



Family

Back to School

2023-2024

HOW GOOD AND
PLEASANT
IT IS WHEN
BROTHERS
LIVE IN UNITY
PSALM 133:1



2023-2024 Class List

Kindergarten

1. Benitez, Josiah
2. Enck, Arabelle
3. Glemser, Lily
4. Gonzalez, Grayson
5. Opper, Elizabeth
6. Ritrovato, Leo
7. Ritrovato, Levi
8. Robles, Emily
9. Rodriguez, Elijah
10. Smith, Mavrick
11. Villeda, Avram
12. Wilkes, Kaia

1st Grade

1. Aenlle, Ana Sofia
2. Cragg, Thomas
3. Dircks, Margot
4. Eisenman, Brady
5. Haman, Rylee
6. Henderson, Frederick "Ellis"
7. Hughes, Bryant
8. Jackson, Ella
9. Johnson, Carter
10. Olsen, Alice
11. Tenicela, Ivo
12. Villanueva, Jackson
13. Vargas, Stella
14. Ward, Brody

2nd Grade- A (Calhoun)

1. Almonte, Reagan
2. Bingham, Kahlon
3. Crumley, Easten
4. Downie, Sophia
5. Duhon, Ainsley
6. Heaton, James
7. Luu, Kollin
8. Mathews, Hailey
9. Morris, Michael
10. Morris, Matthew
11. Potter, Story
12. Santo, Shay
13. Sutton-Mack, Khalil
14. Ward, Harper

2nd Grade – B (Perry)

1. Allen, Michael
2. Bryant, Paige
3. Copen, Ronan
4. Dozier, Emily
5. Grant, Vanessa
6. Harp, Finley
7. Izutani, Ellison
8. Johnson, Abigail
9. Padilla, Thiago
10. Pinkowski, Zachary
11. Templeton, Michael
12. Yager, Sadie

2023-2024 Class List

3rd Grade – A (Barrett)

1. Campbell, Ari
2. Conrad, Chloe
3. Cragg, McKenna
4. Eastman, Elena
5. Guzzi, Galiana
6. Karadi, Isabella
7. Mercado, Joshua
8. Potter, Ruby
9. Ritrovato, Luca
10. Rodriguez, Nicolas
11. Seidel, Joy
12. Vicens, Abram

3rd Grade – B (Mrs. Kara)

1. Barrera, Sara
2. Cole, Andrew
3. Colondres Gonzalez, Yamely
4. Echols, Lydia
5. Gersch, Hannah
6. Gibbons, Violet
7. Gonzalez, Liam
8. Greene, Sadie
9. Kruithof, Roman
10. Morris, Abigail
11. McLeod, Peyton
12. Sophiea, Thomas “Caston”

4th Grade

1. Aenlle, Leia
2. Conrad, Kaden
3. Gabel, Madeline
4. Gornie, Caden
5. Greene, Odin
6. Harp, Oliver
7. Heaton, Jenavieve
8. Henderson, Eliana
9. John, Greyson
10. Krueger, Christopher
11. Mitchell, Rebekah
12. Near, Ava
13. Schicle, Israela
14. Tenicela, Michaela
15. Spurgeon, Kira
16. Vazquez, Giselle

5th Grade

1. Campbell, AJ
2. Cook, Abigail
3. Cook, Madilyn
4. Downie, Liam
5. Grandstaff, Cyndell
6. Grant, Eli
7. Harp, Riley
8. Irizarry, Jameson
9. Lay, Paige
10. Messinger, Kierra
11. Palacio, Evelyn
12. Parks, Lucas
13. Potter, Sunday
14. Rodriguez, Fabio
15. Templeton, Taylor
16. Zingarelli, Luca

2023-2024 Class List

6th Grade - A

1. Borges, Leonardo
2. Bryant, Piper
3. Enck, Preston
4. Hatcher, Harper
5. Izutani, Alexandra
6. Juntunen, Reid
7. Menalla, Emili
8. Morgan, Jacob
9. Santo, Sloan
10. Sophiea, Ainslee
11. Sophiea, Isabella
12. Spurgeon, Mark
13. Whitaker, Lucy
14. Yager, Jackson

6th Grade – B

1. Levee, Isabella
2. Morris, Hannah
3. Vargas, Thiago
4. Mangino, Lorenzo
5. Mendez, Enrique
6. Kalinoski, Gabriella
7. Laudone, Jacob
8. Moreno, Carolina
9. Greene, Gunnar
10. Krueger, Emily
11. Fletcher, Brady
12. Scovell, Jonathan
13. Templeton, Tyler
14. Thomas, Soleil

7th Grade

1. Almonte, Kennedy
2. Cole, Joshua
3. DeGennaro, Dylan
4. Eisenman, Katelyn
5. Eisenman, Chelsea
6. Fam, Phoebe
7. Gibbons, Lily
8. Glemser, Cody
9. Guzzi, Gabriel
10. Johnson, William
11. Melendez, Jaden
12. Palacio, Elias
13. Radcliffe, Benjamin
14. Torres, Julianna
15. Tyszka, Zoe
16. Vicens, Ethan
17. Zingarelli, Annabella
18. Abbott, Benjamin

