

# Full Life Christian Academy



## Parent/Student Handbook

*"Children are not a distraction from more important work. They are the MOST important work." C.S. Lewis*

*8th Edition*





# Full Life Christian Academy



## Preface

*This Parent/ Student Handbook was thoughtfully and diligently designed as a guide to improve understanding of Full Life Christian Academy's policies, procedures, and expectations of students and parents. As a Christian school, we endeavor to achieve a balanced, Biblical approach to establishing and implementing policies and procedures. We know that rules are necessary to running this school. They provide a framework that enables this school to operate efficiently following established guidelines for Christian character development and training.*

*This Parent/Student Handbook is adopted by the administrative team, which recognizes that its policies and procedures may not be the most popular policies. However, we work diligently to create policies that are consistent with God's Word and the principles for life that it provides to all. While every attempt has been made to cover the most common issues that arise at school, this handbook is not exhaustive in its detail. Furthermore, school policies are subject to change. This Parent/Student Handbook is official school policy that is reviewed and revised when needed. Should a revision to a policy, procedure or handbook statement be needed mid-year, parents and students will be informed of it.*

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**Welcome!** Welcome to the Full Life Christian Academy Family! We are excited to begin a new School year. Much prayer and thought have gone into this year as a Christian school. We are thrilled that you have entrusted your most prized possession(s) to our care. Our staff is passionate about the well-being and development of your child, and we look forward to mentoring and encouraging him/her.

## Mission of FLCA

It is the mission of Full Life Christian Academy to provide a safe learning environment where our students are immersed in academic standards based on Biblical truths. We focus on teaching a generation of students to answer the call of God on their lives while equipping them to live a Christ-centered life.

## Discipleship Philosophy

While we strive to challenge our students academically, our primary desire is to raise up disciples prepared to go out into the world and share the Gospel of Jesus Christ. Through classroom devotions, chapel services, prayers, and everyday life, we hope to show and teach our students to live like Christ and follow His Word. According to the Bible, parents are responsible for the training of their children (Deuteronomy 6:1-7, Proverbs 22:6, and Ephesians 6:1-4). F.L.C.A. serves as a partner with you, the parent, in providing an education consistent with Biblical teachings and truth. Unity between the home and school provides the best environment for Godly training.

## Assemblies of God Mission

The Assemblies of God is committed to fulfilling a four-fold mission. Its primary reason for being is:

1. Evangelize the lost.
2. Worship God.
3. Disciple believers.
4. Show Compassion.

## Assemblies of God Core Values

1. Passionately proclaim, at home and abroad, by word and deed Jesus as Savior, Baptizer in the Holy Spirit, Healer, and Soon Coming King.
2. Strategically invest in the next generation.
3. Vigorously Plant new churches and revitalize existing ones.
4. Skillfully Resource our Fellowship.
5. Fervently pray for God's favor and help as we serve Him with pure hearts and noble purpose.

## Assemblies of God Statement of Faith

We believe...

1. ...the Scriptures are inspired by God and declare His design and plan for mankind.
2. ...there is only One True God—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. ...in the Deity of the Lord Jesus Christ. As God's son Jesus was both human and divine.
4. ...though originally good, man willingly fell to sin—ushering evil and death, both physical and spiritual, into the world.
5. ...every person can have restored fellowship with God through 'salvation' (trusting Christ, through faith and repentance, to be our personal Savior).
6. ...and practice two ordinances—(1) Water Baptism by immersion after repenting of one's sins and receiving Christ's gift of salvation, and (2) Holy Communion (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.
7. ...the baptism in the Holy Spirit is a special experience following salvation that empowers believers for witnessing and effective service, just as it did in New Testament times.
8. ...the initial physical evidence of the baptism in the Holy Spirit is 'speaking in tongues,' as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.



9. ...sanctification initially occurs at salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ-like.
10. ...the church has a mission to seek and save all who are lost in sin. We believe 'the church' is the body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.
11. ...a divinely-called and Scripturally-ordained leadership ministry serves the church. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers—the church and to meet human need with ministries of love and compassion.
12. ...divine healing of the sick is a privilege for Christians today and is provided for in Christ's atonement (His sacrificial death on the cross for our sins).
13. ...in The Blessed Hope—when Jesus raptures His church prior to His return to Earth (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever.
14. ...in The Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. ...a Final Judgment will take place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. ...and look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'

## **Non-Discriminatory Statement**

It is and shall be the policy of Full Life Christian Academy in the admission of students not to discriminate on the basis of the applicant's race, color, or ethnic origin and entitle them to all the rights, privileges, programs and activities made available to students at this school.

## **Americans with Disabilities Act**

Full Life Christian Academy does not discriminate against qualified applicants, employees, prospective students or enrolled students who are/or become disabled. A qualified person is someone who, with or without a reasonable accommodation, can perform the essential functions of the job or educational program in question. In accordance with the Americans with Disabilities Act, Full Life Christian Academy has adopted a policy that prohibits discrimination against faculty, staff, or students with disabilities. The school, however, admits only those students for which the school can provide an appropriate educational program.

