED CARE, AND PARENTS WILL BE BILLED. WHEN OFFERED, BEFORE CARE WILL BE BILLED AT \$15 PER STUDENT, PER DAY. AFTER 3:15 P.M., STUDENTS IN FCA EXTENDED CARE WILL BE CHARGED ACCORDINGLY. AFTER 6:00 P.M., AFTER SCHOOL EXTENDED CARE WILL BE BILLED AT \$5 PER STUDENT, PER MINUTE.

OFFICE HOURS

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

TELEPHONES

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

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

ELECTRONIC DEVICES

Use of electronic devices (cell phones, tablets, etc.) is not permitted on campus without prior authorization from the administration. Students may not use any form of AirPods, earbuds, headphones, etc. unless prior authorization is received from the administration. Smartwatches may not be used for texting, messaging, or any form of social media. FCA is not responsible for the theft or loss of electronic devices.

Faith Christian Academy has a Zero Tolerance Policy for all types of bullying including but not limited to cyberbullying.

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

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

Students who are granted permission to use tablets, iPads, or Laptops/Chromebooks that are school property will follow all rules and regulations. No student may take photos, change wallpapers, change passwords, or modify the settings or applications of any school device without prior authorization. Any violation of this section will result in disciplinary action.

“Texting” and instant messaging are prohibited during classes except as part of an assigned activity that is supervised by faculty or administration. The use of Internet-based social networks (Facebook, Twitter, YouTube, etc.), bulletin boards, and online chat rooms are prohibited.

PUBLIC DISPLAYS OF AFFECTION

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

LIBRARY

The library is to aid students and teachers by providing resources that enhance a complete educational experience. FCA utilizes physical and online books (e.g. MyOn) for library resources.

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

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

LUNCH

FCA does not participate in the National School Lunch Program which provides free and/or reduced lunches. Students are to provide their own lunches or may purchase snacks from the vending machine.

On Mondays, Wednesdays, and Fridays, FCA offers the option for parents to order lunch. A cafeteria menu is sent home via email at the beginning of the month for all grades. A copy of the menu is also available in the Main Office. Lunch may be purchased weekly online through FACTS. Lunches must be ordered at least 2 days (48 hours) before the desired lunch date. Parents must pay for lunches in advance and each student's account will be debited as meals are purchased. Prices are subject to change during the school year.

Parents are allowed to join their children for lunch after receiving a visitor's pass from the Main Office. As stated below, the visit can only be for **30 minutes once a month**. No food may be brought to students except by their parents/guardians. Only students in 12th Grade are permitted to order lunch through a delivery service, and it must be ordered no later than **8:15 a.m.**

VISITORS & CLASSROOM ACCESS

Any person coming on campus during school hours (7:30 a.m. - 3:00 p.m.) must check in at the Main Office and receive a visitor's badge before entering any classroom or student area.

- **Parent Walk-In Window:** Parents are welcome to walk their child to class between **7:30 a.m. and 8:00 a.m.**
- If a parent wishes to speak with a teacher during this time, **impromptu conversations must be limited to 10 minutes** to protect preparation and instructional time.
- **Monthly Classroom Access:** Parents are allowed **30 minutes per month** to be in their child's classroom. This time may be used for classroom observation, eating lunch with their child, or another approved activity. Time beyond the 30 minutes must be pre-approved by administration.
- We ask that standard classroom visits be limited to **30 minutes** and that parents do not interrupt instructional flow.
- Student/Classroom observations are permissible if:
 - The Head of School receives 24-hour notice
 - The Head of School acknowledges a legitimate reason for the visit
 - The Head of School determines that the visit will not cause disruption

All visitors, including parents, must dress conservatively and modestly. No smoking, vaping, or pets are allowed anywhere on campus, except for approved service animals. We also ask that other non-FCA children are not brought on campus during the visit.

PARENT CONFERENCES

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

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

STUDENT INFORMATION

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

PARENTAL TIME-SHARING AND CUSTODY POLICY

For the safety and well-being of our students, FCA will only follow custody, time-sharing, and parental access arrangements that are outlined in a valid, court-certified document.

Verbal agreements or informal arrangements between parents/guardians will not be recognized or enforced by the school.

The school must receive an official, court-certified copy of any custody or time-sharing order in order to implement specific pick-up, drop-off, or communication restrictions.

Until such documentation is provided, both listed parents/guardians will retain equal access to the student as allowed by general law.

