

FIRST CHURCH ACADEMY

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Parent - Student Handbook

Our children are not the church of tomorrow; they are the church of today.

FCA provides a Bible-based, quality education with planned individualized instruction.

Our Purpose

Matthew 19:14 But Jesus said, Suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven.

Proverbs 22:6 Train up a child in the way he should go, and when he is old, he will not depart from it.

Deuteronomy 6:4-5 ⁴Hear, O Israel: The LORD our God is one LORD: ⁵And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might.

Ephesians 6:13-17 ¹³Wherefore take unto you the whole armour of God, that ye may be able to withstand in the evil day, and having done all, to stand. ¹⁴Stand therefore, having your loins girt about with truth, and having on the breastplate of righteousness; ¹⁵And your feet shod with the preparation of the gospel of peace; ¹⁶Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked. ¹⁷And take the helmet of salvation, and the sword of the Spirit, which is the word of God:

NON-DISCRIMINATORY POLICY

First Church Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics, or other school-administered programs.

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Welcome to the First Church Academy!

We are overjoyed that you have chosen FCA of Leesville as the home for your child's educational needs and spiritual enrichment. We strive to provide a positive, Christian atmosphere where your child will experience a quality education as they grow into godly young men and women, equipped to live and serve God as respectful and productive citizens in our nation. Our children are our church of tomorrow in preparation today! It is our goal that this year we will provide an instructional curriculum that is Bible-based and fully integrated with godly character development to ensure that our children are prepared to not only live for God, but also serve God, in this day. Our prayers are that this 2022-23 school year will open great and wonderful opportunities for our children to not only obtain a quality education but become saturated in the Word and Spirit of God during their daily attendance of First Church Academy.

Our Philosophy—Providing a quality and affordable education in a godly environment yielding young men and women equipped to serve God and to be effective, productive Christian citizens in their community and world.

Our Mission—To provide an education with a biblical perspective, equipping our youth to live for and serve God.

Our Vision—To work in unity with parents to teach and facilitate their children's education, integrated with a scriptural foundation of salvation and evangelism.

Common Beliefs of FCA and the First UPC of Leesville

Sin and Salvation

Everyone has sinned and needs salvation. Salvation comes by grace through faith based on the atoning sacrifice of Jesus Christ.

([Romans 3:23-25](#); [6:23](#); [Ephesians 2:8-9](#))

The Gospel

The saving gospel is the good news that Jesus died for our sins, was buried, and rose again. We obey the gospel through repentance (death to sin), water baptism by immersion in the name of Jesus Christ (burial), and receiving the gift of the Holy Spirit with the initial evidence of speaking with other tongues (resurrection).

([I Corinthians 15:1-4](#); [Acts 2:4, 37-39](#); [Acts 10:43-48](#); [Acts 19:1-6](#); [Romans 6:3-4](#))

The Bible

The Bible is the infallible Word of God. It is our doctrinal authority and our compass for life.

([II Timothy 3:15-17](#))

God

There is one God, who has revealed Himself as our father in creation, as Jesus Christ the Son of God in redemption, and as the Holy Spirit in regeneration. Jesus Christ was God manifested in flesh. He was both God and man.

([Deuteronomy 6:4](#); [Ephesians 4:4-6](#); [Colossians 2:9](#); [I Timothy 3:16](#))

Christian Living

As Christians we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, operate in the church today.

([Mark 12:28-31](#); [II Corinthians 7:1](#); [Hebrews 12:14](#); [I Corinthians 12:8-10](#))

The Future

Jesus Christ will return for His church, and there will be a final resurrection and final judgment. The righteous will inherit eternal life, and the unrighteous eternal death.

([I Thessalonians 4:16-17](#); [Revelation 20:11-15](#))

Parental Responsibilities

It is the God given responsibility of the parent to “raise up a child in the way he/she should go.” (Proverbs 22:6) It is our privilege at FCA to partner with you in providing daily educational opportunities for your student. **The family, church, and school, working together on behalf of the student is a union that is hard to break (Ecc. 4:12). Becoming actively involved in your student’s educational, physical, and spiritual growth will become the most profitable investment of your life.** Here are some ways you can invest now to provide an education that is meaningful, challenging, purposeful, and relevant. You will optimize your student’s experience at FCA if you:

