



# Student/Parent Handbook

## **MISSION STATEMENT**

Firelands Christian Academy exists to prepare students to impact their world for Christ by providing Evangelical Christian families with an academically excellent, Biblically integrated education that emphasizes the centrality of the Lord Jesus Christ in the spiritual, academic, social, and physical development of each student.

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

## **STATEMENT OF FAITH**

1. We believe the Bible to be the inspired and infallible authoritative Word of God.
2. We believe that there is one God, eternally existent as: The Father, The Son, and The Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit through Jesus Christ is essential for his salvation.
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life, and they that are lost unto eternal damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
8. We believe in the recent, special creation of man by the direct act of God and the authoritative history of the first eleven chapters of Genesis.

# Enrollment Agreement

As a condition of enrolling in Firelands Christian Academy (FCA) parents and students understand:

1. Firelands Christian Academy will teach the Holy Scriptures (66 books) as the Word of God.
2. FCA administration will make the final decision on a student's grade placement, even if it conflicts with the student's current school records.
3. The administration reserves the right to expel a student or ask a student to withdraw if the student:
  - fails to cooperate with FCA's teaching staff and board members
  - exhibits disruptive or threatening behavior, this may include behavior on social media outlets or via texting within or outside of school hours, on or off of school property
  - violates Biblical standards\* of morality and behavior
4. The school reserves the right to deny admittance, to expel or request that a student withdraw if the parent(s) or guardian(s) of that student:
  - fail to cooperate with FCA's officials
  - violate Biblical standards \* of behavior or morality including, but not limited to: engaging in any sexual relationship outside of marriage; activities that regardless of legality are not Biblically acceptable\* or illegal pursuits, including forms of employment.

5. Families attending FCA agree to attend church on a regular basis\* and have read and fully understand FCA's Statement of Faith.

\*Determination of compliance rests exclusively at the discretion of FCA.

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## SCHOOL OFFICE

The school office is located in the main church building. Office hours are from 8:00am-3:30pm. A staff member or office assistant will be in the office as much as possible throughout the day. In the event that the office worker is not in the office, parents can leave a message on the school's answering machine or leave messages and/or mail on the desk or in the lock box.

### Tuition Payments

All tuition payments, fundraising packets, or any other school business that you are dropping off should be turned in at the school office or placed in the school drop box located in the school office and main school building. Do not hand any office business to the classroom teacher. Tuition payments can also be mailed back to the school at the mailing address: P.O. Box 334, Sandusky, Ohio 44871.

### Visitors

All visitors to the school must sign in. There are sign in sheets located at the entrance of each school building.

### Withdrawal from FCA

If your family circumstances change and you need to withdraw your child from FCA or you will not be re-enrolling at FCA in the fall, you must complete the Form of Withdrawal. This can be obtained at the school office or from any classroom teacher. Please note that a student's records will not be released until all outstanding school balances have been paid. Balances that have been paid in advance will be pro-rated for the days the student(s) attended FCA and refunded appropriately.

### Re-enrollment

Families confirm their intentions to re-enroll their child at FCA by submitting their child's book order by the last day of school. When a student's book order has been received, the school office will plan on their attendance in the fall. Book orders that are submitted by the last day of school allow for delayed billing. Parents will be responsible for paying for school books by August of the upcoming school year. If a book order is not submitted, a parent will be contact to verify his/her intentions for the upcoming school year.

## **ARRIVAL AND DEPARTURE**

School, grades K-12, begins at 8:15am and ends at 3:00pm daily.

### **Pickup/Drop off**

When students are being dropped off or picked up, parents need to abide by the following plan in order to keep traffic flowing. All vehicles must turn off Maple Avenue onto Wayside Drive. Vehicles may only exit back on to Maple Avenue by the main school building. Cooperation is very important in order to maintain safety in the parking lot and to keep our daily traffic moving as smoothly as possible. Refer to the school map for the flow of traffic plan.

### **Main School Building: Grades 4-8**

When dropping off students in grades 4-8, parents will need to go to the main (front) school building. When a student is being dropped off, the parents can pull up to the front (glass) doors of the building to let their child out. Please be considerate of those behind you. If several cars are pulling in behind you, please pull up past the glass doors to allow others to have room. Parents should not enter the school building when in this zone. If a parents needs to come into the building, they should park in the designated parking area.

Picking up children will be handled in the same way as dropping off. Please pull all the way to the edge of the building so there is room for other vehicles behind you. The students will be dismissed when the bell rings at 3:00pm. A teacher will be watching outside and dismissing students as their parents get in the pick up line. Parents should not come in to the building if they are in the pick up line. If a parent needs to come in, he/she should park in the designated area.

### **Kindergarten & Grades 1-3**

All parents dropping off or picking up a student in Kindergarten must park and enter the building. Kindergarten students will be dropped off and picked up at their classroom.

Parents dropping off a first through third grade student may pull to the glass door entrance to let their child out. Please be considerate of those behind you, and pull forward to the edge of the sidewalk to allow others to have room. Do not park your vehicle at this entrance, but park in a parking spot if you need to enter the building.



## High School

Students in grades 9-12 will be dropped off at the educational unit and dismissed from the white church building. Parents should form a drop off/pickup line in front of the building, pulling to the edge of the sidewalk. When picking up a student, a teacher will be overseeing the dismissal of students as their parents get in the pick up line.