2023-2024 Class List

8th Grade - A

1. Bateman, Kyler
2. Colon, Dylan
3. DeFries, Mason
4. Echols, Lauren
5. Fish, Madelyn
6. Gabel, Lilianna
7. Gesundheit, Marina
8. Kaminsky, Oliver
9. Murray, Faith
10. Near, Gabriel
11. Petrie, Sebastian
12. Potter, Mercy
13. Rucker, Ayden
14. Santana, Lucas
15. Scott, Ariel
16. Ward, Colton
17. Wenzel, Luke
18. Whitaker, Ivy

8th Grade – B

1. Armogan, Olivia
2. Bertok, Mayra
3. Bertok, Tavish
4. Borges, Eduarda
5. Brinson, Maraya
6. Brinson, Nathaniel
7. Correa, Samuel
8. Curatu, Giselle
9. DeCarvalho, David
10. Fish, Michael
11. Helms, Lorelai
12. Hultgren, Erik
13. Lynch, Sarah
14. Mathews, Brayden
15. Moegling, Alec
16. Payne Jones, Alyssa
17. Reyes-Guardiola, Esteban
18. Walker, McKade

9th Grade

1. Abbott, Luke
2. Abbott, Madeline
3. Colasuonno, Isabella
4. Cruz, Keeran
5. Gotler, Nathaniel
6. Guzzi, Gregory
7. Hickey, Cali
8. Holland, Aidan
9. Huynh, Piper
10. Lee, Delyla
11. Mahn, Maxwell
12. Malhotra, Priya
13. Mercado, Melina
14. Mitchell, Savannah
15. Myers, Collin
16. Nunez, Alexia
17. Simms, Ethan
18. Templeton, Lorena

2023-2024 Class List

10th Grade

1. Bateman, Lyla
2. Brown, Ella
3. Fahey, Colton
4. Fonseca, Daniella
5. Gabel, Liam
6. Gibbons, Justin
7. Hultgren, Lukas
8. Kaminsky, Aidyn
9. Lowe, Jasmine
10. Mathews, Corbin
11. Melendez, Jeheli
12. Morris, Thomas "Riley"
13. Rivera, Alex
14. Templeton, Lissa
15. Velazquez, Gabriel
16. Wenzel, Joshua
17. Williamson, Ryan
18. Sierra, Monserrat Marie Reina

11th Grade

1. Allums, Kaylee
2. Conn, Copper
3. DeGennaro, Rylan
4. Dewey, Jason
5. Hanna, Danielle
6. Helle, Emma
7. Helms, Cybill
8. Hopkins, Justine
9. Irizarry, Nicolas
10. Janeczek, Cortland
11. Lopez, Paola
12. Mahamid, Isabella
13. Manzi, Juliana
14. Newcomb, Race
15. Rivera, Aaron
16. Sanchez, Alex
17. Torres, Jaden
18. Wolfe, Cymoril

12th Grade

1. Anderson, John
2. Chitiva, Daniel
3. Colon, Mackenzie
4. Gibbons, Caitlin
5. Holland, Ethan
6. Johnson, Reagin
7. Krake, Ayden
8. Lee, Kaya
9. Newcomb, Brad
10. Poitras, Lucian
11. Rojas, Kate
12. Stewart, Naima

Upper School Schedule Monday-Thursday

Period	6a	6b	7	8a	8b	9	10	11	12
Morning Devotion 8:15-8:30									
1st 8:35-9:30	Ancient Civilizations Portable 2 Mr. Hughes	Bible Potable 3 Mr. Templeton	Physical Education Locker Room Mr. Holland	Language Arts Adv Portable 4 Miss Larchar	Bible Sanctuary 1 Mrs. Johnson	Biology Honors Portable 5 Mr. Mitchell	Fine Arts Classroom 1a Mrs. Henderson	Spanish III H Sanctuary 2 Mrs. Cruz	AP English Lit Portable 1 Miss Grandstaff
2nd 9:35-10:25	Specials Classroom 1a	Language Arts Adv Portable 4 Miss Larchar	Earth Space Science Adv Portable 5 Mr. Mitchell	Bible Sanctuary 1 Mrs. Johnson	Physical Education Locker Room Mr. Holland	Geometry Honors Portable 3 Mrs. Witherspoon	Bible Portable 2 Mr. Templeton	AP English Lit Portable 1 Miss Grandstaff	Personal Finance Sanctuary 2 Mrs. Cruz
3rd 10:30-11:20	Physical Education Locker Room Mr. Holland	Physical Education Locker Room Mr. Holland	Pre-Algebra Portable 1 Mrs. Lebron	Physical Science Adv Portable 5 Mr. Mitchell	Specials Portable 4	Spanish I Sanctuary 2 Mrs. Cruz	Algebra II Portable 3 Mrs. Witherspoon	US History Honors Portable 2 Mr. Hughes	Bible Sanctuary 1 Mr. Templeton
4th 11:25-12:15	Life Science Adv Portable 5 Mr. Mitchell	Ancient Civilizations Portable 2 Mr. Hughes	Language Arts Adv Portable 4 Miss Larchar	Algebra I Honors Portable 3 Mrs. Witherspoon	Algebra I Sanctuary 2 Mrs. Lebron	Choir Computer Lab Mrs. Aenlle	English II Honors Portable 1 Miss Grandstaff	Bible Sanctuary 1 Mr. Templeton	Psychology/Speech Classroom 1a Mrs. Cruz
Lunch 12:15-12:45	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
5th 12:50-1:40	Language Arts Adv Portable 4 Miss Larchar	Life Science Adv Portable 5 Mrs. Lebron	Civics Adv Portable 1 Miss Grandstaff	Specials Sanctuary 1	US History Adv Portable 2 Mr. Hughes	HOPE Sanctuary Mr. Holland	Spanish II Sanctuary 2 Mrs. Cruz	Pre-Calculus Honors Portable 3 Mrs. Witherspoon	--
6th 1:45-2:35	Math 6 Adv Portable 3 Mrs. Witherspoon	Specials Sanctuary 2	Bible Sanctuary 1 Mr. Templeton	US History Adv Portable 2 Mr. Hughes	Physical Science Adv Portable 4 Mrs. Lebron	English I Honors Portable 1 Miss Grandstaff	Chemistry Honors Portable 5 Mr. Mitchell	Physical Education Locker Room Mr. Holland	--
7th 2:40-3:25	Bible Sanctuary 1 Mr. Templeton	Math 6 Adv Portable 3 Mrs. Lebron	Specials Portable 1	Physical Education Locker Room Mr. Holland	Language Arts Adv Portable 4 Miss Larchar	Bible Sanctuary 2 Mrs. Cruz	World History Honors Portable 2 Mr. Hughes	Physics Honors Portable 5 Mr. Mitchell	--