1. Attend the scheduled orientation for new/returning students and parents at the beginning of each school year. **This is a mandatory requirement.**
2. Make a concerted effort to attend the school activities in which your student is involved. This lets your child know that you support him/her.
3. Support FCA with your prayers, gifts, and volunteer service, assisting with fundraising and other school-related activities. Your prayerful support for our school is essential; this is a spiritual battleground, and the battle must be fought with spiritual weapons.
4. Support FCA standards and policies. The heart-felt support from both parents is necessary if we are to have an effective ministry with your child.
5. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment. ***Please do not contact a teacher on his/her cell phone during school hours or after school hours.** You may call the school office and make an appointment to meet with the teacher or have the teacher return your phone call. **If there is a change in transportation DO NOT contact the teacher; call the school office early in the day or send a note the morning of the change.**
6. Do not share problems you have concerning the school or its members with anyone not directly involved in or a part of the solution to your concern, e.g. other parents, or students. (Matthew 5:23-24; 18:15-16)
7. Refrain from taking your students out of school unnecessarily. If they **MUST** be picked up early, please do so before 3:00.
8. Parents are to be dressed appropriately (in the same spirit of the student dress code) while on campus for any school activity.
9. Field trips are regarded as an extension of the classroom. Parents will be notified well in advance of any field trip and given the appropriate information. Parents will sign a statement of cooperation upon registration, which includes permission for all school field trips. The teacher and administration will determine dress for field trips. Parents will be notified about dress requirements and fees for the field trip. The specified uniform must be worn, or the student will not be allowed to leave the campus.

Code of Conduct

Each student is expected to behave in a manner that will be a credit to a Christian School and refrain from attitudes and actions that would:

1. Disrupt the activities of others.
2. Show disrespect for parents, faculty, fellow students, country, or themselves. Any form of rebellion against school authority is against what is taught in the Bible and against our policies. This may result in the student being dismissed from FCA.
3. Show evidence of practices of dishonesty or slothfulness which would dishonor the name of Christ and FCA.
4. Show evidence of being discourteous, unkind, or immoral.

School Rules: School rules are designed to foster a safe, nurturing academic and social environment, as well as promote the best spiritual welfare for our students. These rules are based on Biblical principles and in some cases, also State and Federal law. FCA, therefore, requests for each student --whether at home, school or elsewhere--

1. To refrain from the use, purchase, possession or distribution of alcohol, drugs, or drug related materials or tobacco. If there is reason to believe that a student has violated this rule, administration will contact the student’s family. The school reserves the right, after consultation with the student’s family, to require that he or she be tested. If laboratory tests indicate that the student has used illegal substances, then the student will be dismissed from school.

2. To refrain from unsafe practices or possessions. Students may not put themselves or others at risk by their actions or possessions. Open fires, fireworks, and weapons are forbidden on school grounds or any school function. Unauthorized entrance into classrooms, offices, file cabinets, computers, the kitchen or other school or church facilities is not allowed. Students are not permitted to tamper with fire extinguishers or any other emergency equipment.

3. To refrain from harassment, fighting, violence or threats of any kind regardless of provocation; public disruption or exhibitionism in any form.

4. To refrain from participating in worldly activities such as indecent language, vulgarity, involvement in the occult, gambling, stealing, pornography, premarital sex, or sexual perversions.

Concern for Propriety: As an expression of pride and respect toward their school, students are to assume responsibility for keeping all facilities clean and in good repair. Any student who defaces or destroys school property will be charged the full cost of repairs and will be subject to disciplinary action. All students are expected to treat school property as one would treat any other gift from God.

Public Display of Affection: FCA holds to a “daylight” policy concerning boy/girl relations. Students are to maintain space between their bodies and may not hold hands, walk arm-in-arm, etc. This policy affects all school activities whether on or off campus. No frontal hugs between boys and girls. Young men are to act like gentlemen and young ladies are to be lady-like.

Music: We are a Christian school; therefore, we will play ONLY Christian, patriotic, or educational based music on the school premises and at any school event unless otherwise approved through administration.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the FCA ideals of work and life, any student who is violent to others in his actions or makes violent threats, and/or any student who has been arrested by authorities will be subject to administrative withdrawal.

In this environment of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

Dress Code

It is the desire of FCA that our students live and conduct themselves in a manner that will be pleasing to God, and glorifying to the name of Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The policy is NOT intended to measure spirituality but rather to **serve as a tool in fostering the academic and character development of the students as they participate in the process of education.**

Dress affects attitudes toward learning and standards of behavior. Uniforms are required Monday through Wednesday. On Thursday, students may wear their spirit shirt (or a regular uniform shirt). Also, on Thursdays, the student may wear solid (boys’) blue denim jeans or (girls’) blue denim skirts. Field trip dress may differ as specified by the teacher and administration. Students not wearing proper uniforms or not wearing as prescribed will call home for a change of clothes. Uniforms are always to be worn while on school campus except as directed by administration. Uniforms will also be worn for all off-campus trips, except as the administrator determines according to the activity.