### Early Arrivals and Late Pickups

Doors will be unlocked at 8:00am. All students should be dropped off for school between 8:00am and 8:15am. If a family has a need to drop their student(s) off prior to 8:00am, you must speak with a teacher.

School dismisses at 3:00pm. Please note that Firelands Christian Academy does not provide after-school care. Those students who have not been picked up by 3:15pm must report to the school office to wait until their ride arrives. If a parent expects to run later than 3:15pm, they should notify the school office at 419-684-8642 or the classroom teacher by 3:00pm. Parents will have to sign out their students when they are picked up late. A charge of \$2.00 per student will be given for students who are picked up after 3:15pm. Any charges accumulating throughout the month will appear on your monthly statement and must be paid at that time.

### Delays & Closings

During the winter months, FCA's closing and delay information can be heard on FM 97.7, FOX 8, and Channel 13 News. The school will notify parents via the Remind app. Delays and closings will also be posted on the FCA Facebook page.

## ATTENDANCE AND ABSENCES

It is important for all students to attend school regularly. Academic performance is often times affected by irregular attendance. Parents are encouraged to make every effort to ensure that their children are in school and on time. Beyond this basic guideline, the state of Ohio has clearly defined when a student is a "habitual truant". Under such circumstances, FCA Administrators will take the required steps to comply with state law.

Ohio Revised Code 2151.011

"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the school the child is supposed to attend for thirty or more

consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in a school year.”

### **Reporting Absences**

When a student will be absent a parent must call the school before 8:15am on the day he or she will be absent. A message should be left if no one is in the school office.

### **Excused Absence**

For an absence to be excused, a doctor’s note must be submitted showing the student was unable to attend school due to sickness or a doctor appointment. A note from a parent indicating a family emergency will also excuse an absence. All notes must be turned in to the homeroom teacher on the day the student returns to school. If the student has been absent due to a prolonged illness and special requests are made (ie. staying in from recess) a note must be turned in to the school. In the case of medication, the appropriate forms must be completed before the administration of any medication takes place.

If your child will be late due to a medical appointment, the school should be informed before the school day begins. If you know the day before that your child will be absent, please send a note with him or her on that day.

### **Unexcused Absences**

Students are permitted to miss 10 unexcused days of school. In the event that a student accumulates more than 10 unexcused absences, parents will be notified, and the student may be required to make-up his or her absences at the end of the school year. Any necessary instruction following the normal school year, in order to make up for unexcused absences, will cost \$50 per day.

### **Make-up Work**

1. If a student is absent the day an assignment is due or test is scheduled and was in school the day prior, the student will be required to submit due work or take the test upon return (at the teacher’s discretion).
2. Students will be required to submit work from an excused or unexcused absence.
3. Students are responsible to make up assignments on their own time.

4. If a student has an excused absence, he/she will have the amount of time absent to complete all assignments (ie. a student with a one day absence will have one day after he or she returns to complete the work).
5. After the make-up period, the student's homework will be considered late and will be graded according to the teacher's guidelines.
6. Upon request, parents may receive assignments for those students who will be absent (24 hour notice).

### **Vacation**

1. If a student will miss school due to a family vacation, the school must be notified at least one week prior to the first day the student will be absent.
2. The student's work will be given to him/her and should be completed within two days of arriving back to school.
3. Vacations should not be taken during final exams or the week of testing in April.
4. It is important to remember that your child will join the class when he/she returns and if he/she has not completed any work, he/she will be significantly behind the rest of the class.

### **Sign-In/Out Procedures**

It is necessary at times for students to arrive late to school or leave early due to medical appointments or for personal reasons. Please note that students arriving two hours after school begins (10:15am) or two hours before school ends (1:00pm) will be given a half day absence. In the event that a student needs to arrive late or leave early the following procedure should be used:

#### **Arriving Late**

1. A call should be made to the school telling the name of the student, why he/she will be late and approximately when he/she should arrive at school.
2. Upon arrival, the student must sign in on the clipboard. A Sign In clipboard is found in each building. For a tardy to be excused, a doctor's note must be turned in to the school office or classroom teacher upon arrival.
3. Before entering class, students should put away book bags, lunch boxes, go to the restroom etc.

#### **Leaving Early**

1. Parents should send a note to the school. The note should include: student's name, reason for early dismissal, time being picked up, date of request and parent's signature.

2. Parents will need to sign out the student at the clipboard located in the student's building. Parents may pick up their child at their classroom.
3. The student is responsible for completing any missed class work and/or homework if he/she leaves early.

### Tardies

Students are considered tardy if they are not in their classroom by the start of the school day, 8:15am. Parents are expected to contact the school if a child will be tardy. All students arriving late must sign in. The student should bring a note from his/her parents when he/she signs in explaining why they are tardy or PARENTS may write the reason for being tardy in the sign in book.

**Excused tardy** would include events that are physically out of your control including: an accident, road closed due to an accident, power outage etc.

**Unexcused tardy** would include: over sleeping, traffic too heavy, errand for parents, delayed at train crossing etc.

Each time a student accumulates **3 unexcused tardies in one quarter**, they will receive one unexcused absence. These unexcused absences will be applied toward their total unexcused absences. Tardies will restart at the beginning of each quarter. Unexcused absences that have accumulated due to tardies will not be removed.