## **Reasonable Suspicion of Abuse**

In accordance with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Enrollment**

We strive to make enrollment as easy as possible. The enrollment process will be completed once we receive the following items. We will not accept incomplete packages. **A completed package includes:**

**The Completed Application for Enrollment Packet /Financial Tuition**

**Birth Certificate**

**Handbook Agreement form**

**Social Security Card and Insurance Card**

**Immunization Certificate of Compliance**

**Any Legal Documents pertaining to guardianship of child**

**\$300 Book fee- due June 1<sup>st</sup>**

**\$50 Registration Fee- due at time of enrollment Cash and Check accepted**

## Attendance

It is the responsibility of the parent or guardian to submit the proper "Certificate of Enrollment" form to the proper official in their county if the student is enrolling.

Students are required to attend 180 days within a school year.

### Absences

Absences are not to exceed 14 per school year.

ALL absences must be excused.

Excused absences shall include, but may not be limited to personal illness, death or serious illness in the family, educational activities approved by the administration, special circumstances such as a court summons, family emergency, weather extremes, etc., which require immediate action and that the school principal deems acceptable.

The pupils must submit an excuse note signed by a physician, funeral home, etc., or guardian stating the reason for that absence. The pupil must present this excuse to the proper school official on the day the pupil returns to school. All missed schoolwork must be made up within three days following the absence. Notes from parents are marked as unexcused absences.

Any absences, which do not meet the requirements listed in this policy or are not rendered with a note shall be considered **unexcused**.

In the event a student is absent for 6 consecutive days with no legitimate excuse or communication with the administration, the proper authorities will be contacted. On day 15, after failure to comply with attendance policies, your child **WILL** be evaluated by administration with a possibility of dismissal.

### Tardies/Checkouts

Your child will be considered tardy if they are not in their classrooms by 8:30.

3 tardies will count as an unexcused absence. For every 6 tardies, students will serve a before school detention. If your child fails to serve their detention; it will be evaluated by administration with possible dismissal. If your child is tardy, you must still drop them off at the main entrance of the school. No child should enter the school through any other entrance.

Student drivers must provide a note written and signed by their parent/guardian for the school to approve them leaving campus prior to dismissal.

## Communication

The phone number to the school office is 228-588-2651. If no one answers, please leave a voicemail. Someone will contact you as soon as we can, as there is no one in the office during admission and dismissal from school. You may also email us anytime at [flchristianacademy@gmail.com](mailto:flchristianacademy@gmail.com). All other communication will take place through an app called Remind. You may download this app to your phones. All school personnel will only communicate between the hours of 8:00 – 3:00. If you message after hours or before school hours, all school personnel will respond during school hours. If you have an emergency, please do not hesitate to communicate with us. We want to be available to serve your family during your time of need. Our schools website is [fulllifechristianacdemy@gmail.com](mailto:fulllifechristianacdemy@gmail.com) . you may find more information about our school at all forms located on this website.

School Remind Code – flca202

## Conferences

Parent/ Teacher Conferences are held during normal school hours. Appointments for conferences can be made by calling the school office.

## Curriculum

Full Life Christian Academy will use the Accelerated Christian Education (ACE) Curriculum.

On the surface, most schools look alike—buildings, personnel, curriculum, and budgets. The A.C.E. program is different. For over 40 years, it has been the trendsetter in Biblical educational reform. Its philosophy is built on basic principles of the Word of God. Students are taught to see life from God’s point of view, to take responsibility for their own learning, and to walk in Godly wisdom and character. Accelerated Christian Education is not just a publisher but a comprehensive Bible-based program that serves both the campus-based school and the homeschool.

**Biblically- based program infused with Godly character**

“...our purpose in providing educational materials goes beyond simply helping students learn the academics required to enter college or get a good job. We desire to build in students a life-long burning passion to learn and grow spiritually. It is one thing to want children to be successful and quite another to provide the academic and character training to ensure this accomplishment.”

### **Character Development**

Godly character training is part of the A.C.E. learning experience, and it prepares students to welcome and accept challenges and future opportunities. Sixty character traits, such as kindness, loyalty, and honesty, are taught within the curriculum. Students can observe character development in the true-to-life character strips and then apply the Godly character lessons to their own lives.

### **Scriptural Foundation**

Challenging and highly effective, the A.C.E. program is an extraordinary educational approach, Biblical in its core, that prepares students for tomorrow’s world while giving them traditional moral values that will last a lifetime.

The curriculum conveys Biblical values and concepts considered foundational to meaningful interpersonal relationships and productive learning in such a way as to become life-shaping influences.

Accelerated Christian Education—a unique program for this time in history—is building Godly citizens and Christian leaders of tomorrow. A.C.E. is your servant to meet the educational needs of today, with the traditional values of yesterday, and the technology of tomorrow.