Note: Parents are expected to make sure that their students do not deviate from the uniform policy. In all issues of dress, the administration reserves the privilege of final judgement as to appropriateness of dress. If an outfit is questionable, ask first. FCA will expect students enrolled to wear uniforms. This presents an image of uniformity, generates security, and will set an example to others in our community.

Uniform Policy

School Uniform Colors (tops): Navy, light blue, red, white (bottoms): navy, gray, or khaki.

Bottoms:

Khaki, navy, or gray pants for boys. Boys ages 7 and under may wear khaki/navy/gray knee shorts. Khaki, navy, or gray knee length skirts for girls. Also, plaid uniform skirts in school colors are allowed.

- Uniform slacks for boys and skirts for girls; belts must be worn if slacks or shorts are constructed with belt loops.
- Students ages 7 and under: uniform shorts (also referred to as walking shorts for boys, age 7 and under only), with belt if appropriate (no shorter than the top of the knee).
- Uniform skirts (no shorter than the top of the knee); a (parochial) plaid skirt in school colors is acceptable.
- Shorts or no longer than knee-length leggings underneath skirts and dresses are required to ensure modesty during activities/P.E.
- **Holes, rips, tears, frayed edges**, etc. (intentional or not) **will not be allowed** (this includes denim jeans/skirts). No sagging pants, no corduroys, no gathered (elastic) bottoms, leggings, or jeggings.

Tops:

Red, white, navy, or light blue polo shirts for both boys and girls. Jackets and sweaters must be either navy, gray, light blue, red, or white.

- White undershirts under white uniform shirts are recommended for older girls. Squared polo shirt tails are allowed to be worn out.
- Jackets or sweaters must be school colors with no significant markings. Colors must be SOLID red, white, navy, light blue, or gray. No black, denim, or camouflage jackets. School name/logo on upper left chest wall is acceptable.
- Uniform shirts must be worn underneath all sweaters and jackets. Jackets and shirts should not be oversized (hang over hands or too long). Be sure student's name is labeled in jackets or sweaters.

Dresses: Girls may also wear navy, light blue, or red uniform dresses. Also, plaid uniform jumpers in school colors are allowed.

Shoes: No flip flops, athletic slides, or extreme designed/colored shoes will be allowed. Shoes must be safe for physical activity. Athletic shoes or rubber soled shoes must be worn for P.E. Flip flops or backless sandals are not allowed.

Grooming Standards

Modesty is the quality of being relative moderate and is a visual expression of respect to the school and church. Thus, no coloring of hair, tattoos, body piercings, earrings, jewelry, make-up, etc. are acceptable. Teachers need to be able to see student's faces to access learning, and students need to be able to hear instruction at all times. Therefore, appearance is closely associated with academic success.

Boys: Clean, with eyes visible at all times for assessing comprehension of content and instructions at all times. Hair must be worn out of the eyes, off the collar, and from covering the ears. No hairstyles are permitted which would draw attention to the student or be a detriment to the testimony of the school (no male ponytails, male buns, faux hawks, etc.). No hats.

Girls: Hair should be neat and styled out of the face and eyes. Again, hair styles which draw attention to the student or be a detriment to the testimony of the school are not acceptable. No hats, scarves, or bandanas. Girls may not shave their heads. No wearing of jewelry and no body piercings are allowed. Tattoos of any form are **not** allowed.

Important: Administration and teachers have the prerogative and obligation of informing students when certain attire may not be in accordance with our standards of modesty and neatness even though the attire does not specifically violate one of the points of the dress code. If a student comes to school improperly dressed, the parent will be called to make immediate arrangements for a change of clothing.

Spirit Days: Thursdays

A First Church Academy T-shirt with boys' denim jeans or girls' denim jean skirts (solid blue; **no holes, rips, or tears or frayed edges**), regular uniform bottoms or regular uniform may be worn.

HONOR CODE

In all our programs and activities at First Church Academy we encourage students to dedicate themselves to living Christ-centered lives governed by the values of honesty and personal integrity. Cheating, giving or receiving unacknowledged assistance in academic work, lying and stealing are unacceptable in this community. CHEATING or PLAGIARISM will not be tolerated. Dishonesty and misbehaviors will lead to disciplinary action at the discretion of the principal. **Buying and/or using the ACE tests in your home is one of the highest forms of dishonesty.**

CLASSROOM STANDARDS OF BEHAVIOR

“All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work.” (II Timothy 3:16)