It is the responsibility of the parent/guardian requesting enforcement to provide the school with the appropriate, up-to-date legal documentation.

Our priority is student safety and legal compliance, and we appreciate your cooperation in ensuring that all custody and time-sharing directions are supported by the proper legal records.

PARENT-TEACHER ORGANIZATION (PTO)

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

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SAFETY AND SECURITY

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

SCHOOL CLOSINGS

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

- TV Channel 13 (FOX)
- TV Channel 8 (NBC)
- TV Channel 28 (ABC)
- TV Channel 10 (CBS)
- Joy FM Radio (91.5 FM)

An emergency phone number is in place and FCA will provide a recorded message with vital information in an emergency situation. That number is 813-727-1989.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS

Fire, tornado, and lockdown drills will be conducted for all grade levels regularly.

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ADMISSIONS POLICIES

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

Admission to FCA will be determined by the following:

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

HEALTH RECORDS

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

ACCEPTANCE

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

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

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

Attendance at FCA is a privilege, not a right.

RE-ENROLLMENT

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

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

* ACADEMICS

CURRICULUM

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

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

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

COMMUNICATION PLANNERS

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

GRADING

Grades K thru 3rd

E – Excellent
S - Satisfactory
P – Progress
N – Needs Improvement
U - Unsatisfactory

Grades 4th – 12th

100 – 90 A Excellent
89 – 80 B Good
79 – 70 C Average
69 - 60 D Poor
59 or less F Fail

Grades for K - 5th are calculated as follows

Daily grades (Classwork and Participation) – 45%
Homework grades – 5%
Quizzes – 20%
Tests/Major Projects – 30%

Grades for 6th -12th are calculated as follows:

Daily grades (Classwork and Participation) – 40%
Homework grades – 5%
Tests/Quizzes/Major Projects – 40%
Midterms and Finals – 15%

Late Work

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

1st day after due date – 25 percent deducted
2nd day after due date – 50 percent deducted
3rd day after due date – 75 percent deducted
4th day after due date – Student receives a zero

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

REPORT CARDS

Mid-quarter Progress Reports are sent home for each student in grades K-12. At the end of each nine-week period, report cards are sent home in communication planners for grades K-5. **Financial accounts must be current to receive report cards through Gradelink.**

Honor Roll

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

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

*****ACADEMIC PROBATION**

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

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

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

ACHIEVEMENT TESTS

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

TUTORING

Teachers are available to tutor students before and after school. Tutoring schedules are posted by grade-level team leads. Teachers may provide additional opportunities for individual tutoring.

VALEDICTORIAN ELIGIBILITY POLICY

To recognize a graduating senior who has demonstrated exceptional academic achievement, spiritual maturity, leadership, and character in alignment with the mission and values of Faith Christian Academy.

Eligibility Criteria:

- **Minimum Enrollment Requirement:**
 - Students must have been enrolled at Faith Christian Academy **for at least four consecutive semesters (i.e., full 11th and 12th grade years)** to be considered for valedictorian.
 - Transfer students entering during 12th grade will not be eligible for valedictorian but may be considered for other honors (e.g., Salutatorian Honorable Mention, Christian Leadership Award).
- **Academic Requirements:**
 - Must have the **highest cumulative weighted GPA** among the graduating class by the end of the third quarter of the senior year.
 - Must have completed a **rigorous academic course load**, including honors and/or dual enrollment courses when available.
- **Spiritual and Character Considerations:**
 - Must demonstrate **consistent Christian character**, integrity, and leadership within the school community.
 - Must be in good standing with **no major disciplinary infractions** (Level 2 or higher) during their high school years.
 - Active participation in chapel, service projects, and other faith-building school events is expected.
- **Faculty Review and Final Approval:**
 - Final selection will be reviewed and approved by an academic and administrative committee, including input from high school faculty.
 - In the event of a tie in GPA, the committee will consider rigor of courses, character, leadership, and spiritual involvement.

SALUTATORIAN SELECTION POLICY

At Faith Christian Academy, the honor of Salutatorian is awarded to a graduating senior who demonstrates outstanding academic achievement, consistent Christian character, and meaningful participation in school life. To ensure that this distinction reflects not only scholastic merit but also long-term commitment to the values and mission of FCA, the following criteria must be met:

Eligibility Requirements:

1. **Minimum Enrollment:**

The student must have been continuously enrolled at Faith Christian Academy for at least the **entirety of their 11th and 12th grade years**.
2. **Academic Excellence:**

The Salutatorian must have the **second-highest cumulative weighted GPA** among all eligible graduating seniors, calculated at the end of the third quarter of the senior year.