## Grades K-12

### Release of Students

If a parent will be unable to pick up his/her child and will be sending someone else, the school must be notified. Parents may leave a list at the school office or may call that day to notify the school of who will be picking up their child. If the school has not been notified, a student will not be released to any person not on the pick up list before a parent has been contacted. If someone other than a parent is picking up a Kindergarten student, please make him/her aware that he/she must go to the Kindergarten classroom. Please inform anyone picking up your child of the flow of traffic and pick up lines.

## **MEDICAL INFORMATION**

### **Immunizations**

The immunization of each student is the responsibility of the parent. The school must keep a record of the exact dates of each student's immunizations. This will be kept in the student's school record and must be there by the beginning of the school year. Required immunizations are listed on the next page.

Parents may present a written exemption signed by the parent, acknowledging abjection to immunization on the basis of stated religious or philosophical reason. Parents may present a written medical exemption signed by the physician who states the reason for medical contradiction.

### **Medication**

Whenever possible, parents should provide medication for students outside of school hours. In the event that a student must have medication administered to him/her during school hours the following procedure **MUST** be followed:

1. An authorization slip must be filled out completely and must include the name of the medication, dosage, time and duration of medication and possible side effects.
2. The slip must be signed by the physician and the parent/guardian before the prescription can be administered.
3. The medication must be turned in to the school office and must be in the original container that is labeled with the student's name, name of medication, the dosage, the time to be given, and the physician's name.
4. Medication must be sent to the school daily or in a one-week supply.
5. Other non-prescription medication such as Tylenol, aspirin, cough drops etc. cannot be administered without written permission from the parent.

### **Emergency Medical Form**

Parents must complete the Emergency Medical Form for each child at the beginning of each school year. In case of an emergency, if the school is unable to reach the parent the emergency contact list will be used.



VACCINES	FALL 2020 Immunizations for School Attendance
<b>DTaP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<p><b>Kindergarten</b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth (5th) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *</p> <p><b>Grades 1-12</b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 and older, with proper spacing.</p> <p><b>Grades 7-12</b> One (1) dose of Tdap vaccine must be administered on or after the 10<sup>th</sup> birthday. **</p>
<b>POLIO</b>	<p><b>K-10</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b>Grades 11-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4<sup>th</sup>) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b>K-12</b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second (2<sup>nd</sup>) dose must be administered at least 28 days after dose one (1).</p>
<b>HEP B</b> Hepatitis B	<p><b>K-12</b> Three (3) or (4) doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
<b>VARICELLA</b> (Chickenpox)	<p><b>K-10</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p><b>Grades 11-12</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<b>MCV4</b> Meningococcal	<p><b>Grades 7-11</b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the [ODH Director's Journal Entry](http://www.odh.ohio.gov) (available at <http://www.odh.ohio.gov>, [Immunization: Required Vaccines for Child Care & School](http://www.odh.ohio.gov)). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.**

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

\*\* Tdap can be given regardless of the interval since the last tetanus or diphtheria toxoid-containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If given at age 7-9 years, the routine Tdap dose at age 11-12 years should be given. If given at age 10 years, no additional dose is needed at age 11-12 years.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only one (1) dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

## Should I Keep My Child Home from School?

This may be helpful to parents who question when a student should be kept home from school:

Yes, if he/she has:

- diarrhea
- severe cough
- undetermined rash
- temperature of 99.8
- sore throat - difficulty swallowing
- red, watery, burning, itchy eyes
- vomiting during the past 24 hours
- nits in hair

The above symptoms/conditions may mean the start of a communicable disease or other condition that could affect many of the other children in your child's classroom. Also, your child may be too sick to learn in school that day. In fairness to ALL children, please keep your child home until you can determine what else may be developing.

If your child has had a fever, he/she should be "fever free" for one day before returning to school.

### **Student Picture Release**

Students attending Firelands Christian Academy may have their picture taken during various school activities and throughout the school day for use in the school yearbook, website, FCA social media pages, FCA newsletter, student publications, and FCA brochures. Pictures and video footage may be taken and used in school promotion on TV 52's CBM Today program. If a parent has questions regarding this policy, a meeting can be set up with the principal to discuss it further.

### **Child Abuse Notification**

Please be advised that the school administration is compelled by current state law to promptly report any cases of child abuse that come to the attention of the FCA teaching staff or the school administration.

## STUDENT DRESS CODE

### Boys:

Solid white, lt. blue or navy shirts with a collar; orange polo shirts (purchased through FCA website), must be tucked in

Solid navy or tan khaki pants or uniform shorts (*1<sup>st</sup> quarter & May only*)

*\*\*Must be worn at the waist with a belt*

### Girls:

Solid white, lt. blue or navy shirts with a collar; orange polo shirts (purchased through FCA website)

Solid navy or tan khaki pants, capris, uniform shorts (*1<sup>st</sup> quarter & May only*), skirts, skorts, polo dresses, or jumpers

*\*\*While kneeling, skirts/skorts/jumpers/dresses must reach the top of the knees all the way around*

*Leggings may be worn under skirts/dresses and do not have a color/pattern requirement. No halloween patterns or leggings with words. Skirt/dress length requirements still apply. Leggings or Jeggings are not to be worn as pants.*

### Sweaters and Jackets

Students may wear SOLID sweaters or SOLID ZIP-Up sweatshirts to school that are white or navy blue. Sweaters may be pull over, button up or zip up. FCA zip up or pull over sweatshirts may be worn in class. A collared, dress code shirt must still be worn underneath. Hoods may not be worn in class.