Upper School Schedule Friday

Period	6a	6b	7	8a	8b	9	10	11	12
1st 8:15-9:15	MS Spanish Sanctuary 2 Mrs. Cruz	Ancient Civilizations Portable 2 Mrs. Hughes	Pre-Algebra Building 1 Mrs. Lebron	MS Spanish Classroom 1a Mrs. Aenlle	Language Arts Adv Portable 4 Miss Larchar	Biology Honors Portable 5 Mr. Mitchell	Algebra II Honors Portable 3 Mrs. Witherspoon	AP English Lit Portable 1 Miss Grandstaff	Bible Sanctuary 1 Mr. Templeton
2nd 9:20-10:10	Ancient Civilizations Portable 2 Mrs. Hughes	MS Spanish Sanctuary 2 Mrs. Cruz	Language Arts Adv Portable 4 Miss Larchar	Algebra I Honors Portable 3 Mrs. Witherspoon	Algebra I Honors Building 1 Mrs. Lebron	HOPE Sanctuary Mr. Holland	Chemistry Honors Portable 5 Mr. Mitchell	Bible Sanctuary 1 Mr. Templeton	AP English Lit Portable 1 Miss Grandstaff
3rd 10:15-11:10	Physical Education Locker Room Mr. Holland	Physical Education Locker Room Mr. Holland	Civics Adv Portable 2 Mr. Hughes	Language Arts Adv Portable 4 Miss Larchar	MS Spanish Sanctuary 2 Mrs. Cruz	Geometry Honors Portable 3 Mrs. Witherspoon	English II Honors Portable 1 Miss Grandstaff	Physics Honors Portable 5 Mr. Mitchell	Personal Finance Building 1 Mrs. Lebron
Chapel 11:15-12:10	Chapel	Chapel	Chapel	Chapel	Chapel	Chapel	Chapel	Chapel	Chapel
Lunch 12:10-12:40	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
4th 12:45-1:25	Life Science Adv Portable 5 Mr. Mitchell	Life Science Adv Portable 4 Mrs. Lebron	MS Spanish Sanctuary 2 Mrs. Cruz	Physical Education Locker Room Mr. Holland Miss Larchar	Physical Education Locker Room Mr. Holland Miss Larchar	English I Honors Portable 1 Miss Grandstaff	World History Honors Portable 2 Mr. Hughes	Pre-Calc Honors Portable 3 Mrs. Witherspoon	---

Elementary Schedules

Kindergarten Schedule

8:15-8:30	Devotions
8:30-10:00	Morning Work & Math
10:00-10:30	Open Court
10:30-11:00	Writing
11:00-11:30	Lunch
11:30-12:00	Recess
12:00-12:30	Bible
12:30-1:00	Reading
1:00-1:30	Reading Groups
1:30-2:00	Science
2:00-2:30	Grammar
2:30-3:00	Specials
3:00-3:25	Spelling
3:30	Dismissal

1st Grade Schedule

8:15-8:30	Devotions
8:30-10:00	Morning Work & Math
10:00-10:30	Open Court
10:30-11:00	Bible
11:00-11:30	Lunch
11:30-12:00	Writing
12:00-12:30	Grammar
12:30-1:00	Recess
1:00-1:30	Reading
1:30-2:00	Reading Groups
2:00-2:30	Specials
2:30-3:00	Science
3:00-3:25	Spelling
3:30	Dismissal

2a Grade Schedule

8:15-8:30	Devotions
8:30-10:00	Morning Work & Math
10:00-10:30	Open Court
10:30-11:00	Writing
11:00-11:30	Lunch
11:30-12:00	Grammar
12:00-12:30	Recess
12:30-1:00	Science
1:00-1:30	Bible
1:30-2:00	Specials
2:00-2:30	Reading
2:30-3:00	Reading Groups
3:00-3:25	Spelling
3:30	Dismissal

2b Grade Schedule

8:15-8:30	Devotions
8:30-10:00	Morning Work & Math
10:00-10:30	Open Court
10:30-11:00	Writing
11:00-11:30	Lunch
11:30-12:00	Grammar
12:00-12:30	Recess
12:30-1:00	Bible
1:00-1:30	Specials
1:30-2:00	Reading
2:00-2:30	Reading Groups
2:30-3:00	Spelling
3:00-3:25	Science
3:30	Dismissal