3. **Course Rigor:**

Candidates must have completed a full academic load, including honors, advanced, or dual enrollment courses where available, reflecting a commitment to academic challenge.

4. **Behavior and Conduct:**

The student must have maintained a **clean disciplinary record**, free of Level 2 or Level 3 infractions during high school. A pattern of respectful behavior and integrity must be evident.

5. **Spiritual and Community Engagement:**

The student must demonstrate a sincere Christian witness, positive peer influence, and regular participation in chapel, service projects, or school ministry events.

6. **Administrative Review:**

Final selection is subject to approval by the administrative team, which may consider additional factors such as leadership, school involvement, and character.

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ATTENDANCE

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

ATTENDANCE REQUIRED FOR CREDIT

K-12th grade students may miss no more than 9 days per semester in order to receive credit and/or be considered for promotion or before being considered for possible summer school and/or grade retention . This total includes excused and unexcused absences for the semester. This does not include a class absence because of a required school activity. Students are not allowed to make up work from unexcused absences. In addition, students will drop a letter grade in all classes after every 3 unexcused absences. The Administrative Committee will review every case of excessive absences and may recommend to the Head of School that credit be granted for the course. Credit will only be given for unusual circumstances and where the student has met the other requirements for the class. Parents of students who have excessive absences will be contacted for a conference to address this problem.

ABSENCES

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

If it is necessary for a child to leave school for a dental or doctor's appointment, a parent must send a note in advance to the school office. It is the responsibility of the parent to confirm that the classroom teacher has received notification of the absence. Parents will need to sign their student out at the Main Office before 2:15 p.m. There will be no early pick-ups after 2:15 p.m. for ANY reason.

A maximum of **5** vacation days for family trips will be excused for the school year if prior arrangements have been made with the classroom teacher AND the required vacation forms are completed and submitted at least a week in advance.

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

FIELD TRIP ATTENDANCE POLICY

When a class-wide or grade-level field trip is scheduled, all students in that class are expected to participate in the trip. Students who do not attend the field trip will need to remain at home for the day and will be marked with an excused absence, provided the school is notified in advance.

At this time, we are unable to provide on-campus supervision or alternative classroom instruction for students who do not attend the trip, as all faculty and staff assigned to that class will be supervising students off-site. For the safety and proper supervision of all students, we cannot permit students to remain on campus when their class is off-site.

We encourage families to make the necessary arrangements and communicate with the school as early as possible if a student will not be attending.

We appreciate your understanding as we work to ensure safe and well-supervised field trip experiences for all students.

COVID Absence Procedure:

In the event that a student experiences an extended absence due to illness (COVID) that disallows their presence in the classroom, the following procedures will be adhered to:

1. Students and families are expected to make arrangements to get any make-up work and books that are needed to complete assignments while the student is absent.
2. It is understood that each student's experience may be different, however, it is in the student's best interest to keep as current with their work as possible while out of the classroom.
3. Students will be given one week from the date of their return to complete any missed assignments. Extensions may be granted by administration personnel, only in extreme circumstances.
4. Students who miss exams or quizzes will be allowed to make up their exams within one week.

Any student who fails to complete make-up work will be subject to lower grades i.e. zero for any work not turned in.

TARDIES

- Tardies will be recorded in the teacher's records
- Three (3) tardies will constitute one absence.

EXCUSED ABSENCES AND EXCUSED TARDIES

Our policy regarding excused absences and excused tardies will be as follows:

- An illness of the student or a medical/dental appointment: a doctor's statement may be required.
- An accident resulting in an injury to the student
- A death in the immediate family of the student
- An observance of an established religious holiday: documentation of the religious affiliation of the student may be required.
- A pre-planned absence for a personal reason that is acceptable to the principal; permission for such absences must be requested and approved no fewer than three (3) days prior to the absence; approval shall be contingent upon the students' attendance record, academic performance, and conduct.
- A subpoena by a law enforcement agency or a required court appearance.
- An emergency for a reason acceptable to the principal or designee such as:
 - Severe weather conditions
 - A major personal or family problem
 - Fire, flood, or other major damage to the home
 - A major accident on the way to school

MAKE UP WORK (IF ALLOWED)

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

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

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

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DISCIPLINE PLAN

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

Elementary Discipline: Class Dojo and Color System (See below)