**\*Coats/jackets are not allowed to be worn in the classroom.**

### Gym

Neat shorts, sweats, leggings (with a t-shirt reaching mid-thigh) or wind pants in black, navy, gray, or school colors (royal or orange) *\*If athletic shorts/pants have a stripe, the stripe must be one of the listed colors.*

FCA T-shirts or sweatshirts, Tennis Shoes

*\*\*Grades K-5 may wear gym clothes to school on gym day*

*\*\*Grades 6-12 must pack their gym clothes to change at school*

*\*\* While kneeling, length of gym shorts should reach the top of the knees*

### Acceptable styles of shirts:

Turtle neck    Button down collar

Polo Style    Mock Turtleneck

### Unacceptable items:

Blue jeans or denim, jeggings; shirts with no collar; printed or plaid pants, shorts, skirts, skorts or jumpers; any clothing with pictures, signage or logos other than FCA; cargo or frayed shorts; Heely shoes; sandals; shoes with heels 2 inches or higher; leggings (unless worn under a skirt/jumper that is to the top of the knee)



**Makeup:**

Girls in grades 5-12, whose parents choose to allow them to wear makeup, must come to school with it already on. Makeup may not be applied at school. All makeup should not be used in excess and must look natural.

**If a student's appearance becomes a distraction to the student body, the school faculty will meet with parents to explain the situation and additional requirements that will need to be met.**

**Dress Code for Special Events**

All grades, K-12, will be required to dress up for special school events such as the fall banquet, science fair, or any other event the staff designates. Girls must wear a skirt or jumper and collared shirt (within normal dress code guidelines). Boys must wear pants and a collared shirt (within normal dress code guidelines) along with a matching neck tie. There are no specific neck tie colors required.

**FCA Dress Down**

Student Council will implement FCA Dress Down days throughout the school year. Attire for these days is jeans and an FCA t-shirt. FCA sweatshirts are also permitted. Jeans may not have holes or tears and may not be jeggings. FCA Dress Down days are optional, and there are no exceptions to the dress code stated above.

**Dress Code Violations****Grades K-6**

If a student is in violation of the dress code, a teacher will explain to the student how he/she was out of dress code and a note will be sent home with the student. Any student wearing shirts with words, signage or logos on them will be required to turn them inside out. If necessary, a parent may be called to bring proper clothing within dress code so the student can change. After a warning has been given, students in grade 4-6 will receive a 10 minute recess detention for being out of dress code.

**Grades 7-12**

Students in grades 7-12 will receive a warning each time they are out of dress code. After a warning has been given, students in grade 7-12 will receive a 15 minute lunch detention for being out of dress code.

# DISCIPLINE POLICIES

## K-3 Discipline Policy

All students will have a paper in their school notebook that gives a report of each day's behavior. Teachers will send home specific rules and guidelines for their classroom at the beginning of the school year. Misconduct can result in but is not limited to: loss of recess, silent lunch, removal from the classroom, alternative classroom assignment with independent work assigned, talk with the principal, and one or multiple days of suspension from school.

## 4-5 Discipline Policy

Students in grades 4-5 will receive written warnings for misconduct followed by a detention if the behavior continues. Teachers will send home specific rules and guidelines for their classroom at the beginning of the school year. Warnings can result in but are not limited to the loss of recess, silent lunch, writing assignment.

Consequences for accumulating warnings in grades 4-5 are as follows:

3 warnings = one 30 minute detention

3 hours of detentions earns one day ISS (in-school-suspension)

4 hours of detentions earns two days ISS

6 hours of detentions earns one day of Saturday school and one day out of school suspension

In the event that a student receives more than 6 hours of detentions in a nine-week period, the student may be required to serve more days of suspension or be expelled from the school.

## Grades 6-12 Discipline Policy

Students in grades 6-12 will follow a detention system. A thirty or sixty minute detention will be administered for most acts of misconduct. Detentions must be served after school the day they are administered. The school administration reserves the right to administer additional consequences as they deem necessary. Each detention is a particular length and those minutes will accumulate to earn further consequences.

Behaviors earning:

### 1 - 30 minute Detention

- Unprepared for class
- Out of dress code
- Misconduct during lunch
- Disruptive behavior during chapel

- Misconduct in the hallway/building or transition between buildings
- Chewing gum, eating or drinking in the classroom outside of designated times
- Disruptions during class
- Violating any classroom guideline as set by teacher
- Disrespect to classmates
- Stirring up discord among classmates
- Destructing school property (ie. writing on desks)
- PDA (public display of affection)
- Unauthorized use of cell phone or other electronic devices during school hours

### **1 - 60 minute Detentions**

- Lying/Deceit
- Harassment or bullying of another student
- Threatening another student or staff member
- Profanity of any kind (including misusing the Lord's name; spoken, written, gesture)
- Disrespect of staff or teacher
- Repetitive classroom misconduct
- Misconduct during a tornado or fire drill
- Challenging Authority
- Cheating/Copying
- Stealing/Forgery
- Inappropriate access to websites
- Truancy
- Taking or using another's personal property without permission
- Vandalism
- Fighting

If a student accumulates several detentions additional consequences will be administered as follows:

3 hours of detentions earns one day ISS (in-school-suspension)  
4 hours of detentions earns two days ISS  
6 hours of detentions earns one day of Saturday school and one day out of school suspension

In the event that a student receives more than 6 hours of detentions, the student may be required to serve more days of suspension or be expelled from the school.