With A.C.E.’s concept of individualized learning, students don’t just get by—they get ahead!

### **Individualized Approach**

In the 1960s, many students were not performing at their grade levels. This fact compelled many to question the very structure of the conventional educational system. With the Lord’s guidance, A.C.E. addressed these concerns and designed a Biblically based educational program geared to meet the learning needs of individual children. This

unique program consists of mastery-based curriculum and materials that are self-instructional, character building, and individually prescribed.

Whether the student is a high achiever, a moderately paced learner, or a slow learner, the A.C.E. educational process begins at the exact level determined by the child's ability. This is individualization, making it possible for each student to master the subject matter before moving on. Such mastery is the foundation upon which all future learning is built.

Today, 200 staff members provide training services, curriculum, and materials for an international network of 6,000 schools and thousands of home educators in over 140 countries.

### **Five Laws of Learning**

The educational concept of A.C.E. was built on five basic laws of learning:

- Students must be at subject levels where they can perform.
- Students must set reasonable goals.
- Students must be controlled and motivated.
- Learning must be measurable.
- Learning must be rewarded.

### **Diagnosis and Prescription**

Are your students really mastering basic math, English, social studies, science, and spelling skills? Could there be some learning gaps that have not been identified? A.C.E. diagnostic testing begins with simple concepts and continues through more advanced abstract thinking. Successful completion of this diagnostic testing indicates readiness for high school level curriculum.

A doctor must diagnose a patient's physical needs before prescribing proper treatment. In much the same way, a student's academic needs must be diagnosed before proper curriculum can be prescribed. Proper academic diagnosis and prescription is vital to a student's achievement.

Each student entering the A.C.E. program is given diagnostic tests to determine skill and concept mastery. The diagnostic tests assist the evaluator in determining the student's academic needs in each subject. After the student completes the diagnostic testing, he is given curriculum that meets and challenges him at his performance level.

Diagnostic placement testing ensures that students begin at the exact point of their academic needs. Additionally, diagnostic testing determines if there are any "learning gaps." Students can simply fill in the "learning gaps" without the stigma of "failing" a grade or falling behind.

Academic tests include math, English, spelling, and reading (Bible, Literature and Creative Writing, science, and social studies). These tests cover basic skills normally mastered before high school.

If weak areas are evident from the testing, the appropriate gap PACEs are prescribed to strengthen specific weaknesses. After completing the gap PACEs, the student progresses at his performance level. If he demonstrates mastery at all levels of testing, he has the ability to function at his chronological grade level in the high school curriculum.

### **Self-Instructional, Mastery-Based Curriculum**

Individualization helps produce academic excellence. Students using the A.C.E. program continue to demonstrate above-average achievement. One reason is that they take responsibility for their own learning. Additionally, they receive character training in Biblical principles. Moreover, students using the A.C.E. program go on to higher education and into ministry and professional pursuits with confidence and a superb educational background.

#### **What is a PACE?**

Accelerated Christian Education has taken the conventionally-styled textbook and divided it into bite-sized, achievable work-texts called PACEs. Each PACE is similar to a unit in a textbook. Each level consists of 12 PACEs in each subject. PACEs integrate Godly character-building lessons into the academic content, and self-instructional activities are carefully designed to develop thinking skills and create mastery learning. Students begin their PACE work by noting their goals, the concepts they will learn, a Bible verse, and a corresponding character trait. From the beginning of each PACE, they know what is expected and assume the responsibility for their own learning!

Throughout the curriculum the introduction of new vocabulary words is computer controlled so that no new vocabulary word is used without the student first learning its meaning and pronunciation. Also, these words are repeated a certain number of times to ensure mastery.

Full-color explanations and illustrations add excitement to each lesson, and innovative learning activities reinforce the interesting text material.

Each PACE contains several Checkups, which are quizzes covering a section of the PACE. If mastery in an area is not achieved, the Checkup will reveal that weak area. Students can then take the time necessary to review and learn those concepts before proceeding to the next.

Upon completion of the activities and Checkups, students prepare to take the Self-Test. Here students evaluate themselves, and a supervisor/monitor determines readiness for the final PACE Test. When the Self-Test is successfully completed, the student turns in the PACE and takes the PACE Test the next school morning. The PACE Test objectively measures student mastery of the material.

Students will be required to write in cursive when the directions in the pace state to write in cursive.

Since 1970, A.C.E. PACEs have proven to be effective tools for goal setting and for achieving academic excellence.

### **Professional Expertise**

The A.C.E. individualized curriculum has been carefully compiled to introduce children to concrete and abstract reasoning skills at appropriate age levels. A.C.E.'s experienced writers and editors have meticulously chosen grade level vocabulary and concepts that move in a mastery-based format from simple to complex and from concrete to abstract.

### **Three Levels of Learning**

The Accelerated Christian Education staff wants children to be successful. But, more than this, A.C.E. provides the tools for training children so they can have the opportunity to be productive. The life of each child is too precious to be left to chance. Consequently, A.C.E. has invested millions of dollars developing a curriculum that can equip children so they will know how to think, act, and live.