ELEMENTARY POINTS SYSTEM

Positive Actions:

1 Point: Clean desk; Following directions; On task; Participating; Planner signed; Test Folder signed.

2 Points: Being Kind; Line Obedience; Helping Others; Persistence, Teamwork

3 Points: WOW! Behavior

Negative Actions:

1 Point: Bathroom during teaching if not previously discussed/approved, Disrupting Class, Dress Code, Horseplay, Messy desk, Off Task, Out of Line, Out of Seat, Planner not signed, Talking during tests, Talking out of Turn, Throwing Items, Unkindness, Unprepared

2 Points: Bad Attitude, Crude Language, Rude talk/name-calling, Not Following Directions.

3 Points: Arguing, Cheating, Causing Issues, Cursing, Direct Disobedience, Dishonestly/Lying, Disrespect, Fighting, Hitting, Pushing, Rough horseplay, Temper Tantrum, Explicit or Indecent Behavior

Extreme behavior - Child sent home (Such as biting, Physical assault on anyone, etc)

K-2nd Discipline

In the negative by recess - Reduced recess (-5 mins per point in negative)

In the negative by lunch - Secluded lunch

In the negative by activity time - No fun activity

On Red - Parent Contact and Class separation with the Dean Of Students until the student shows improvement

3rd-5th Discipline

In the negative by recess - No recess

In the negative by lunch - Silent lunch

In the negative by activity time - No activity time (only brain break)

On Red - ISS with Dean Of Students and Parent Contact

Special 5th Grade Discipline

Name on board - Warning

One Check - Silent lunch

Two checks - No recess

Three Checks - ISS with Dean Of Students

3rd - 5th Grade Elementary Students who are in ISS are subject to the same rules as other students while in conduct class. Additionally, any elementary student who is placed in conduct class or ISS will receive 5 consecutive days of no recess and loss of privileges to include but not limited to: no snack cart, no special event participation, etc.

ELEMENTARY COLOR SYSTEM

This system is consistent throughout our elementary department. The students start each day on green “Ready to learn” and move up and down based on their daily leadership skills. If a student has been in the colors yellow, orange, or red three times or more for the week the student will not participate in Fun Friday or any fun activity or event for that week.

Pink - “Marvelous.” The best and highest color. Following directions, completed homework and assignments, demonstrated leadership, student on task, and no verbal warnings. THE BEST DAY EVER!

Purple - “Excellent choices” The second best color. GREAT DAY!

Blue - “Great effort.” The third best color. GOOD DAY!

Green - “Ready to learn” This is where each student will start at the beginning of the day, and be able to move up or down based on the color system rules.

Yellow - “Think about it” Student is given opportunities to make better choices. Students will be given warnings and or a time-out.

Orange - “Make better choices.” Inappropriate choices and needed several reminders and redirections. Time out.

Red - “Parent contact” Students will also be sent to the Dean of Students and will not participate in any fun activities.

K - 2nd

Pink- “Marvelous.” 9 or more points

Purple- “Excellent choices” 6 to 8 points

Blue- “Great effort.” 3 to 5 points

Green- “Ready to learn” 0 to 2 points

Yellow- “Think about it” -1 to -5 points

Orange- “Make better choices.” -6 to -10 points

Red- “Parent contact” -11 or less points

3rd - 5th

Pink- “Marvelous.” 9 or more points

Purple- “Excellent choices” 6 to 8 points

Blue- “Great effort.” 3 to 5 points

Green- “Ready to learn” 0 to 2 points

Yellow- “Think about it” -1 to -3 points

Orange- “Make better choices.” -4 to -6 points

Red- “Parent contact” -7 or less points

Middle and High School: Check System (See below)

CONDUCT LEVELS, OFFENSES, AND CONSEQUENCES

LEVEL 1 = Check System Will Be Followed

Students who receive 2 checks in one day will receive sentences for additional homework.

Students who receive 3 checks in one day will be sent to the Conduct Class for one class period unless they have been in the Conduct Class for any offense before, then they will spend not only one period, but one full day in the Conduct Class.