Students in grade 4 will accumulate warnings for one month before being erased.  
Students in grades 5-6 will accumulate warnings for one quarter before being erased.  
Students in grades 7-8 will accumulate detentions for one semester before being erased. Students in high school will accumulate detentions for the entire school year.

### Serving a Detention

Detentions (grades 4-12) will be served on the same day they are received. The student will be dismissed for the day after the detention is served. Detentions can only be rescheduled due to family emergencies (note required) or doctor appointments (excuse slips must be turned in the next day). **Students participating in athletic programs may not reschedule a detention time in order to attend practice or a game. If a student fails to serve a detention the day it is received, they will be required to serve it the following day and the length will be doubled.**

Students must report to the homeroom of the assigned teacher by 3:05pm to begin their detention. The student will serve their full time (even if they arrive late to detention). Detention time will not be used as a study hall; instead the students will have an assignment or job given to them to be completed through the detention time.

A slip will be sent home with the student that day stating the purpose for the detention, and must be signed and returned by the parent.

If you have a child serving a detention, all other children are required to be picked up at the regular dismissal time of 3:00pm. If any child remains at the school past 3:15pm, a charge for care will be made.

### In School Suspension

In the event that a student receives an in-school suspension (ISS), the suspension will be served within three days after being issued. The student will spend the day in the school office or another designated area with supervision. The student's classroom teacher will provide all assignments for the day for the student to complete. The student will eat lunch and complete all work in this area away from his/her classmates. The student will not have recess or electives for that day. All work done will be graded as normal and tests/quizzes will be administered as they are scheduled.

## Out of School Suspension

In the event that a student receives an out of school suspension, the suspension will be served within three school days after being issued. The student will not be permitted to attend school on the assigned day(s). The student will receive a zero for all of the day's assignments including: homework, quizzes and tests. The student will be given the days assignments to complete, but will get no credit for them. Failure to complete assignments will result in 30 minute detentions until the assignments are completed.

## LUNCHROOM GUIDELINES

All students have a lunch period. Students have to pack a lunch daily. Notices to purchase a hot lunch will be sent home throughout the school year when the option is available. Students will not have access to a refrigerator. If items need refrigeration, an ice pack should be used in the student's lunch box. Microwaves are available for use during lunch. All students with items to be warmed up must place their lunch box in the assigned area before school begins. Items to warm up must require 2 minutes of heating or less. Items must be in a microwave ready container. The school does not provide bowls/plates for warm up items. There will be a ten minute period during elementary lunch when no one will be permitted to talk in order to help students focus on eating. The students will have another 15-20 minutes of lunch time to talk.

### Forgotten Lunch

If a student forgets his or her lunch, the school will provide a lunch for a fee of \$2.50. A slip will be sent home with the child informing the parent that a lunch had to be provided and the sum they owe. The lunch provided will consist of: choice of:(hot pocket, mac & cheese, corn dog, or lunchable), bag of pretzels/chips, fruit cup or applesauce, fruit snack, and a drink. If an additional snack is needed a charge of \$.50 will be made.

### Guidelines for Lunchroom Conduct

1. Use good table manners and a normal speaking voice.
2. Remain seated at all times until dismissed.
3. Raise your hand if help is needed.
4. Listen to and follow directions of the lunchroom monitor(s).
5. Keep hands, feet, and objects (including food) in control.
6. Clean up eating area before leaving.
7. Push in your chair before leaving the lunchroom.

### **Consequences: Grades K-3**

- First Offense: Warning
- Second Offense: Isolation from classmates for the remainder of the lunch period
- Third Offense: Loss of recess or note home

### **Consequences: Grades 4-5**

- First Offense: Verbal Warning
- Second Offense: Isolation from classmates and 1 written warning
- Third Offense: 2 written warnings; recess or after school detention

### **Guests for Lunch**

Parents or grandparents are welcome to join their child for lunch at the assigned lunch time. If a parent wishes to eat lunch with their child, they will need to sign in on the clipboard located in that building.

### **Recess Guidelines**

Students will go outside for recess whenever possible. Weather conditions may prevent students from an outside recess. These conditions might include: temperature, wind conditions, rain, ice etc. If indoor recess is called, recess will be held in the classroom. Games and other activities will be provided. Students should come dressed for the weather. A student must go out to recess unless a doctor's excuse or written note from the parents informs the school otherwise.

During the winter months the temperature will be monitored and students will not go outside if the wind chill is below 20 degrees. If the wind chill is between 20-26 degrees the recess time outside will be cut in half. Students must wear warm coats. Hats and gloves are recommended.

While at recess the students are expected to play kindly with each other and respect the instructions of the recess monitor(s). Toys and other games may not be brought to school without teacher permission (ie. show and tell). Fighting and continual teasing of any kind will not be permitted. If this occurs the student will lose his or her entire recess.

### **Consequences: Grades K-6**

- First Offense: Warning
- Second Offense: Loss of 5 minutes of recess
- Third Offense: Loss of entire recess

- Fighting and continual teasing: grades 4-6 receive a thirty minute detention and will be sent to the principal's office/ grades K-3 will be sent to the principal's office.

## **SPECIFIC RULES**

### **ACSI Student Events**

All students in grades K-12 will be required to participate in school sponsored ACSI student events throughout the school year. Events may change from year to year. Requirements for each activity will be given at the appropriate time in the school year. Participation scores from the event will become a part of the student's grade for the appointed subject areas.