A.C.E.'s individualized program introduces children to concrete and abstract reasoning skills at appropriate age levels in conjunction with maturation stages. Writers and editors have carefully developed a scope and sequence with vocabulary that moves from simple to complex and from concrete to abstract as students' progress from kindergarten through graduation. This Christian curriculum is structured to include all three levels of the learning process: knowledge, understanding, and wisdom.

**Knowledge** - Before adolescence, children focus on each new concept from a mastery viewpoint—line upon line, precept upon precept; focus is on the who, what, where, and when of information. Educators refer to this information as the knowledge dimension. However, there is development from this stage of learning to cognitive learning.

**Understanding** - With adolescence, students concentrate on concepts that expand to the abstract or cognitive level; the focus is on why and how. This is referred to as the understanding dimension of life. Students learn not only facts (knowledge) but also how those facts relate to culture, science, and history (understanding).

**Wisdom** - Another, and perhaps the chief distinctive of the A.C.E. curriculum, is its focus on wisdom. Most curriculum publishers focus on knowledge (facts and information), and some publishers include understanding (relationship of information). Accelerated Christian Education curriculum is distinctive in its inclusion of wisdom as a deliberate aspect of the learning process.

The A.C.E. curriculum is set apart from all other curricula on the market. The special combination of academics and methodology, based on physiological development patterns and Biblical principles, provides mastery learning, critical analysis, conceptualization, cognitive reasoning, and life from God's perspective. These differences make A.C.E. the most advanced educational package available anywhere in the world.

The A.C.E. staff recognizes that the program and curriculum is God-given. We praise Him for His blessings in meeting the needs of our children one child at a time.

### **Multimedia and Computer Technology**

A.C.E. understands the importance of computer technology in training students. The same self-instructional, mastery-based philosophy of our curriculum applies to technology training. Students generate excitement when they

actively participate in their education through computer-based learning. A.C.E. offers computer-based learning through online diagnostic testing, Readmaster Plus, video and DVD courses, and the Computer Science Project.

### **Standardized Testing**

F.L.C.A. will offer the IOWA Assessments standardized testing program for each school year. The IOWA Assessments and Cognitive Abilities Test are proven measures of student achievement and reasoning abilities built on more than 80 years of research and development. IOWA Assessments are comprised of complete battery levels that measure academic achievement in the areas of reading, written expression, mathematics, language arts, science, and social science for students from third grade through high school. These scores will be used to measure growth.

### **Online Diagnostic Tests**

The A.C.E. program offers entering students free online diagnostic testing to determine skill and concept mastery. The online diagnostic tests evaluate students, provide immediate scoring, and correlate skills with the scope and sequence for accurate placement in the curriculum.

### **Readmaster Plus**

Readmaster Plus is an educational software suite that enhances students' educational experiences while challenging their learning. Readmaster Plus offers four distinct computer software programs. Readmaster offers computerized reading programs for all levels to improve reading rate and comprehension. Typemaster teaches computer keyboard skills. Math Builder provides computerized drill and practice in math concepts. Word Builder expands vocabulary skills by challenging the student to evaluate word meanings and spellings. Students are encouraged because they see and experience tangible results.

### **DVD and Video Support**

Video and DVD courses help high-school students visualize the concepts found in their PACEs with personalized instruction, visual and auditory stimulation, character illustrations, and lab experiments.<sup>1</sup>

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<sup>1</sup> Content (pages 10-16) taken directly from aceministries.com

## Daily Schedules

The F.L.C.A. school day will begin promptly at 8:30 a.m. Doors will open at 8:15 a.m. There will be no adult supervision before that time as the staff will be in a meeting. The F.L.C.A. school day will end at 2:30pm. Dismissal will start at 2:15, unless otherwise noted. Students not picked up by 2:35 will have a \$25 charge applied to their account, with an additional \$10 charge for every \$15 minutes after that. We offer before and after school care through a program called S.O.A.R. For any information, please contact Taylor Hackney via email: [soarkids.afterschoolcare@gmail.com](mailto:soarkids.afterschoolcare@gmail.com).

The beginning of the day will consist of:

### **The Pledge of Allegiance**

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.

### **The Pledge of 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.

### **The Pledge 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

### **The Lord's Prayer**

Our Father who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, for ever and ever. Amen.

Goals will be set, homework will be checked and scored, and schoolwork will be completed. Lunch times will be determined by grade level. Recess/break times will vary this year with each learning center.

## Devotions/ Chapels

Each teacher will lead their class in devotions every day. Once a week, the whole school will have chapel.