- a) Unprepared for class - **Requires Unprepared sentences**
- b) Improper use of class time (off-task)
- c) Chewing gum
- d) Eating food outside of the cafeteria or approved times.
- e) Creating a disturbance or making disruptive noises
- f) Unexcused tardy to any mandatory school class, function, or requirement
- g) Failure to turn in forms requiring a parent's signature
- h) Being in unauthorized areas
- i) Horseplay
- j) Being out of class without a pass
- k) Dress code violation
- l) Disobedience of specific class rules
- m) Throwing items
- n) Derogatory Remarks toward an individual - **Requires Verbal Abuse Essay**
- o) Violation of cell phone / Electronic devices
- p) Drawing on/defacing of self

LEVEL 2 = Automatic 3 days in Conduct Class, additional homework (one-page behavior essay with 3 Bible references), loss of 50% from all school work done, and a possible up to 3 Days of After-School Detention with work detail from 3 pm-5 pm.

- a) Cutting class or school / Leaving class without permission or in defiance- **Requires After-School Detention**
- b) Spitting at others *
- c) Meddling or altering another person's property or physical appearance without permission *
- d) Bullying*
- e) Verbal Abuse (Discrimination)*
- f) Acts of rebellion against school norms *
- g) Extreme class disruption* - **Requires Verbal Abuse Essay**
- h) Actions of defiance or disrespect to any school personnel *
- i) Reckless operation of a motor vehicle on school/church property - **Requires After-School Detention**
- j) Indecent/Lewd behavior
- k) Drawing on/ defacing or damage of school/church property.

Level 2 *: The Discipline Board will meet to discuss if the offense requires After-School Detention

LEVEL 3 = Automatic 5 days in Conduct Class, additional homework (two-page behavior essay with 5 Bible references), loss of 50% from all school work done, and After-School Detention with work detail from 3 pm-5 pm.

- a) Use of swearing or profanity
- b) Cheating or lying
- c) Stealing
- d) Destruction of school/church property
- e) Fighting or threatening / mistreatment of other students
- f) Committing a serious breach of conduct inside or outside, which has an adverse effect on the testimony of the school
- g) Leaving campus without Permission or Proper Check-Out Procedures

*****THE OFFENSES BELOW AUTOMATICALLY TRIGGER AN IMMEDIATE
OUT-OF-SCHOOL SUSPENSION, PENDING EXPULSION*****

- h) Sexual immorality or Sexual Assault
- i) Drinking or possession of alcoholic beverages
- j) Smoking or possession of tobacco
- k) Use, sale, or possession of illicit drugs
- l) Use or possession of a weapon
- m) Physical assault on anyone
- n) Habitual committing of less or more serious offenses (**At the discretion of the discipline committee**)
- o) Setting fires or false alarms
- p) Any action that violates federal, state, or local laws and ordinances, whether arrested/prosecuted or not; in or out of school session and setting.

Repetitive Checks:

Students who receive checks multiple times in one quarter will have an escalated level of discipline. Please see below:

If a student receives 5 Checks in one quarter, they will receive a Level 2 Offense (one day of Conduct Class and one day of After-School Detention with work detail from 3pm-5pm).

If a student receives 10 Checks in one quarter, they will receive a Level 2 Offense (two days of Conduct Class, a behavior essay, and three days of After-School Detention with work detail from 3pm-5pm).

If a student receives 15 Checks in one quarter, they will receive a Level 2 Offense (three days of Conduct Class, a behavior essay, and three days of After-School Detention with work detail from 3pm-5pm).

If a student receives 20, 25, or 30 Repetitive Checks for ANY TOTAL offenses in one quarter, they will receive a Level 3 Offense (Minimum 3 days of Out of School Suspension and the Discipline Board will meet to discuss possible expulsion).

***DISCLAIMER: Any Level 1, 2, or 3 discipline can be modified (increased or decreased) based on findings after investigation of the student's misconduct.**

Any student who is placed in conduct class or ISS is not permitted to participate in extracurricular activities or privileges including but not limited to sporting events, special events (Faith Fest, Field Day, Field Trips, etc), trips to the snack cart, and the like. Students may resume these privileges at 3:00 p.m. on the day their conduct class ends. Any student serving OSS (Out of School Suspension) is NOT permitted to be present at any school event (sporting events, dances, class parties, etc) or on FCA premises (see below for FCA Premises definition) until the following day of when their suspension is concluded.

THE ELASTIC CLAUSE

Because it is impossible to foresee problems that may arise, this clause empowers faculty members to issue referrals/disciplinary actions or detentions in the classroom or outside of the classroom for any action that violates the spirit of the system, even though not specified here. Student action that is not consistent with the mission statement, philosophy, or beliefs of Faith Christian Academy is subject to review by the administration. The administration, in the name of the school, reserves the right to initiate change or modify policies as needed.