### **Alcohol or Drug Usage, Possession, Sale or Distribution**

If a student has been determined to be under the influence of alcohol or drugs, or to have sold, possessed, or distributed drugs or alcohol on school property, in school vehicles, or at school sponsored events, he or she will be subject to disciplinary action. The school will provide the criminal authorities and the courts complete cooperation as demanded for disciplinary action.

### **Athletic Participation**

FCA athletic programs vary from year to year based on student participation. The state of Ohio does permit students attending FCA to participate in athletic programs at the public school in the student's school district. When a student participates in any extra curricular activity, including athletics, parents must turn in the practice and game schedule along with a written note stating early dismissal needs due to practice and/or game times. Without advanced notice, teachers have the right to hold the student until the end of the day in order for the student to complete their assigned work.

A student will not be excused from a detention nor will a detention be rescheduled in order for the student to attend their athletic event including practices and games.

### **Candy and Gum**

Students are not permitted to eat candy or chew gum during the school day unless the teacher has given permission.

### **Cell Phones/ Electronic Devices**

Students are not permitted to use cell phones during the school day 8:15-3:00pm. Students must turn in cell phones to their homeroom teacher at the beginning of each school day. Teachers may choose to give a student permission to briefly use their phone for a specific purpose. If a student is seen with their cell phone on or in use at any time through the school day without special permission, their phone will be confiscated and will be returned at the end of the school day.

Other electronic devices including ipods, ipads, tablets, and game systems may not be brought to school even if the child has an acquired “toy pass” or show and tell time in their classroom. Any devices used during school hours must have special teacher permission. FCA is not responsible for the loss or damage of such items and students who bring them do so at their own risk.

### **Cheating**

At FCA part of our goal is to train our students to live honestly. We will work to train our younger students about what cheating is and why they should not do it. It is expected of all students, grades 4-12 to understand and apply this honesty in their schoolwork. Students caught cheating on an assignment in grades K-3 will have their work taken away from them. They will be corrected according to the teacher’s discretion and will speak with the principal if the problem continues. The student may be given the opportunity to complete the assignment at a later time.

Students in grades 4-6 caught cheating on any class assignment will be given a thirty minute detention; grades 7-12 will receive an hour detention. The teacher’s classroom policy for the work will apply. The student may receive an “F” for the assignment or the teacher may allow the student to redo the assignment. If cheating persists a meeting will be set up with the student, parents, and the principal.

### **Computer Usage**

Students may have access to computers throughout the day for particular classes or teacher assigned activities. Students who use the computer and internet access inappropriately (as determined exclusively by the FCA administration) will receive a thirty minute detention and may have computer privileges limited or terminated. More serious consequences may be administered based on the misconduct that took place.

### **Driving to School**

Any high school student who intends to drive to school must abide by the guidelines as stated on the Student Driver Contract. This form must be signed by the student and his/her parents or guardians in order for the student to have permission to drive on the school campus. Student drivers must park in the parking space assigned to them. Students must receive permission from a teacher when leaving during the school day. If a student driver accumulates **3 unexcused tardies**, he/she will receive a 30-minute detention and a 30-minute detention for **each tardy** there after until the end of the quarter. Tardiness could also result in the loss of driving privileges. Other students (including relatives) will not be released to ride home with a student driver without written permission or having the student driver listed on the release form. Reckless operation of a motor vehicle on or near school property or at school sponsored activities will be reported directly to the principal and will result in disciplinary action which may include suspension, loss of driving privileges, or expulsion.



## **Emergency Evacuation Drills**

Firelands Christian Academy will conduct emergency evacuation drills (fire, tornado, school safety) throughout the school year. These drills are conducted to prepare the students for the real situation and to ensure each student's safety in the event of an emergency. These drills are serious and teachers will require student cooperation. Emergency exits are posted in each classroom.

## **Fighting or Horseplay**

(In or near school building or at school sponsored function) Any student involved in a fight or attempting to provoke a fight may receive additional disciplinary action beyond the normal detention system. This will be left to the administration's discretion based on the severity of the offense. Any students determined to be active participants in a fight may be removed to the Erie County Detention Home by local police.

## **Field Trips**

Field trips will be offered throughout the school year. These are an opportunity to extend each student's learning outside the classroom. Prior to the field trip, a permission slip will be sent home with each student. This permission slip must be completed and sent back to the school by the date marked on the form. The form will include a signature of permission and emergency contact information. If a parent chooses to keep his/her child from attending a field trip, the student will be marked absent. If the permission slip is not returned to the school, the student will not be permitted to attend the field trip. **Class trips in grades 7-12 have specific requirements that will be communicated prior to the trip. Students who do not meet set academic and behavioral requirements will not be permitted to attend.**

## **Immoral Activities**

Students who participate in immoral activities at any time or place may be expelled. A meeting will be held with the family and student involved. Consequences will be left to the administration's discretion.

## **Miscellaneous Concerns**

The school board reserves the right to ask a parent to make appropriate changes in a student's dress, appearance, or hygiene if the school board deems the student's appearance to be a distraction to his or her class.

## **Party Invitations**

Students who have invitations for other students should not pass them out at school unless the entire class is invited. If the invitations are for all the girls or all the boys in a classroom, they may be passed out at school.