# Discipline

F.L.C.A.'s unique Christian purpose sets it apart from other schools. F.L.C.A. seeks to provide an atmosphere of high academic and Christian standards. Biblical principles form the basis of the guidelines for student behavior. Rules and regulations have been designed to establish proper standards of behavior. A student's honesty, repentance, and cooperation in the discipline process says much about whether he/she wants to be at F.L.C.A. and whether he/she is willing to accept responsibility for his/her own behavior. Careful consideration should be given to all school regulations and policies. Enrollment in F.L.C.A. constitutes student and parent acceptance of all F.L.C.A. policies. Behavior issues will only be discussed with the parent (custodial parent) or guardian listed on the application for enrollment.

As a matter of Biblical principle, discipline should be fair, consistent, and strict. The best discipline is self-discipline. Proper training helps develop self-control, character, and respect for others. Demerits are issued as discipline for students failing to abide by the rules put in place.

A student's overall lifestyle reflects on F.L.C.A. as an institution as well as on his/her fellow classmates. All students are subject to the same rules of conduct and behavior regardless of whether the student is on the F.L.C.A. campus or not.

Students who are found to be engaging in any of the following behavior, on or off campus, may be suspended pending an investigation period:

- possession or use of alcoholic beverages
- possession or use of illegal drugs
- sexual promiscuity/immorality
- smoking or the use of tobacco in any form
- vaping
- other such behaviors which are inconsistent with the principles of Christianity and F.L.C.A.

Items that are safety hazards or potentially disruptive to the learning environment are not allowed on the F.L.C.A. campus and will be confiscated. Parents may claim confiscated items from the Administrator's office. Any student possessing a dangerous weapon of any kind may be immediately suspended and law officials may be notified.

## **Harassment**

F.L.C.A. has a zero tolerance policy on bullying and harassment. This includes, but is not limited to:

- physical, verbal, or emotional bullying
- all forms of insulting remarks about race, gender or appearance including oral, written, or printed remarks or pictures
- threats, intimidation, or coercion in any form
- unwelcomed physical contact, telephone calls, email/text messages, or derogatory social media comments

A student who believes he/she is a target of harassment, intimidation, or bullying must report such conduct immediately to any teacher or administrator. A prompt and thorough investigation of the alleged incident will be conducted, and appropriate corrective action will be taken. Any reports will be treated as confidential to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against any student who, in good faith, reports a claim of harassment, intimidation, or bullying, or who cooperates in the investigation of any such claim, will not be tolerated and will be subject to disciplinary action.

## **Respect for Property**

Students are expected to respect the property of the school and others. Damage of someone else's property will result in restitution by the responsible party. Intentional acts of vandalism are subject to student dismissal.

Individual classroom teachers administer their own classroom rules and discipline policies, which are approved by the administration. Teachers and staff of F.L.C.A. are granted full discretion with regard to discipline.

Participation in the following activities shall constitute grounds for disciplinary action:

- disruptive behavior during class or chapel
- lack of honesty in any form
- cheating or aiding someone to cheat on schoolwork or tests
- fighting
- use of vulgar or profane language/street slang

Any student found to be engaging in any of the behaviors previously listed may be suspended pending further investigation. Upon completion of the investigation, students may be reinstated, placed on probation, or expelled. All tuition or other fees paid in advance are forfeited for expelled students.

### **Demerits**

The following are examples of infractions and demerits. This list is not limited to the following infractions:

Chewing gum	1
Dress code violation	1
Eating in office	1
Littering	1
Incomplete Homework	1
No signature on homework/dress code violations	1
Papers sent home for signature not returned	1
Communicating (talking, passing notes, etc.)	1
Not keeping hands to self (violation of 6-inch rule)	1
Possession of electronic equipment	1
Rowdy behavior (Horseplay)	1-2
Improper conduct	1-2
Taking someone's belongings without permission	1-2
Classroom disruption	1-2
Disrespecting peers (verbal or written)/staff	1-3
Failure to follow instructions	1-3
Direct disobedience (Insubordination)	1-3
Damaging School Property	1-3
Lying	1-3
Offensive or Vulgar Speech/Gestures/Fighting	3

Full discretion is given to teachers in regard to the demerits and discipline they issue.

An accumulation of 3 demerits in one day results in a Corrective Action Notice (CAN). This provides communication to the parent and a corrective action plan to discipline the student.

Consequences for receiving a CAN may include, but are not limited to, after school detention, before school detention, Saturday detention, in school suspension, suspension, and expulsion. Repeated offenders will be required to meet with the school board/pastor and parents to determine the proper disciplinary course of action. Consequences will increase every time your child receives a CAN.

Each 9 weeks, students will start with a clean slate.

### **Bag Policy**

Book bags are permitted, but are not needed for F.L.C.A. There are no heavy supplies the student will be required to transport. F.L.C.A. Administration reserves the right to search any bag on campus at their discretion without knowledge of the student, in the event a suspicion arises.

## **Dismissal**

Students are not permitted to leave the school grounds during the regular school day without a written note from the parent/guardian to the principal stating the reason. The note shall be kept on file in the school. No child will be dismissed to any person unless said person is on the list of people to pick up the child and a proper identification is verified.