BEHAVIOR AND DISCIPLINE REWARD SYSTEM

To promote a culture of excellence, respect, and personal accountability, FCA implements a structured reward system for students who demonstrate consistent positive behavior. Rewards are earned based on maintaining a high Class Dojo record or a clean discipline record (no checks issued) within specified time periods.

Weekly Reward – Homework Pass

Students who receive no behavior checks for one full week will earn a Homework Pass. The pass may be used in any class of their choice, provided the student has a grade of C or higher in that class. The Homework Pass may not be used for major assessments, projects, or special assignments.

Bi-Weekly Reward – Dress Down Pass

Students who receive no checks for two consecutive weeks will receive a Dress Down Pass. The pass may be used on any day except Wednesday. All dress down attire must remain in compliance with the FCA Dress Code Standards.

Monthly Reward – Special Privilege Pass

Elementary School: Students who have a 93% or above in Class Dojo for the month receive a Dress Down Pass. The pass may be used on any day except Wednesday. All dress down attire must remain in compliance with the FCA Dress Code Standards.

Middle School: Students with no checks issued for an entire month will receive a Check Veto Pass. This pass allows the student to void one Level 1 offense check and remove the associated consequence. The pass cannot be used for Level 2 or Level 3 offenses.

High School: Students with no checks issued for an entire month will receive a Cell Phone Pass. This pass permits cell phone use during non-instructional time only. All electronic device policies still apply. Misuse of the pass will result in revocation and disciplinary action.

Quarterly Reward – Individualized Field Trip Experience

Students in Elementary who have a 93% or above in Class Dojo, as well as students in Middle/High who maintain a zero-check record for the entire academic quarter will qualify for an Individualized Field Trip Day.

Eligible students will participate in a special off-campus outing (e.g., mall trip with lunch in the food court—self-funded).

This trip serves as a celebration of outstanding conduct and leadership within the FCA community.

*This is NOT a class wide field trip. Students who are not selected to participate MUST report to school for a regular day of school. Students who are absent will be recorded as unexcused and will receive zeros for the day.

*

2025/2026 FINANCIAL POLICY

Important Points

- All tuition and extended care payments are due on the 1st of each month and are considered past due if not received by the 5th of each month.
- A \$100.00 late fee will be charged per invoice per student.
- Non-receipt of a statement does not release you from your obligation to make all payments in a timely manner.
- Students will NOT be allowed to attend class if an account is not current.
- Release of records/reports are subject to all accounts being current.
- Note your ID # on your check or money order to ensure that your payment is recorded correctly.
- If any child(ren) is withdrawn during any month, the parent/guardian is responsible for paying that total month's tuition.
- If the parent/guardian is under contract for Extended Care, they are responsible for paying the monthly contract amount whether they utilize the extended care services or not.

Registration Fees

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

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

Signed Tuition Contracts

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

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

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

Financial Aid

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

Discount and Financial Aid Awards

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

Statements

The "Billing Date" on the statement reflects the date the charges are applied, not the actual date the statement was printed. Statements are usually printed and emailed on the 25th of each month. Non-receipt of a statement does not release you from your obligation to make all payments in a timely manner. All invoices are due on the 1st of each month. After 11:59 p.m. on the 5th of each month, or 11:59 p.m. the preceding Friday if the 5th falls on a weekend, a late charge of \$100.00 per invoice per student will be assessed to all accounts with a past due balance.

Student Removal from Class

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

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

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

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

Returned Checks

You will receive notification after a check has been presented twice for payment and has been returned for any reason. A \$50.00 fee will be added and payment must be received only by money order or cashier's check within five (5) days of notification. A student's account will be placed on a "Money Order or Cashier's Check Only" status for the remainder of the school year when one (1) check has been returned for Non-Sufficient Funds or any other reason.

Returned Automatic Draft Payments

You will receive notification after an automatic draft has been returned for any reason. A \$50.00 fee will be added and payment must be received by money order or cashier's check within five (5) days of notification. A student's account will be placed on a "Money Order or Cashier's Check Only" status for the remainder of the school year when two (2) automatic payments have been returned for Non-Sufficient Funds or any other reason.

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

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

*

HEALTH SERVICES

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

MEDICAL RELEASE FORM

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

HEALTH PROBLEMS

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

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

Any student with a major communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student to verify the diagnosis of a major communicable disease. FCA reserves

the right to make all final decisions necessary to enforce its major communicable disease policy and to take all necessary action to control the spread of such diseases within the school.