1. Students will follow the guidelines of the Learning Center and will be respectful at all times.
2. Students will utilize their desk flags to obtain permission or assistance.
3. Cell phones at school are discouraged. If brought to school, cell phones will not be allowed at students' desks in the Learning Center. Phones are to be turned off or muted and placed in the designated phone station while at school (teacher's desk). Students may pick them up at 3:00 pm.
4. Book bags are discouraged since students have ample opportunity to complete all their work at school. If a book bag is brought, it must be stored in the student's desk until 3:00 pm.
5. Students are responsible to bring their Bible, a notebook, paper, pencils, pens, and erasers to leave in their desk.
6. The teacher will dismiss classes. Do not be discourteous by getting up before you are dismissed.
7. Students entering class after school has started should quietly enter their desk area and begin working or request assistance.
8. Lights, cooling, heat, etc., are to be adjusted by **teachers only**.
9. Christ-like conduct is expected of all students attending FTCA. You may not speak against the Lord Jesus Christ or Christian viewpoints. You will be dismissed for this action.
10. Students are allowed to have water bottles only in class with teacher permission.
11. Gum chewing is not allowed at anytime, anywhere on campus.
12. Toys are **not** to be brought to school.
13. MP3 players, smart watches, iPods, iPads/tablets, eReaders, cameras, electronic games, or any other electronic devices are **not** to be brought to school or any school function.
14. Cell phones or any other electronic device may **not** be used during the school day (7:30 – 3:00 pm) without direct permission and supervision of staff.

NOTE: These standards also apply to field trips and other off campus activities.

SOCIAL MEDIA ON/OFF-CAMPUS

Because of the day we live in and the onslaught of social media, FCA has a “no tolerance” policy for the sharing of illicit and/or sensual pictures (including the person taking the picture, sending the picture, or sharing the picture); this includes but is not limited to texting, snapping, tweeting and so on.

Once something is posted on social media, it becomes public knowledge. If it is reported to the school with tangible evidence, we will have no choice but to take action.

HOMECOMING DANCES & PROMS

Because of the close, physical contact that dancing encourages, FCA does not endorse or host a homecoming or prom dance.

DISCIPLINE POLICY

The goal of FCA is the overall promotion of positive behavior. Children are praised, recognized, and rewarded for positive actions and decision making. When unacceptable behavior is present, children will receive one or more of the following disciplines: verbal warning, demerit earned, loss of privilege(s), detention, suspension, expulsion, or recommendation of withdrawal.

Suspension is removal of a student from participation in the normal course of school activities. In special cases, students can receive an indefinite suspension. We consider a suspension to be a serious disciplinary action. Parents will receive notification of the suspension and a copy of the action will be placed in the student's file. The administration will determine the length and conditions of the suspension. Students with a suspension must follow the same rules for make-up work as for unexcused absences. Students who are suspended from school may not attend any school function on or off campus during the time of suspension.

Expulsion represents the most extreme form of disciplinary action. Expulsion is the removal of the student as an enrolled member of FCA. Expulsion will result when there has been a violation of law or a major infraction of the "Parent-Student Handbook." It is imposed in those rare instances when a student portrays evidence of a persistent and/or seriously inappropriate behavior that threatens the academic, social, or spiritual integrity of the school. The consequence of teenage pregnancy will be immediate dismissal from FCA, and the student will not be allowed to return to FCA.

Withdrawal: Students will be counseled to withdraw from school for unsatisfactory academic performance, a continued pattern of inappropriate behavior, determination that the school program is not best suited for the student, or excessive class absences and tardiness.

SCHOOL POLICIES

ADMISSION POLICY

Attendance at FCA is a privilege, and admittance is by application with interview only. Acceptance, including terms and conditions, is determined by administration. Applications are available from the school office and must be completed in full. The enrollment process is:

1. Submit a completed enrollment application, including a copy of the student's latest SAT, Iowa, LEAP, or other basic skills test, most recent report card, current immunization record, copy of birth certificate, copy of social security card, along with the application and registration fees.
2. Administration will interview the applicant and interview with his/her parents.
3. Following the interview with administration, the student may be scheduled for testing, if necessary, to determine the student's academic level.
4. A child must be five by September 30th to enter K5. Child must be potty trained before entering school and will be assessed for school readiness through a diagnostic/pretest.

ATTENDANCE POLICY

Regular attendance in class is essential to the student's success in school. Good attendance by all students promotes learning without interruption. One can never make up or adequately compensate for absence from the classroom. All parents are asked to use good judgment and not allow their student to be absent unless it is necessary. A parent's attitude about regular attendance and punctuality will be transferred to the student. If the parent thinks these values are unimportant then the student will think they are unimportant. While it is not always possible, parents are asked to make all appointments, including doctor and dentist, outside of school hours.