## **Pet Policy**

Policy for pets visiting:

1. Must have teacher's approval
2. Parents must bring the pet to school (the pet may not be left with only the student)
3. Parent must take the pet out of the school immediately following the visit

## **Profanity**

Students may not speak, write, type, or text profane, vulgar, derogatory, demeaning or other improper or inappropriate gestures or signs. Inappropriate language or gestures in the hallways, in a classroom, or directed toward a teacher or other school personnel or visitor at any school related activity will be due cause for additional disciplinary action.

Misuse of the Lord's name (including God, Jesus, Christ, Lord, Jesus Christ etc) is considered profanity and will be disciplined as such.

## **Public Display of Affection (PDA)**

PDA is defined as holding hands, kissing of any kind, putting arms around each other, or any other inappropriate physical contact. Violations of this policy will result in a thirty minute detention on the first offense. Repeated behaviors may result in additional consequences.

## **Search & Seizure**

Students at FCA may be assigned certain property during a school year such as a locker, desk, or similar property (computer). Students need to remember that these are joint properties with the school and they never have exclusive control of these. These are provided by FCA for the convenience and use of the students during the school year. They are to only be used for storing items such as textbooks, school supplies, clothing, lunches, and school related information. These are not private places and are subject to periodic searched by school administration and classroom teachers at any time and without notice. The student may or may not be present at the time of the search. It is recommended that valuable items be left at home as lockers are not locked during or after school hours.

## **Saturday School**

Certain behaviors may require a student to attend school on Saturday. If Saturday school is assigned, the student must arrive by 8:15am and stay until 12:00pm. Every 5 minutes a student is tardy will result in an additional fifteen minutes before being released. The student will have required assignments/tasks to complete during their time.

### **Show and Tell**

Due to parental concerns, the school has established a policy that prohibits students from bringing toy weapons of any kind to school for show and tell. Electronic devices of any kind are not permitted. Show and tell items must fit inside a child's back pack.

### **Smoking, Vaping, Use of E-Cigarettes or Use of Tobacco Products**

Smoking on or around school property or at school sponsored events is not permitted. First offense will result in one day in-school-suspension. Second offense will result in a Saturday school and one day out of school suspension. Third offense may result in expulsion from m Firelands Christian Academy.

### **Snowballs**

Because of possible harm from a misdirected snowball, students may not throw snowballs. Failure to observe this regulation will result in disciplinary action.

### **Special Interests**

IPODs or MP3 players, tablets, ipads, electronic games, toys, trading cards etc. are not to be brought to school and will be confiscated if used at any time during school hours.

### **Summer School**

Should a student be assigned summer school due to poor attendance or failing a class, arrangements must be made with the school administration. Summer school lasts for 6 weeks following the last day of school and can range from 2-4 hr. days depending on the length of the course(s) being taken. Fees will be set by the FCA Board of Directors.

### **Tattoos**

Students may not have any tattoo visible at any time during the school day or at school sponsored activities.

### **Telephone Usage**

The school telephone is for school business. Students will not be permitted to call home for forgotten items. If there is a personal emergency or situation, the classroom teacher will deliver the message to the student. Teachers may give students permission to contact parents depending on the situation.

### **Weapons**

Students are prohibited from bringing firearms, knives, and any other dangerous weapon onto school property, in a school vehicle, or any school sponsored activity.

The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle.

If a student brings a weapon of any kind to school, the weapon will be confiscated and may be held until the end of the school year. The principal will take mitigating circumstances into account in taking disciplinary action against a student for violation of this policy. Depending on the mitigating circumstances, the FCA School Board reserves the right to issue detention or suspension for violation of this policy. Furthermore, the FCA School Board reserves the right to expel the student as circumstances dictate.

## GRADING SCALE

Grades 1-12	Letter	GPA Value
98-100	A+	4.0
92-97	A	4.0
90-91	A-	3.75
88-89	B+	3.5
82-87	B	3.0
80-81	B-	2.75
78-79	C+	2.5
72-77	C	2.0
70-71	C-	1.75
68-69	D+	1.5
62-67	D	1.0
60-61	D-	0.75
59 and below	F	0.0

### Honor Roll and Merit Roll

To be on the Honor Roll, students must receive a combined grade point average of 4.0-3.5 in all subject areas receiving a letter grade.

To be on the Merit Roll, students must receive a combined grade point average of 3.49-3.0 in all subject areas receiving a letter grade.

No students will be placed on the honor or merit roll if they receive a D or F in the same grading period, regardless of their GPA.

### Planbook.com

All teachers will use the [planbook.com](http://planbook.com). By accessing planbook, parents and students will be able to view class information such as homework assignments, daily lessons, and student grades. General assignments such as graded homework, quizzes and tests will have scores posted within one week after the assignment is submitted. All larger assignments, such as research papers, will have grades posted in a timely fashion.

### High School Curriculum

Firelands Christian Academy is committed to academic excellence. Our high school's curriculum is a college tract curriculum provided through Abeka Academy. This curriculum meets the requirements and guidelines given by the state of Ohio.

Firelands Christian Academy is also dedicated to helping our students achieve enrollment at the college of their choice. The S.A.T. and A.C.T. are universal tests that colleges and universities use as a guide for accepting students. Students will be guided on how to better prepare themselves for these tests during their sophomore year. It is FCA's desire that all students excel at the next level. Our high school

curriculum will be a great resource for all of our students who choose to attend college.