A violator shall be subject to disciplinary action.

## **Dispensing Medicine**

No medicine will be dispensed without the permission of the parent. If a student takes prescription medicine daily, a "Dispense of Medicine" form must be filled out and signed by the parent and child's physician. Prescription medicine must be dropped off in the office by a parent/guardian in its original container with the child's name and dosage information on it. If your child takes over the counter medicine such as: Tylenol, Ibuprofen, Benadryl, etc. the parent or guardian may provide the school with medication to administer to the child in the event the child may need it. Over the counter medicine must be dropped off in the school office by a parent/guardian in its original container with the child's name written on it. All medicines will be locked in the school office. Please do not send medication to school in a child's book bag. Administration will be responsible to dispense the medicine at the times allotted. In the event of

headaches, aching bodies, etc., the parent will be contacted for permission to administer any medicines with the exception of medicines already named on the Application for Enrollment.

## **Dress Code**

All students will be required to wear uniforms every school day. Any changes made to the dress code for specific occasions will be communicated. Any student that comes to school out of dress code will be marked absent, a parent will be notified, and the child will be sent home.

The purpose is to:

1. Have our dress reflect pride in our school,
2. Address modesty issues,
3. Have a fair, consistent and objective dress code, and
4. Have a campus wide plan that works toward the goal of training our students in appropriate dress.

As the school is an extension of the home, appropriateness of dress is first of all the responsibility of the home. We expect parental support to effectively maintain standards of dress. Parents are responsible for teaching their child to submit to the guidelines within the dress code. It has been established so that matters of dress are not a distracting or dividing force within our school.

To that end, we ask parents:

- Maintain a positive attitude regarding F.L.C.A.'s Dress Code Policy
- Do not allow your child to push the envelope. Make every effort to stay well within the established parameters.
- Do not take dress code infraction incidents personally. School employees seek to administer the dress code as consistently and fairly as possible.
- Help your child to understand the stated purposes of the dress code and the importance of learning to live within guidelines.
- Do not allow the inconvenience or frustration of a moment to undercut the vital partnership between the home and school.

All clothing and personal appearance must be neat, clean, in good repair, and modest in fit and length and appropriate to a Christian educational environment. Dress, hairstyle, or makeup should not call undue attention to the individual or be distracting.



### Dress Code for both boys and girls

- All students will be required to wear uniforms every school day. Any changes made to the dress code for specific occasions will be communicated.
- All clothing and personal appearance must be neat, clean, in good repair, and modest in fit and length and appropriate to a Christian educational environment. Dress, hairstyle, or makeup should not call undue attention to the individual or be distracting.
- French Toast is the uniform company the school uses as an example.  
<https://www.frenchtoast.com/schoolbox/schools/full-life-christian-academy-QS5LLYK>
- However, you may purchase them anywhere you choose. The colors must match the colors listed on the website. No other shades of white, light blue, or navy will be allowed.
- All students attending convention will be required to have a white embroidered oxford, plaid skirt for girls, black pants for boys, and dress shoes. If you are participating in any academic or platform event, a monogrammed navy blazer will be required.

**Boy's Uniform** – white, light blue, or navy polos/oxfords (short sleeve or long sleeve). Khaki, navy, or black uniform pants.

**Girl's Uniform** – white, light blue, or navy polos/oxfords (short sleeve or long sleeve). Khaki, navy, or plaid skirts that reach the top of the kneecap in the front. Skirts must extend to the same length in the back. You cannot pull them down. Solid navy, black, or white leggings may be worn under girl's skirts/dress. Dresses/skirts should still reach the top of the knee cap with leggings.

**Dress down days** - will be every Friday. Dress down attire: school t-shirts, jeans, and tennis shoes. Jeans should not have holes in them at all. Excessively tight jeans will not be permitted.

**Shoes** - Shoes must be closed-toed and closed heel. No shoes with holes in them will be allowed. No high heels or shoes with heels. No shoes with skates on them.

**Hats/Sunglasses**- No hats on campus during school hours & no sunglasses inside the building. Leave them in your vehicles. Any hats on campus will be confiscated by a staff member and will need to be collected by a parent/guardian from the office during school hours.

**Jackets** – Outerwear purchased through the school office or French Toast may be worn every day. Solid navy or black zippered jackets, sweaters, or cardigans may also be worn every day. No hoodies other than school hoodies will be allowed. Cardigans meeting the criteria on French Toast will be allowed. Undershirts may be worn under students shirts but must navy, black, or white.

Dress code violations will be given for students out of dress code. Please sign and send dress code violations back to school the following day. Consequences will increase each time your student receives a dress code violation.