1. School hours (Monday – Thursday) – 7:30 a.m. until 3:00 p.m.
2. **Students are NOT to arrive on campus before 7:30 a.m. Students are to be off the campus or checked into After-school Care by 3:10 p.m.** Students who have business with a teacher or other faculty member before or after school or who are engaged in a school-sponsored activity are the exception to this standard.
3. Tardiness is a form of "disrespect". It demonstrates little or no esteem for another's time. When a student enters the classroom after the class has begun, it disrupts the class and steals time the other students' parents have paid for. Students are considered tardy after 8:00 a.m. The school's clock determines this time. Devotion begins at 8:00 a.m. When arriving after 8:00 a.m., parents and students **MUST** come to the school office and

explain the reason for tardiness, and student will receive a tardy slip. **If a student is excessively tardy, it will be dealt with by the administration.**

Tardy Policy:

For every four (4) unexcused tardies in one quarter, the student will receive one (1) unexcused absence. Students who are tardy will be recorded/compiled by periods. Students arriving late to school must check in with the office before entering class.

Student drivers will lose driving privileges after **three (3)** late arrivals to school (in one quarter), for an amount of time determined by the administrator. **Students and parents are responsible to ensure students complete missed work due to absences/tardies.**

Absences:

Experience tells us that one of the best ways to SUCCEED in school is to be present every day. If you have a planned absence, please contact one of your child's teachers/supervisors before their absence to obtain the work they will miss on that day. This will help keep your child on their progress plan. **We understand unexpected excused absences will occur and will work with you and your child to ensure that they make up their missed work upon their return.**

A. Excused Absence

Illness, medical appointments, funeral of a close friend or relative, court appearances, legal quarantine, inclement weather that is dangerous to life or health, or severe family emergencies are acceptable excuses for absences. All other absences are unexcused unless approved by school administrator.

B. Make-up Work

Work must be made up in a timely fashion (one day absence = one day to make up work). A student can make up work for full credit when the absence is excused. **In all cases the student and parents will be responsible to see that the student's work and tests are made up.**

C. Unexcused Absence

A child should target not to be absent and excessive absences lead to academic decline. When students have unexcused absence of more than 3 per quarter, that child will be considered as at risk. Parents will need to meet with the administration to reassure that attendance will improve or the child will be in jeopardy of recommendation of an alternative educational program.

D. Readmission following an absence (Excuse Notes are due within 48 hours of return). Following an absence, students will present a note to the office, signed by a parent or guardian or an excuse from the doctor's office. If the parent or guardian writes the note it is to be specific as to the cause of the absence. Absences will only be marked excused when a valid excuse is turned in within 48 hours. "Please excuse John's absence" is not acceptable. Junior/Senior high school students signing out and returning to school on the same day must present a parent or doctor note at the time of return.

E. Suspension

Assignments/tests made up after suspension must be approved by administrator.

F. Absences are counted by half day or whole day and will be determined by the student's minutes attended. **Eight absences (excused or unexcused) is considered excessive and may result in retention.**

G. Early Dismissals – All students who leave campus during the school day MUST be checked out in the office by a parent or guardian. Your child will not be called from class until you have arrived to sign them out, please arrive at the school allowing ample time for your child to prepare to leave.

HOMEWORK POLICY

The A.C.E. Curriculum is designed to prevent homework (with the exception of early learners sharing reading skills with parents each school night). However, if a student does not meet his/her daily academic work goal, he/she will need to complete this work at home that night. A Homework Slip will be assigned so that you, parent, may ensure that they complete the work and stay on their progress plan. If the student remains on task each day,

then he/she will not be assigned homework. **Note:** Some students may require additional reinforcement or gap paces to master skills in which they had a deficit on the diagnostic test. This work is completed as part of our Virtual Learning Days (every Friday) and will be assigned automatically until all gap paces have been completed.

FRIDAY VIRTUAL SCHOOL DAYS

Students will complete virtual day assignments (GAP Paces, incomplete daily work, additional teacher-assigned work, make-up work due to inclement weather school dismissals, etc.) each Friday. This work must be submitted the following Monday morning. There are Virtual School Days for students scheduled every Friday except during weeklong holidays breaks.

FINANCIAL POLICY

Tuition is calculated based on the entire school year; therefore, no deductions are made for vacations, school holidays, absences during the year, or graduating seniors. Rates are stated in the application packet.

- Tuition and After School Care fees (\$5 per hour for one child) are due on the first of each month and are late after the 10th.
- There is a \$25.00 late payment fee for **each child** if payment is not received by the 10th.
- If payments have not been received by the 10th of the month, or if you have not contacted the church bookkeeper, the student(s) may be dropped from enrollment. If the 10th falls on a weekend or a holiday, payment is due by close of business on the last school day preceding the 10th.
- If a student attends school for any portion of the month, tuition is required for the full month. Ex. – May.
- Students are held accountable for lost or damaged paces, textbooks, workbooks, and library books.
- Any student who withdraws must complete the necessary withdrawal forms with the school office. Prior to withdrawal, all books belonging to the school, library books, and other school property must be turned in or paid for in full. Report cards, records, or transcripts will not be released until all accounts are settled.