Elementary Schedules

3a Grade Schedule (Barrett)

8:15-8:30	Devotions
8:30-10:00	Morning Work & Math
10:00-10:30	Open Court
10:30-11:00	Reading
11:00-11:30	Reading Groups
11:30-12:00	Lunch
12:00-12:30	Science
12:30-1:00	Grammar
1:00-1:30	Recess
1:30-2:00	Bible
2:00-2:30	Writing
2:30-3:00	Spelling
3:00-3:25	Specials
3:30	Dismissal

3b Grade Schedule (Mrs. Kara)

8:15-8:30	Devotions
8:30-10:00	Morning Work & Math
10:00-10:30	Open Court
10:30-11:00	Specials
11:00-11:30	Writing
11:30-12:00	Lunch
12:00-12:30	Science
12:30-1:00	Reading
1:00-1:30	Recess
1:30-2:00	Reading Groups
2:00-2:30	Bible
2:30-3:00	Grammar
3:00-3:25	Spelling
3:30	Dismissal

4th Grade Schedule

8:15-8:30	Devotions
8:30-10:00	Morning Work & Math
10:00-10:30	Open Court
10:30-11:00	Writing
11:00-11:30	Specials
11:30-12:00	Lunch
12:00-12:30	Science
12:30-1:00	Reading
1:00-1:30	Reading Groups
1:30-2:00	Grammar
2:00-2:30	Recess
2:30-3:00	Bible
3:00-3:25	Spelling
3:30	Dismissal

5th Grade Schedule

8:15-8:30	Devotions
8:30-10:00	Morning Work & Math
10:00-10:30	Specials
10:30-11:00	Writing
11:00-11:30	Open Court
11:30-12:00	Lunch
12:00-12:30	Science
12:30-1:00	Reading
1:00-1:30	Reading Groups
1:30-2:00	Recess
2:00-2:30	Grammar
2:30-3:00	Spelling
3:00-3:25	Bible
3:30	Dismissal

August

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 First Day of School Boo Hoo Breakfast	8	9	10	11 Together Chapel No Parent Prayer Time (PPT)	12
13	14 Senior Cap and Gown Photos	15 September Lunch Order Due	16 Senior Breakfast	17	18 Chapel & PPT	19
20	21	22	23	24	25 Upper School (6 th -12 th) Lake Nona Field Trip Elementary Chapel	26
27	28 Iowa Assessment Begins (K-8 only)	29	30	31		

September

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Together Chapel & PPT Boys and Girls Night Out (K-5 th) 6 pm	2
3	4 Labor Day No School	5 Vendor Lunch Begins	6 Progress Reports	7	8 Grandparent's Day (K-12 th) 10 am No chapel No PPT	9
10	11 Fall Clubs Begin	12	13 Wonderworks Field Trip 2 nd and 3 rd	14	15 Together Chapel & PPT	16
17	18 Scholastic Book Fair Week Begins	19	20	21	22 Chapel and PPT	23
24	25	26	27 See You at the Pole 7:30 am	28 National Honor Society Induction Ceremony 8:30 am	29	30

October

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 End of Quarter 1 Chapel and PPT	7
8	9 Quarter 2 Begins	10 Report Cards Go Home	11 PSAT/NMSQT and SAT (High School Only)	12 Quarterly Awards Ceremony	13 Praise for the Cure	14
15	16 Fall Break No School	17 Fall Break No School	18	19	20 Chapel and PPT 5 th Grade Chapel	21
22	23	24	25	26	27 PTO Fun Run Harvest Party	28
29	30	31				

November

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Together Chapel & PPT	4
5	6 Upper School Spirit Week Begins	7 Progress Reports	8	9	10 Veteran's Day Celebration Thespians Showcase 6pm	11 High School Homecoming Dance 7 pm
12	13	14 World Diabetes Day Wear Blue	15	16 HS Thespians District Competition	17 HS Thespians District Competition Thanksgiving Celebration	18 HS Thespians District Competition
19	20 Thanksgiving Break No School	21 Thanksgiving Break No School	22 Thanksgiving Break No School	23 Thanksgiving Break No School	24 Thanksgiving Break No School	25
26	27	28 Giving Tuesday	29	30 MS Thespians District Competition		

December

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Middle School Thespian District Competition Together Chapel	2 Middle School Thespian District Competition
3	4 Teacher Parent Conference Kindergarten and 1 st grade	5 Teacher Parent Conference 2 nd grade	6 Teacher Parent Conference 3 rd grade	7 Teacher Parent Conference 4 th and 5 th grade	8 Chapel and PPT	9
10	11	12 HS Semester Exams Elementary Individual and Class Photos	13 HS Semester Exams Middle School Individual and Class Photos	14 Christmas Program 10 am High School Individual and Class Photos	15 End of Quarter 2 Christmas Party and Santa Visit	16
17	18 Christmas Break Begins	19 No School	20 No School	21 No School	22 No School	23
24	25 No School	26 No School	27 No School	28 No School	29 No School	30
31						

January

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 No School	2 No School	3 Quarter 3 Begins	4 Report Cards Go Home	5 Together Chapel	6
7	8 Spring Clubs Begin Express Enrollment for Current Families Begins	9	10 Legoland Field Trip Kindergarten and 1 st grade	11 Kennedy Space Center 4 th and 5 th Grade	12 Chapel and PPT	13
14	15 Martin Luther King Jr Holiday No School	16	17	18	19 Together Chapel	20
21	22	23	24	25	26 Chapel and PPT	27
28	29	30 Astro Skate Night (K-12 th)	31			