ACUTE ILLNESS OR ACCIDENT

Parents should not send their students to school if they:

- Are vomiting
- Have a temperature of 100 or above
- Have or are suspected to have a minor contagious condition, such as impetigo, ringworm, pinkeye, lice, flu, HFMD, etc.
- Have not fully recovered from an illness.

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

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

MEDICATIONS

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

The prescription medication container must have this complete data:

- Name of student
- Name of Doctor or Dentist
- Medication name and dosage
- Instructions for administration

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

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

VISION AND HEARING SCREENING

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

*** STUDENT LIFE**

CHAPEL

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

PRIVACY

About Your Privacy

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

Family Educational Rights and Privacy Act

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

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

Annual Notification

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

Primary Rights of Students

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

Procedure to Inspect Educational Records

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

Limitation of Right of Access

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

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

Refusal to Provide Copies

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

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

Types, Location, and Custodians of Educational Records

The following is a list of the types, locations, (length of time record is kept by the school), and custodians of records that the school maintains. Mail requests should be addressed to FCA, 100 Falcons Landing Place, Plant City, FL 33563 to the custodian and location indicated.

Disclosure of Educational Records

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

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

Directory Information

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

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

Correction of Educational Records

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

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

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

Tips for Protecting Your Personal Information

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

FCA POLICY REGARDING ^{*}PROHIBITED PROPERTY

Policy Regarding Illegal Drugs, Substances, Stolen Property and Unauthorized Items

Program Objectives

FCA has always had and continues to have a commitment to provide a safe workplace for its students, faculty, and staff and to reduce the risk of injury to FCA visitors and the general public. Further, FCA has worked to establish programs, that promote a high standard of student, faculty, and staff health, safety, and well-being. In keeping with those commitments, FCA continues to develop a policy regarding prohibited property. Our goal is to establish and maintain an environment free of illegal drugs and alcohol for the benefit of all.

FCA Premises

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

FCA Policy

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

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

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

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

Weapons Zero Tolerance Policy

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

Parents and visitors may not possess any of the aforementioned weapons on FCA Premises. Parents and visitors are not permitted to carry handguns on FCA premises, even if licensed by the State of Florida. It is advised that firearms be securely stored in your vehicle.

Searches and Inspections

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

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

FCA Position for Policy Violators

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

*

UNIFORM DRESS CODE

GRADES K – 12th

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

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

Chapel uniforms must be worn on Wednesdays.

*****Girls: K – 12th Grades**

- Grade (division) appropriate FCA logoed polo must be worn on Mondays, Tuesdays, Thursdays, and Fridays. Grade (division) colors are: K-5th Navy, 6th-8th Black, and 9th-12th Gray.
- All girls must be in a Navy blue, Khaki, or approved FCA plaid chapel skirt/skort at all times. Skirts or skorts must **AT LEAST COME TO THE BOTTOM OF THE KNEES**. Tight-fitting skirts are **NOT** allowed. Pants are never permitted at school.
- Leggings, tights, and long Johns are permitted under a skirt that **COMES TO THE BOTTOM OF THE KNEES**. They must be black, gray, or navy blue.
- Sleeveless shirts are **NOT** permitted at any time.
- Any dress shoe (heel no more than 4 inches) or tennis shoe (tied and laced) are allowed. Open-toed shoes such as, but not limited to, Jellies, flip flops, house slides, or sandals are **NOT** permitted. Crocs may be worn **ONLY** on Mondays, Tuesdays, Thursdays, and Fridays, provided there is no chapel on these days. **NO CROCS MAY BE WORN ON CHAPEL DAYS**.
- Modest apparel must be worn at all times. This includes but is not limited to slits in dresses/skirts **NOT** going above the knee, the neckline of shirts and blouses **CANNOT** be more than 2 inches below the collar bone, and no tight-fitting clothes can be worn.
- Hair must be clean, neatly styled, and combed.
- Modest hairstyles or makeup. Hair color must be **AT MOST** two modest colors – no bright colors allowed. Hair must be **NO MORE** than two natural colors.
- Nails can be any color. However, the designs must not exhibit demonic themes, feature obscene imagery, contain sexually suggestive content, or include explicit language.
- Tattoos and body modifications that can not be removed must be covered at all times.
- Piercings cannot exceed two per ear. No other body piercings are allowed. Gauges are not allowed.
- Any other item bought from the official FCA clothing line may be worn only on Fridays with a uniform bottom.
- Chapel attire is required on Chapel days.