FUNDRAISERS

Because FCA does not receive any government funding, we use fundraisers to help generate funds for our school. Parents are required to participate in one fundraiser per year. The income from these fundraisers is used to improve the quality of the school program and opportunities.

HEALTH POLICY

1. COVID-19: If a student tests positive, they must remain home quarantined for 10 days and be free of symptoms before returning to school. If a parent, guardian, sibling, who resides in the home with the child tests positive, the 10-day quarantine and free from symptoms is also required before returning to school. The use of masks will be determined by pastoral leadership prior to school beginning and during school year as deemed necessary. Voluntary use of masks is always acceptable. Notification of any positive case will be communicated through Remind to all parents/staff.

2. OTHER ILLNESSES: DO NOT send any student suspected of being ill to school. Students with communicable diseases are ineligible to attend school. The welfare of the rest of the class is not worth a perfect attendance certificate.

3. EMERGENCY PHONE NUMBERS: Please be sure that the office has current information on phone numbers and contacts. It is imperative that we are able to reach you in an emergency. Provide two persons of contact for emergencies.

3. TIMES WHEN CHILDREN ARE NOT ALLOWED IN SCHOOL:

FEVER: With a temperature of 99 degrees or above, your child should remain home until he/she is fever free for **24** consecutive hours **WITHOUT MEDICATION**.

VOMITING: Your child should NOT return to school if he/she has vomited within the last **12** hours.

DIARRHEA: Your child should NOT return to school if he/she has had diarrhea within the last **12** hours.

UNDIAGNOSED RASH: Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox, or some other contagious disease. A readmit slip is required from your physician.

PINK EYE (conjunctivitis): Pink eye is very contagious. Your child must be treated and obtain a readmit slip from a physician before returning.

LICE: If your child is found to have lice/nits, the following procedure will occur:

1. The student will be sent home immediately and not allowed to be readmitted for a minimum of 72 hours.
2. The student must be treated and **MUST BE NIT FREE** before returning to school.
3. After 72 hours, the student must come to school with dry hair and be checked by the school nurse/administration.
4. If the student is found to have nits in his/her hair, the student will not be allowed to return for 48 hours. Upon return, the child must have dry hair and will be checked again.
5. Each successive time the student is found to have nits, he/she will not be allowed to return for 48 hours.
6. It is **imperative** the child is **nit free** before returning to school.
7. The sibling of the student and his/her classmates must be checked for lice and nits.

POISON IVY: Poison Ivy is very contagious. All areas must be covered (i.e. bandages, long sleeve shirts). If the area cannot be covered, the student must stay home until the poison ivy is cleared or small enough to be covered.

MONO: If your child is diagnosed with mono, you must obtain a re-admit slip from a physician before returning.

**There are times when your child looks and feels too ill to study or learn at school. If so, there is no point in that child being at school. In such cases, it would be better to keep them at home.

FIRST AID

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent will be notified. **THE SCHOOL STAFF CANNOT:**

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin diseases (itch, impetigo, poison oak, etc.)
3. Diagnose/treat pinkeye
4. Diagnose illness

MEDICATION POLICY

Medication to be given at school requires written instructions from a physician, parent or guardian. The student's name, name of the medication, dosage amount, and time to be administered **MUST** be clearly stated and accompany **ALL** medications on the appropriate school medication form.

Medications to be administered during school hours must be brought to the school office by a parent or other responsible adult. Medications **MAY NOT** be administered in the classroom.

Prescription medications **MUST** be in pharmacy bottles. All the information must be correct. Doses will be administered exactly as written on the label. If your child requires frequent medications of this nature, the parent must bring the medication in the **appropriate bottle** to the office, fill out and sign the school medication form giving permission to dispense medication to your child. (i.e.: Tylenol, Motrin, Pepto Bismol, cough drops, etc) ****Medication MUST be in original bottle (Ziplocs or other containers WILL NOT be accepted).**

IMMUNIZATION POLICY

The Louisiana Immunization Network for Kids Statewide (LINKS) is a computer-based immunization information system implemented by the Louisiana Department of Health and Hospitals (DHH). The purpose of LINKS is to coordinate immunizations among health care providers to assure adequate immunization level, and to avoid unnecessary immunizations. LINKS is developed under the Louisiana Code: RS 40:31.11-16.