February

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Together Chapel	3
4	5	6 Progress Reports	7	8	9 Chapel and PPT Middle School Dance	10
11	12 Candy Grams on Sale	13	14 Elementary Valentine's Day Party	15 4-H Public Speaking Competition Enrollment for Current Families Ends	16 Together Chapel	17
18	19 President's Day No School	20	21	22 MS Thespian State Competition	23 Donuts with Dad 8 am (K-12 th) MS Thespian State Competition	24 MS Thespian State Competition
25	26	27 Crayola Experience Field Trip Kindergarten and 1 st grade	28	29 Registration Opens for New Families		

March

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Talent Show Chapel 10 am	2
3	4	5	6 PSAT 8/9 and PSAT 10 And SAT	7	8 Fine Arts Night 6 pm	9
10	11 Iowa Testing (K-8 th only)	12	13 HS Thespian State Competition	14 HS Thespian State Competition Quarter 3 Ends	15 HS Thespian State Competition No School	16 HS Thespian State Competition
17	18 Spring Break Begins	19 No School	20 No School	21 No School	22 No School	23
24	25 Quarter 4 Begins	26 Report Cards Go Home	27 Quarterly Awards for Upper School	28 Easter Celebrations	29 Good Friday No School	30
31 Easter Holiday						

April

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	No School 1	No School Teacher Work Day 2	Multicultural Day 3	6 th grade Shadow Day 4	Upper School Field Trip Elementary Chapel 5	PTO Spring Fling 6
7	8	Brevard Zoo Field Trip 2 nd and 3 rd grade 9	St. Augustine Field Trip 4 th and 5 th grade 10	11	Together Chapel 12	Junior and Senior Prom 7 pm 13
14	15	16	17	Kindergarten Graduation Photos 18	Senior Trip 19	Senior Trip 20
Senior Trip 21	Senior Trip 22	Progress Reports 23	24	Science Expo 25	26	27
28	29	Teacher for the Day 30				

May

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Moments with Mom Noon Dismissal (K-12 th)	4
5	6 Teacher Appreciation Week	7	8 Advanced Placement English Literature Exam 8 am	9 Elementary Character Awards Senior Semester Exams Senior Walkout (noon) Senior Blessing 6 pm	10 Elementary Character Awards Senior Lunch with Teachers Graduation Practice 2 pm	11
12	13	14 HS Semester Exams Kindergarten Graduation Ceremony 6 pm	15 HS Semester Exams 5 th Grade Launch Party	16 All School Field Day	17 Upper School Quarterly Awards Yearbook Signing Day Report Cards Go Home Last Day of School	18 Class of 2024 Graduation Ceremony 5 pm
19	20	21	22	23	24	25
26	27	28	29	30	31	



Background Check Policy

Family Christian Academy requires all parental volunteers to complete a background check prior to participating in any school activities. The purpose of the background check is to ensure that Family Christian Academy is a safe and secure environment for students, teachers, staff, and visitors. We encourage all parents to take part in their child's education experience; however, we must do our job to protect everyone on our campus. Parents that do not wish to participate with campus activities such as; field trips, class parties, holiday events, etc. do not have to complete a background check. However, any parents that wish to participate in school events must complete the Background Screening Form and return it to the office administrator. The \$11.00 processing fee will be billed through your FACTS account. Please note that the background check must be completed at least two weeks prior to the school event you wish to attend.

Thank you for your support,

Family Christian Academy

BACKGROUND INVESTIGATIVE AUTHORIZATION

I understand that Family Christian Academy, through its independent contractor, American DataSearch, reserves the right to conduct background investigations concerning applicants, employees and volunteers. I further understand such background investigations may be updated periodically if I am employed by or volunteer for Family Christian Academy. I understand background investigations on me may include gathering information through driver's license searches, national criminal history checks, and/or national sexual predator and terrorist watch list checks, or through my personal references. These investigations may include information relating to my criminal history, general reputation and personal characteristics, as permitted by law.

I understand that I have the right to make a written request within a reasonable period of time to receive information about the nature and scope of an investigative report obtained pursuant to the Act. I understand that I may request the name and address of the reporting agency furnishing such a report obtained under the Act; however, I also understand that Family Christian Academy is not responsible by law nor is it obligated in any way to provide me a copy of any report or to disclose to me the content of any report it receives from any reporting agency obtained under the Act. If I desire a copy of any such report, it is my responsibility to obtain a copy at my expense from the reporting agency.

I do hereby expressly release Family Christian Academy and its employees and any person, association, firm or corporation furnishing Family Christian Academy with any information concerning me or my affairs from any claims, cause of action or damages that may have or purport to have arisen by reason of having disclosed or furnished any information concerning me or my affairs, the provision of any law to the contrary being hereby expressly waived.

Acknowledged and agreed to this _____ day of _____, 20_____.

Employee/Applicant/Volunteer Signature

Social Security Number

Printed Full Name

Date of Birth Sex Race

Home Address

Driver License # & State

City/State/Zip



Boo Hoo Breakfast

Kindergarten Parents,

Can't believe you're sending your little one
off to school for a whole day?

Whether you're shedding tears of sorrow or
tears of joy, be sure to join us!