1. Clothing, jewelry, cosmetics, or other items that refer to, symbolize, or enhance a culture of music groups, gangs, New Age Movement, racial prejudice, drugs, alcohol, Satanism, death, immorality, or any other item that contributes an inappropriate theme for a Christian school as determined by the administration, is not permitted at any school function on or off campus.
2. Clothes are to fit well and not be tight or baggy. Undergarments are not to be visible. Pants are to be waist high. Warm-ups, sweatpants, and “pajama” pants are unacceptable. Regular fitting jeans are permitted on dress down days. No tight-fitting, skinny-jeans, or jeggings will be allowed. All clothes must be free of holes or ragged edges. Bras must be worn by junior and senior high girls.
3. Hair must not cause a distraction (i.e. – mohawks, unnatural hair colors, etc.). Hair must be conservative. Hair is not to be worn over the eyes or extends beyond the collar line of a shirt. Decisions on the appropriateness of hairstyles are in the sole discretion of the school administration. Students are encouraged to seek clarification before making a change to their hairstyle. A student may be asked to leave school until a situation with a hairstyle is resolved.
4. Girls may not wear any pierced body ornaments, other than those normally worn by women in their ears. Boys may not wear any earrings at school or school functions. Modest makeup and nail polish will be allowed for girls only.
5. Girls’ shirts should extend so that the midriff and back will not show even if arms are extended. All tops must cover the lower back when sitting. Long tanks may be worn under a shirt to ensure compliance. Students who choose to abuse this provision will be placed on a more restrictive dress code contract.
6. Tattoos are not to be visible at any time during school hours.
7. Some exceptions will be made to the dress code during special dress-up days.

8. Standardized dress apparel has been selected for specific fit and style reasons. Altering of these items without expressed written consent of the administration will be seen as an attempt to disregard the dress code policy and will be handled as such.
9. Students are NOT permitted to have facial hair. Sideburns can be no longer than the middle of the ear.

## Electives

Students may elect an extra course for an additional charge monthly. Each elective is different.

Piano – Contact Mrs. Rena Danley. 228-218-9394. \$80.00 per month

Art – sign up in office. \$25 per month

\*Please note that additional supplies may be required, depending on the class and instructor.

## Electronic Devices

Students are not allowed to possess electronic devices on the school campus during school hours, while on the school provided transportation for games and field trips, or while on field trips. School hours for these purposes are defined to be from the time the student arrives until after the students are dismissed. Electronic devices include cell phones, smart watches, MP3s, IPODS, radio, CD players, cameras, electronic games, beepers, or electronic gadgets, etc. Student who fail to comply with this policy will have items confiscated. The parent(s) must collect the equipment from the school.

Consequences for offenses are listed below:

1<sup>st</sup> offense: The electronic device is confiscated and turned over to the principal. A parent or legal guardian may pick up the item from the office at the close of the business day.

2<sup>nd</sup> offense: The electronic device is confiscated and turned over to the principal. The item is held in the office for three school days. A parent or guardian may pick up the item from the office at the close of the third day.

3<sup>rd</sup> offense: the electronic device is confiscated and turned over to the principal. The item is held in the office for five school days. A parent or legal guardian may pick up the item from the office at the close of the fifth day.

4<sup>th</sup> offense: The electronic device is confiscated and turned over to the principal. The item is held in the office for ten school days. A parent or legal guardian may pick up the item from the office at the close of the tenth day.

5<sup>th</sup> offense: The electronic device is confiscated and turned over to the principal. The item is held in the office for 30 days. A parent or legal guardian may pick up the item from the office at the close of the thirtieth day.

6<sup>th</sup> offense: The electronic device is confiscated and turned over to the principal. The item is held in the office until the remainder of the school year. A parent of legal guardian may pick up the item from the office at the close of the last day.

## Field Trips

On average, field trips will be taken every month. These field trips will be age appropriate and will provide not only educational value, but fun as well. Parents will be notified when we have the field trips and will have the option of attending at their own expense. All field trips will cost \$10 except conventions, The Ramp, etc. Students that do not participate in field trips may stay home for the day and receive an absence for the day. However, they are responsible to completing one day's worth of schoolwork.

## Fundraisers

Because we are a small school, fundraisers are a great way to acquire extra money for various events and activities. F.L.C.A. will do some throughout the school year, but the student will not be required to go door-to-door! Any and all participation is appreciated! There is a fundraising committee, and we need your help!

## Grading Scale

A 94% - 100%

B 88% - 93%

C 80% - 87%

Fail 0% - 79%

As the student finishes their PACE, they will be required to take the Self-Test (ST). This test will be done without looking in the back of the book. When the test is finished, it will be scored. Any wrong answers must be corrected. Anything between an 80% and 100% ensures that the student will take the PACE Test (PT) the next day. Anything between a 70% and 79% must be corrected and the ST must be taken again. If a student makes a 69% or below, the complete PACE will be taken again.

## Health Procedures

Students must be free of all fever and vomiting for 24 hours before attending school. Please do not send your child to

school if he or she has a fever or vomiting before the school day starts. Do not send your child to school if he or she had a fever or vomited the previous afternoon or evening.