Louisiana Immunization Records are subject to inspection at the K4, K5 (4-5 years old) and 6th grade (11 years old) levels by DHH. Louisiana requires all immunization records from other locations or the military to be transferred into the LA state record system. Please take your current immunization record to your local pediatrician's office or to the immunization clinic at BJACH (military) to have them transferred. Please provide a copy of the Louisiana Immunization Record to the FCA office once it is received.

Though you may have a Louisiana shot record with a current date on it, your child still may not meet the requirements for the LINKS System. All students entering the school system for the first time must have current vaccinations. An example of this is: A child enters FCA K4 and is not 5 years old. This child is still required by the Louisiana Code to receive their 5-year-old immunizations prior to entering school in August.

<http://www.legis.la.gov/Legis/Law.aspx?d=79952>

Although Louisiana has vaccination requirements for children entering daycare or school, these requirements can be waived. **The child's parent or guardian may request an exemption form from FCA or online at <https://ldh.la.gov/assets/oph/Center-PHCH/Center-PH/immunizations/statement-of-exemption-from-immunizations.pdf> and provide in writing, the medical or religious/philosophical reasons to waive the immunizations.**

SECURITY POLICY

FCA has a **closed campus** policy. Once students arrive at school, they may not leave until the school day is over unless approved by administration and/or a parent. In addition, closed campus means that students may not leave to eat lunch or to purchase a lunch and return to campus. You as a parent, may check your child out for lunch, but they are not to return to campus.

- To maintain security concerns and to not interrupt instruction, unannounced visitors to FCA are forbidden.
- Parents/family: Please contact administration or teacher(s) to inform them that you will be entering the campus. Parents are welcome to come on campus to eat lunch with their child(ren). Other visitors, however, must have prior permission from the principal to visit the campus for lunch or any other reason.
- Student Check-out: To remove a child from school before dismissal time, a parent or other authorized adult must notify the administration/teaching staff via written or by telephone.
- FCA strictly adheres to court orders in cases of custody disputes.

EMERGENCY PROCEDURES

Each year our teachers are trained and receive a handbook on all our emergency procedures.

Fire: In case of a fire emergency or drill, the signal to evacuate the building will be given. Evacuation plans are posted in each classroom and other areas of the building. Each teacher will instruct students regarding specific procedures.

Tornado: In case of tornado emergency or drill, there will be an announcement (horn alarm) for students and teachers to move into a place of safety and take precautionary positions. When students are asked to assume the “tornado position,” they are to do the following:

- 1) Sit on the floor facing the wall in teacher designated area.
- 2) Remain quiet until the “all clear” is sounded.

SEXUAL HARASSMENT POLICY

First Church Academy recognizes that harassment based on gender is a violation of both federal and state discrimination laws. The school is committed to providing learning and co-curricular environments that are free from sexual harassment where all students and employees can work together comfortably and productively. Sexual harassment will not be tolerated from students, employees or non-employees or anyone else having contact with FCA. All students are assured that they may file a complaint concerning sexual harassment without fear of retaliation by any employee, peer, or alleged harasser. Complaints of retaliation will be promptly investigated, and perpetrators will be subject to disciplinary action. Any student found guilty of sexual harassment, or to be in violation of this policy, shall be subject to disciplinary action according to the findings of the investigation. Disciplinary action may include: a written warning, suspension, or expulsion.

Forms of sexual harassment include:

1. Verbal harassment, such as derogatory comments, jokes, or slurs;
2. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement;
3. Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

Procedure:

If any student perceives comments, gestures or actions from any student, employee, or non-employee, to be offensive the student should notify the principal or teacher. If a teacher is aware of the allegation (s), they should notify the principal. The principal who becomes aware of any allegation (s) of sexual harassment will immediately undertake investigation. After completing the investigation appropriate action will be taken.

PICK-UP/DROP-OFF PROCEDURES

1. Students will be permitted to leave school only with the parents or persons authorized by a parent on the enrollment form in the office, unless a parent sends WRITTEN notification that morning or permanently adds that person to the list of persons authorized to pick up his/her child(ren).
2. Temporary pick-up change: The administration will not accept a student’s word for alternate arrangements. The child will be sent home with his/her regular ride unless the school is notified. Notify the change in transportation by sending a note with your child, or you may call the school representative as soon as you know a change should become necessary during the school day.
3. Patience and courtesy are encouraged during the early days of school as the system improves. Enter Lula Street from the WEST and exit to the EAST. The system is designed to ensure safety and fair treatment of students and parents. We appreciate your cooperation.
4. State law prohibits cell phone use inside of school zones.