Monday, August 7th

8:30-9:15

FCA Lobby



FCA will continue utilizing the FACTS system this year! !
Please note the following advantages in using the FACTS system for tuition & fee payment handling:

- Convenient online payment plan sign-up and account management
- Parent Portal
- Make Payments via Credit Cards (AMEX, VISA, MasterCard, Discover)
- Make Payments via ACH (Checking or Savings Account)
- Receive e-mail or text payment reminders before your payment is due
- Flexible payment options
- Secure payment processing - FDIC Insured up to \$250,000 per family.
- PCI DSS Level 1 Compliant - Highest security for processing credit card payments

We want to thank all of our families for making the transition so smoothly! If you have any questions you can always contact Sarah Yager, administration@fcaorlando.com



Family Christian Academy Campus Map

Building 1

Parking Lot

Picnic Area

Mr. Hughes,
Upper School
Social Studies

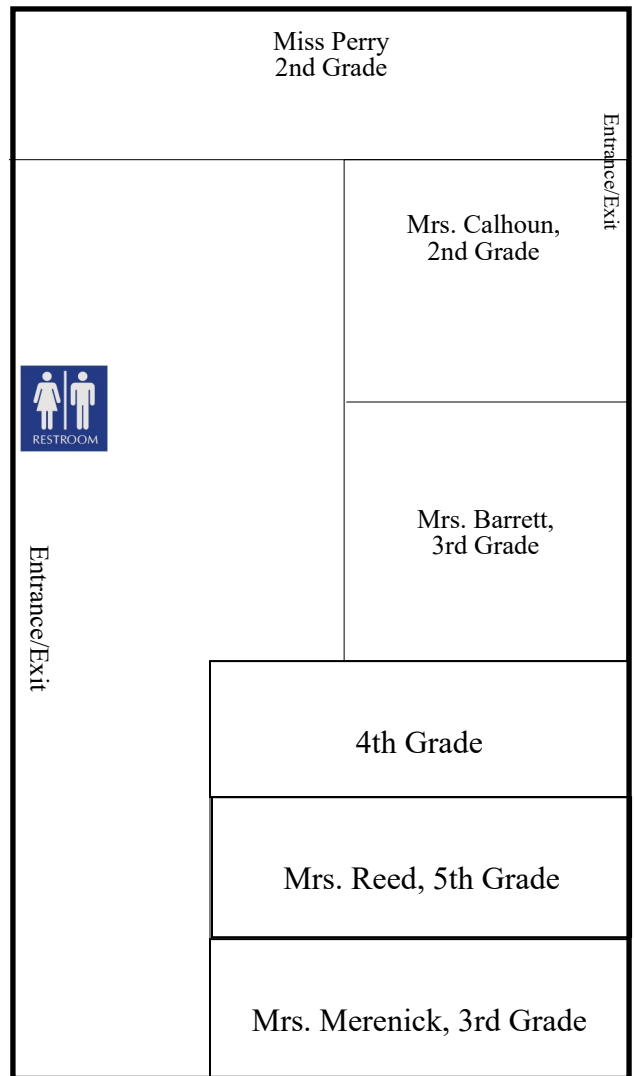
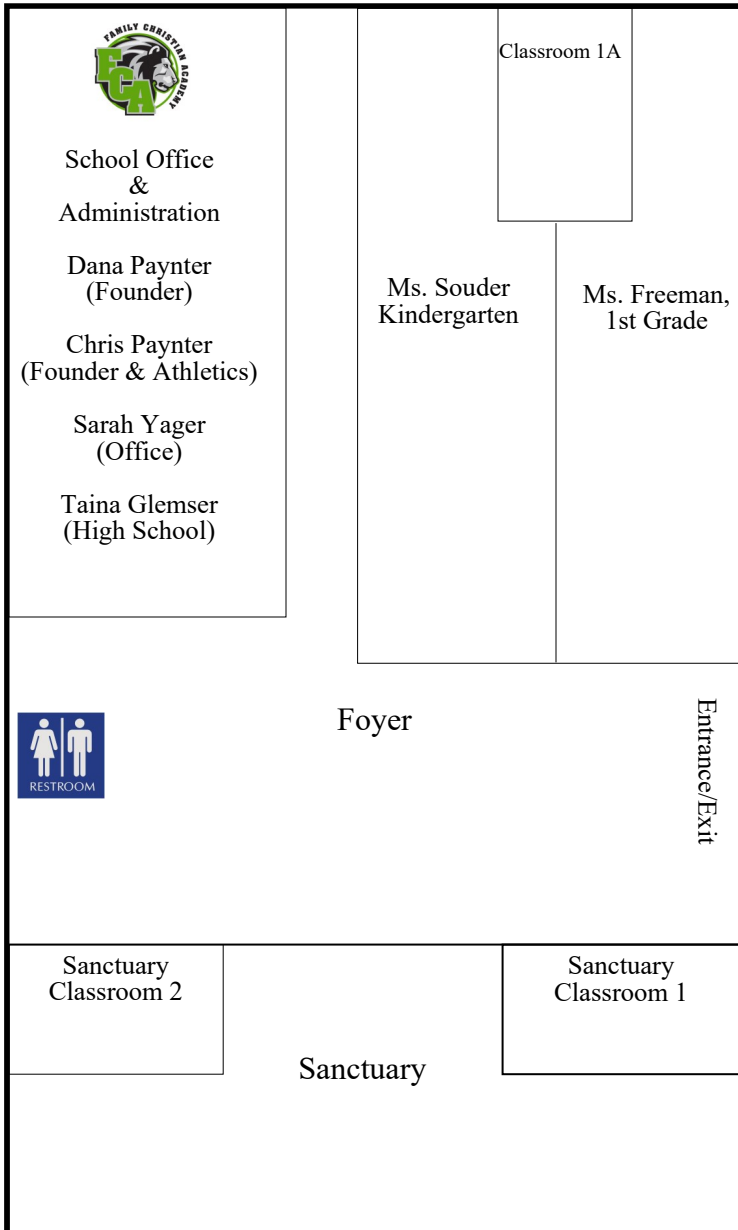
Mr. Mitchell,
Upper School
Science