If your child comes to the office and needs to go home, we will contact a parent or legal guardian. We cannot send a student home until a parent has been notified. This is why it is very important that we have current information about how to contact you at all times. If your child has an emergency situation or needs immediate care that cannot be provided at school, those contacts you listed will be called, if we cannot reach a parent first. If any of this information should change, please update ASAP.

### **Communicable Diseases**

F.L.C.A. requires that students with the following conditions be excluded from school

until Chicken Pox-	excluded from school until all lesions are crusted over.
Conjunctivitis (pink eye)-	excluded from school, may return 24 hours after medication has begun
Fifth Disease-	student may return as physician directs or when fever has subsided.
Head Lice-	excluded from school until treated and head inspection by clinic staff reveals no live nits. Parents are to notify nurse if their child has lice.
Influenza-	excluded from school until symptoms are gone.
Measles/Mumps-	excluded from school until a physician's note is turned in which designates a return date
Pin Worms-	excluded from school, may return 24 hours after medication has begun.
Rashes-	note from parent concerning cause but student may be sent home (sometimes physician's approval may be needed for child to return to school)
Ringworm-	excluded from school until treatment has begun and note from physician or parent.
Strep Throat-	may return to school 24 hours after medication is begun if no fever is present

## Homework Policy

At the end of the school day, the teacher will issue a “Homework Slip” to any student not finished with their goals for the day. No homework will be issued to the student if the goals are met; the only exception is if the student needs to study for a test the next day.

All homework is to be finished and Homework Slips will need to be signed by the parent by the next morning. Failure to do either of those will result in a demerit for each offense.

## Late Fees

A late fee of \$25 will be assessed for each monthly payment that is made after the scheduled payment date for each month. Any payment that is returned for insufficient funds will be assessed a processing fee of \$30. If an overdue account balance surpasses the 10th of the month, your child will not be allowed to return to school. Please make an appointment with our bookkeeper, Sherri Godwin, to discuss financial arrangements.

## Lost and Found

Lost and found items will be collected and held until the end of the month. If an item goes unclaimed by the end of the month, the item will be donated or thrown away.

## Lunches

Students will bring their lunches every day. The school will not provide lunch for students. On Fridays, the student may choose to order from the designated restaurant. All money will be due the Thursday morning before. If the student does not bring money by Thursday morning, lunch **will not** be ordered. Most restaurants will require orders to be done by Thursday morning, so they are prepared for the business. Prices may vary. Please do not pass money in the car line. All money sent to school needs to be in an envelope labeled accordingly.

## Physical Education

Students will have a minimum of 30 minutes of physical education/ recess every day. Every student will be required to participate in group games and activities. Physicals will be required for any student participating in an athletic event at convention.

## Severe Weather and School Closings

F.L.C.A. will notify parents through WLOX, social media, and Remind 101 of any school closures or changes due to extreme weather conditions.

## Snacks/ Drinks

While we feel that nourishment is necessary, snack time is considered a privilege. Students will have the privilege of having an appointed snack time, made by the teacher. No snacks will be allowed in the students' offices. The only beverage allowed in the student's office is a closed water bottle. Snacks will not be provided by the school.

The student council will have a school store open during all breaks and lunch/recess. Snacks will be available for purchase.

## Tuition

All payments will be paid on the first school day of each month. Late fees will be applied.

Tuition may be paid at the beginning of the school year or in one of the following plans:

1 Student is \$2475.00 per year.

9-Month Plan \$275.00 per month

2 Students are \$2205.00 per year per student.

9-Month Plan \$245.00 per month

per student

3 Students are \$1980.00 per year per student.

9-Month Plan \$220.00 per month per student.

## **Volunteering**

F.L.C.A. gladly accepts parent volunteers! If you are interested in volunteering, please contact the administration to ensure the proper steps are taken!

All volunteers will be subject to a background check for the protection of the students and the school.

## **Withdrawal**

Students withdrawing from F.L.C.A. will be required to pay the full tuition for the month. In the event tuition has already been paid, no refunds will be issued. Please note that any withdrawal, with the exception of relocation, is a breach of contract of the Financial Tuition Agreement and will result in a fee.

## **Athletics**

We offer several options for athletic programs. Please contact Mr. Colton Johnson if you are interested in participating in school sports.

## **School Store**

We will be introducing a school store this year. Items can be purchased on a daily basis. PTO/Student Council will be running the store on a daily basis.

## **P.T.O.**

We need you to help! We are expanding our horizons this school year in many different ways. We need volunteers to help things run smoothly. If you are interested in serving on the P.T.O., you may sign up at Parent Orientation.



# Parent/ Student Handbook Acceptance/ Agreement

Please read and sign below.

\_\_\_\_\_ I have received the Parent/Student Handbook.

\_\_\_\_\_ I have read the Parent/Student Handbook.

\_\_\_\_\_ I agree with all terms as is described in the Parent/Student Handbook.

\_\_\_\_\_ I agree to abide by all terms as is described in the Parent/Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please sign and return to FLCA Administration. We will not accept any application without this form completed.