Because FCA is a non-chartered, non-public school, it is very important that students look over college admissions requirements ahead of time as these vary based on the institute. Certain colleges have minimum GPA requirements for admission, minimum ACT/SAT test scores for admission, or may have additional requirements for a student applying from a non-chartered private school such as FCA. Begin looking at colleges early so you can be in communication about their specific requirements. Scholarships and other valuable assistance is also available at most colleges, but students will need to take the initiative to explore these things ahead of time. Teachers at FCA are always willing to assist in any way possible.

### **College Credit Plus (CCP)**

High school students interested in participating in the CPP program must meet with school administration during the month of March of the year **prior** to their intended start in the program. Parents must be present. This meeting will provide counseling on this decision and address the guidelines as set by FCA, possible risks, and consequences of participating in the program. Parents and students will learn what the requirements are, forms that must be completed and required deadlines in order to complete the process on time.

Students attending Firelands Christian Academy do qualify for some state funding for courses taken for both high school and college credit. While funding is accessible, families will be billed for any course that is not completed by the student or any course the student takes that is awarded state funding. FCA is not responsible for any cost related to the CCP program including courses and textbooks. The timeline to participate in CCP are as follows:

**Feb. 15 – March 15:** Complete Applications & be Accepted to a College

**Feb. 15 – March 31:** Submit Letter of Intent To Participate to the FCA office and mail copy directly to the Ohio Department of Education

**Parents of private and homeschool students are required to establish an OH| ID account before the family can apply for funding (<https://ohid.ohio.gov>). The OH| ID account can be established at any time, and has replaced the SAFE Portal to access funding applications and awards.**

**Before March 31:** Complete School Counseling Requirement  
Schedule a time to meet with Mrs. Browning to complete this step.

**Feb. 25 – April 8:** Apply for funding

**Before May 15:** Funding award notifications sent

- Students may enroll in college or universities full time or part time but must maintain a schedule at FCA.
- Links to valuable information regarding CCP may be found at <https://www.ohiohighered.org/ccp/students-families>
- Remember, updates are made continually to the CCP program. FCA will provide information to parents no later than January each school year. But parents can visit sites like the one listed above to see information and updates.

# Graduation Requirements

## Graduating Classes of 2021 and 2022

### Curriculum Requirements:

Curriculum Requirements	State Minimum	Additional Local Credits	Credits Earned to Date	Credits Remaining	Honors Diploma Credits
English language arts	4 credits	_____	_____	_____	_____
Health	½ credit	_____	_____	_____	_____
Mathematics*	4 credits	_____	_____	_____	_____
Physical education	½ credit	_____	_____	_____	_____
Science**	3 credits	_____	_____	_____	_____
Social Studies***	3 credits	_____	_____	_____	_____
Electives****	5 credits	_____	_____	_____	_____
Other Requirements*****					
Economics and					
Financial literacy					
Fine arts (2 semesters)					

\*Mathematics: must include one unit of algebra II or the equivalent of algebra II.

\*\*Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

\*\*\*Social Studies units must include ½ unit of American History, ½ unit of American government, and 1/2 unit in world history and civilizations.

\*\*\*\*Elective credits must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

\*\*\*\*\* All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 9-12.

Source: Ohio Department of Education



# AND

## MEET ONE OF THE FOLLOWING THREE:

### 1. Ohio's State Tests

Students **earn a cumulative passing score of 18 points**, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End of course exams are:

- Algebra I and Geometry or Integrated Math I and II
- Biology
- American History and American Government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

### 2. Industry credential and workforce readiness

Students earn 12 points through a State Board of Education approved, **industry-recognized credential or group of credentials** in a single career field and achieve a **workforce readiness score** on the **WorkKeys** assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

### 3. College and career readiness tests

Students earn "**remediation-free**" scores\* in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take either the **ACT or SAT free of charge**. The student's district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.

#### **ACT**

English - 18 or higher  
Mathematics - 22 or higher  
Reading - 22 or higher

#### **SAT**

Writing - 430 or higher  
Mathematics - 520 or higher  
Reading - 450 or higher

\*Ohio's university presidents set these scores, which are subject to change.

## OR

### OPTION 2

Satisfy the **new graduation requirements** for the classes of 2023 and beyond by:

- 1 Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.
- 2 Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.

# Graduation Requirements

## Graduating Classes of 2023 and Beyond

### Curriculum Requirements:

Curriculum Requirements	State Minimum	Additional Local Credits	Credits Earned to Date	Credits Remaining	Honors Diploma Credits
English language arts	4 credits	_____	_____	_____	_____
Health	½ credit	_____	_____	_____	_____
Mathematics*	4 credits	_____	_____	_____	_____
Physical education	½ credit	_____	_____	_____	_____
Science**	3 credits	_____	_____	_____	_____
Social Studies***	3 credits	_____	_____	_____	_____
Electives****	5 credits	_____	_____	_____	_____
Other Requirements*****					
Economics and					
Financial literacy					
Fine arts (2 semesters)					

\*Mathematics: must include one unit of algebra II or the equivalent of algebra II.

\*\*Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

\*\*\*Social Studies units must include ½ unit of American History, ½ unit of American government, and 1/2 unit in world history and civilizations.

\*\*\*\*Elective credits must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

\*\*\*\*\* All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 9-12.

Source: Ohio Department of Education

## AND

Satisfy the **new graduation requirements** for the classes of 2023 and beyond by:

- 1 Demonstrating Competency** - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.
- 2 Demonstrating Readiness** - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.