DROP-OFF/PICK-UP PROCEDURE

Recommended entrance for parents of children should be from the WEST and exit to the East. Faculty will be on duty to assist release of student. Parents/guardians may walk up to school entrance to receive or drop off their children.

LATE PICK-UP PROCEDURE

1. Children not picked up by **3:10 P.M.** will be sent to After School Care and appropriate fees will apply.
2. If a parent knows they will be late in picking up their child(ren), they may call the office in advance and the child(ren) will be placed in After School Care.

STUDENT DRIVERS

Students who drive cars to school must park and leave them until school is dismissed or until they are ready to go home. Students should vacate their cars within three minutes after arriving on campus. Student drivers will be held responsible for late arrival and tardy violations.

SCHOOL RECORDS

1. Copies of student grading and testing records are available to parents upon request. Allow 3 school days to get copies of your records upon your request (this includes progress reports, report cards, transcripts, and other school records). Permanent records will be forwarded to the next school upon the new school's request.
2. A permanent cumulative record will be kept for each student.
3. A.C.E. report cards are labeled as Progress Reports and will be issued every nine (9) weeks.

PARENT CONFERENCES

1. Conferences may be scheduled at the principal's, teacher's, or parent's request.
2. A parent may send a note requesting a conference or call the school office and make the request. Teacher/parent conferences will be scheduled during a teacher's break or at the convenience of the teacher and parent. Please do not enter a classroom unannounced to confer with a teacher before school begins, to interrupt a teacher during school hours, or to enter a classroom unannounced after school.
3. Please use discretion when contacting teachers at home after school hours. Reserve this procedure for extreme emergencies only.
4. To avoid classroom interruptions, please contact school personnel to deliver forgotten items or messages.

COMMUNICATION POLICY and SCHOOL CANCELLATIONS

Our main means of communication between the school and parents/guardians is the Remind App. It is important that you connect to this platform to receive all important school announcements. Also, notes will be sent home with students as well as student progress information on timely information. The church/school website will also provide announcements. In the event of weather-related emergency, the school will use local radio stations (93.5 or 105.7) to broadcast information about school closures. Closures will be sent out via the Remind text app and posted on the church/school Facebook page. As a common rule, we will follow the Vernon Parish School Board's decision for all weather-related closures.

GRADING SCALE

Grading is based upon completion of PACES assigned for each quarter. Students must make a passing grade of 80% on each PACE test, or they will have to repeat and master the key concepts of the PACE before advancing to the next PACE.

94-100	A
88-93	B
80-87	C

GRADUATION

Students in K and 12th grades will participate in a graduation ceremony in May. Twelfth (12th) grade students will graduate *approximately* ten (10) days prior to the last day of the school year.

The students are given special awards they have earned during the school year. The two most coveted academic honors recognized during senior graduation are class valedictorian and salutatorian. The two honors listed above are determined by the overall GPA of the student's 9th through 12th grades. A student must be present for the last two semesters to be eligible for these honors.

LUNCH AND SNACKS

Hot lunches are **not** regularly served at FCA. Therefore, students will need to bring their lunch daily. Parents may join their children for lunch and outside lunches may be brought in. Volunteers or parents may also provide special meals for students when scheduled with administration in advance. Examples of this would be our Thanksgiving Worship Meal (traditional dishes), Christmas Party (finger foods), and our Easter Celebration (traditional dishes).

Cookies, cake, donuts, etc. may be sent for the entire student body for birthdays. Be sure to notify the administration at least 24 hours in advance.

HOLIDAYS

See school calendar for holidays observed and dates school will be out. We do not observe Halloween and Mardi Gras, so please do not send any candy or beads to school to celebrate either of these holidays.

FAMILY VACATIONS

High School Parents/Guardians, please do not plan trips or vacations during the school year. Absences during testing periods such as mid-terms, IOWA, and/or final Pace exams are unfair to your students.

FIELD TRIPS/ACTIVITY DAYS

Once a quarter, students will have a Field Day and/or an Activity Day on a scheduled Friday (weather permitting). This specific Friday is designated on the School Calendar and will run in conjunction with Friday Virtual School Days.

PARENT VOLUNTEERS

Parents are always welcome to our weekly Warrior Worship services in LOFT (upstairs youth chapel) which are held on Thursdays at 10:20AM. Parent volunteers for P.E. and art/music/life skills/career (Enrichment) activities are greatly appreciated. See school schedule for P.E. time. Please schedule in advance with the administration if you want to participate or lead a P.E. and/or activity time. Parent volunteers in the classroom must complete monitor training in the efficiency of the ACE curriculum program. Please notify administration to obtain this training prior to volunteering in the learning centers. Parents are always welcome on Field Trip and Activity Days.