Girls Pre K – 12th Grades Chapel Attire

- The White or Blue Peter Pan logo blouse along with the required plaid chapel jumper (PreK-5th) or skirt (PreK-12th).
- FCA cardigans, FCA pull-over sweaters, or FCA Sweatshirts are allowed on Chapel days.
- 5th-12th grade girls must wear the plaid skirt and FCA oxford instead of the plaid jumper.
- Dark colored closed toe shoes must be worn (Navy Blue, Black, Dark Grey, and Dark Brown)

*****Boys: Pre K –12th Grades**

- Grade (division) appropriate FCA logoed polo must be worn on Mondays, Tuesdays, Thursdays, and Fridays. Grade (division) colors are: K-5th Navy, 6th-8th Black, and 9th-12th Gray.
- Boys must wear Navy blue or Khaki pants or shorts that come **TO THE BOTTOM OF THE KNEES** at all times.
- Shirts must be tucked in at all times.
- Any dress shoe or any tennis shoe (tied and laced) may be worn. Appropriate socks should be worn with the respective shoe. Open-toed shoes such as, but not limited to, jellies, flip flops, house slides, or sandals are **NOT** permitted. Crocs may be worn **ONLY** on Mondays, Tuesdays, Thursdays, and Fridays, provided there is no chapel on those days. **NO CROCS MAY BE WORN ON CHAPEL DAYS.**
- Belts must be worn with pants secured at the waist (no sagging or hanging belts).
- **ONLY** the FCA hats approved by the administration can be worn on campus. However, hats cannot be worn inside classrooms. No head coverings of any kind (hats, bandanas, etc.) are allowed in classrooms except for documented religious purposes.
- Hair must be clean, combed, or brushed and pulled away from the face. Long hair **MUST** be put in a ponytail or bun. Beards and mustaches must be neatly trimmed.
- Modest haircuts or colors. Hair must be **NO MORE** than two natural colors.
- No earrings, piercing rings, gauges, or studs are allowed.
- No nail polishes
- Tattoos and body modifications that can not be removed must be covered at all times.
- Any other item bought from the official FCA clothing line may be worn only on Fridays with a uniform bottom.
- Chapel attire is required on Chapel days.

Boys: Chapel Attire

- White or blue Oxford shirt with the FCA crest
- Navy blue tie
- Belted navy or black pants (No JEANS)
- Belts must be worn with pants secured at the waist (no sagging or hanging belts)
- Dark colored closed toe shoes must be worn (Navy Blue, Black, Dark Grey, and Dark Brown)

P.E. / PRACTICE WEAR / FIELD DAY

For activewear, wherever applicable, students must be in FCA-issued P.E. clothes. Otherwise, students may wear a T-shirt and shorts. Shirts must have sleeves and cover the abdominal area. Shorts **MUST** come to the knees and be free-flowing (e.g., basketball shorts). Tights, leggings, or spandex are **ONLY** allowed underneath shorts that come **TO THE KNEES**.

COATS/JACKETS

Only official Faith Christian Academy outerwear with the FCA logo may be worn on FCA campus. OR a plain black, navy blue, or dark gray without inscriptions and the outwear logo **CANNOT** be larger than the FCA logo on the FCA Polo. Other coats or jackets may be worn only if the weather is **below 45** degrees at any point in that day.***

THE FOLLOWING REGULATIONS APPLY AT ALL TIMES:

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

*****Deviations from the Uniform Dress code are NOT allowed except with a documented Religious or Medical exemption.*****

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

K – 12th Grades

School Hours:

K – 12th grade 8:00 a.m. – 3:00 p.m.

Morning Drop-off

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

Afternoon Pick-up

An attendant will call your child's name and personally place him or her in your car. You may park your car, walk in the building, and personally escort your child to your car. At 3:15 p.m., any student remaining will be sent to Aftercare.

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

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

After School Care Pick-up and Drop-off

After-school care is available daily until 6:00 p.m. On early release days, aftercare will be available until 3:15 p.m., unless otherwise stated by the school. There is no aftercare on the final day of each semester (in December and May). Students in the After School Care program will be picked up from the aftercare room. Parents or guardians must sign the child(ren) out before leaving.

Faith Christian Academy of Plant City
2025-2026 School Year

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

Student Printed Name

Student Signed Name

Parent Printed Name

Parent Signature

Date