Ms. Larchar,
Upper School
Language Arts

Miss Grandstaff
Language Arts

Mrs. Witherspoon
Upper School
Math

Entrance/Exit

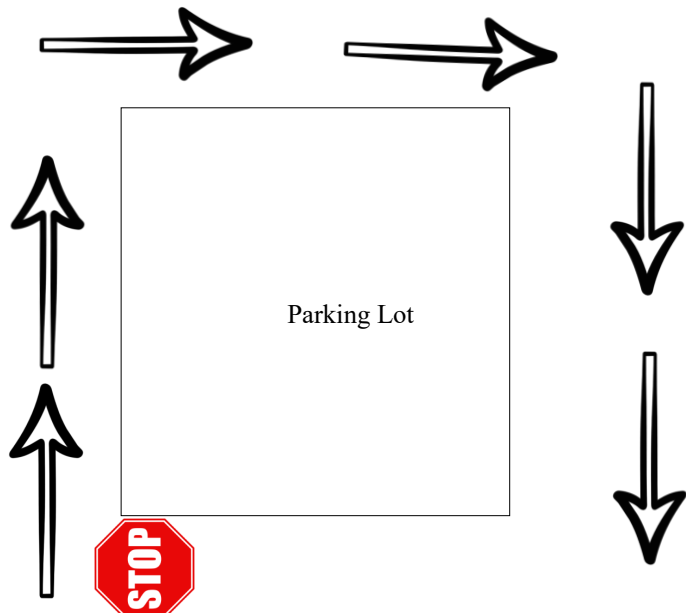




Daily Car Line Route

Shed

Playground

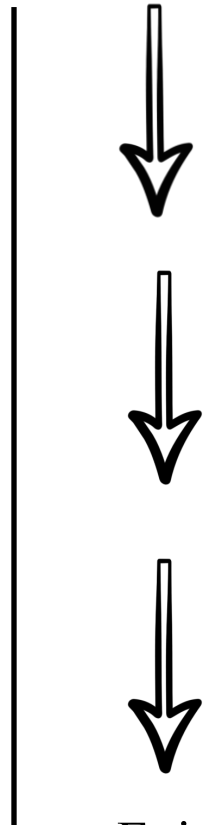
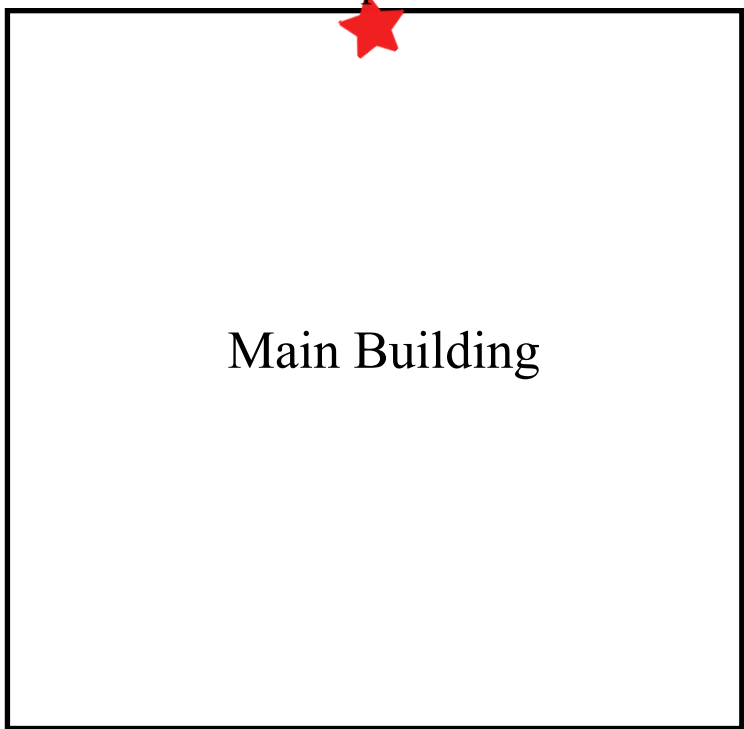


Portable 2

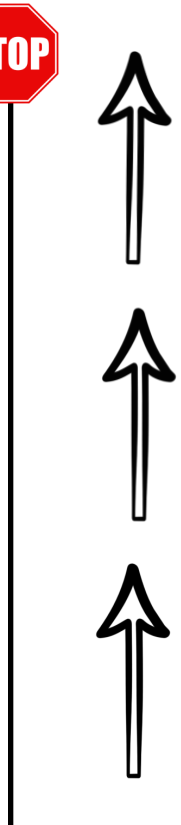
Portable 1

STOP

Drop-off



Exit



Enter

Old Cheney Hwy



IMPORTANT LUNCH REMINDER:

NO VENDOR LUNCHESES WILL BE SERVED DURING THE FIRST MONTH OF SCHOOL. ALL STUDENTS NEED TO PACK THE FOLLOWING:

- LUNCH
- WATER BOTTLE
- SNACK

***VENDOR LUNCHESES WILL BEGIN TUESDAY, SEPTEMBER 5th**



Jungle Adventures Field Trip - Due Monday, November 5th

On Wednesday, November 14th second grade will have the opportunity to go to Jungle Adventures!
Time: 9:30-1:30
Cost: \$11/child \$15/adult
26205 E. Colonial Dr. Christmas, 32709

Your admission includes the Wildlife Show where you go hands-on with a baby alligator and other cool critters; the Native American Village where you learn how Natives lived and used environmental products to survive; a gator feeding show, where the guides hand feed some of the larger gators in the park; and the lovely Jungle Swamp Cruise, a gentle boat ride through the swamp where you see first-hand what real Florida looks like. After the tour, you are welcome to stroll through the park and view over 15 species of animals on display along the 2000+ feet of boardwalk and pathways. Please be sure your child brings their lunch and a water bottle. The cost for this field trip includes "zoo food" to feed the animals.

* Required

1. Student Name *

Enter your answer

2. Email address *

Enter your answer

3. Please select from the following options for this trip. *

- I will be transporting my child and will be meeting everyone at Jungle Adventures.
- I will be transporting my child and will be arriving at FCA at 9:00 a.m. to pick up my child.
- My child will be attending and will be transported by another adult as indicated below.
- We are NOT attending this field trip, and I am interested in having my child stay at FCA during the scheduled field trip time.
- We are NOT attending this field trip, and my child will be staying home from school on this day.

4. The name of the adult transporting my child is...

Enter your answer

5. Total Number of child tickets needed *

Enter your answer

6. Total number of adult tickets needed *

Enter your answer

7. I understand that my FACTS account will be billed for the tickets requested above and that typing my name below acts as my signature. *

Enter your answer

September Lunch Menu - Due 8/15/23

NO ORDERS WILL BE ACCEPTED AFTER DEADLINE. Your account will be billed \$8.00 for each lunch ordered. Each student requires a separate order form submission. Your order form will be sent to the email you provide for your records.

1

Email Address *

Enter your answer

2

Student Last Name, First Name *

Enter your answer

3

Grade level *

Select your answer

4

TUESDAY, September 5th (Please select one meal option)



- Chick-Fil-A Sandwich with Chips
- 8 Piece Nugget with Chips

5

WEDNESDAY, September 6th (Please select one meal option)



- Chicken Strips with Mac'n' Cheese
- Pulled Pork Sandwich with Mac'n' Cheese

6

THURSDAY, September 7th (Please select one meal option)



- Chick-Fil-A Sandwich with Chips
- 8 Piece Nugget with Chips

7

MONDAY, September 11th (Please select one meal option)



- Turkey Sandwich with Chips
- Ham Sandwich with Chips
- Turkey & Cheese Sandwich with Chips
- Ham & Cheese Sandwich with Chips
- Turkey, Cheese & Lettuce Sandwich with Chips
- Ham, Cheese & Lettuce Sandwich with Chips
- Turkey & Lettuce Sandwich with Chips
- Ham & Lettuce Sandwich with Chips

Student Driver Release Form 2023-2024

I, _____, give my child(ren),
_____, permission to drive and park at Family
Christian Academy.

Please read and initial each of the following:

_____ I understand that if my child is to transport another student from school I must send written permission in the form of an email to administration@fcaorlando.com each time they are to transport another student, unless it is a regular arrangement.

_____ I understand that the school must also receive written permission in the form of an email to administration@fcaorlando.com from the other child's parent giving their child permission to ride with my child each time they want my child to transport them, unless it is a regular arrangement.

_____ My child has permission to transport his/her siblings listed below from school. His/her siblings are:

Name: _____	Grade _____
Name: _____	Grade _____
Name: _____	Grade _____
Name: _____	Grade _____

All information below must be completed and returned to the school.

Name of driver: _____

Drivers license number: _____

Car make and model: _____

License plate number: _____



**Family Christian
Academy
Student Handbook
2023-2024**

Welcome to Family Christian Academy

Family Christian Academy is very excited to offer your family an outstanding education that is both academically and spiritually founded. We are committed to providing all children with a Christ-centered environment that challenges and inspires them to reach their full potential.

Some of the special qualities that make Family Christian Academy the best in Christian education are our dedication to creating a fun and active learning environment with a hands-on approach, a balanced curriculum that integrates memorization skills with application of all concepts and a positive setting that promotes confidence.

FCA will continue to meet the needs of all students by providing them with outstanding and knowledgeable teachers, above-grade-level expectations and a family atmosphere that is both warm and loving.

Our goal is to be a ministry to families and touch lives while providing your children with a strong foundation for their future.

We are very excited that you have joined our school. Each student at Family Christian Academy is very important to us and we count it a blessing to get to know you better.

The purpose of the Student Handbook is to help you become more familiar with the policies and procedures of our school. Please read it carefully and keep it as a useful reference for answering questions throughout the school year. We are looking forward to a great year with your family!

Sincerely yours,

Dana Paynter
Founder and Principal

Staff Members

Dana Paynter.....Owner, Founder& Elementary Administrator
Chris Paynter.....Owner & Director of Athletics
Sarah Yager.....Office Administrator
Taina Glemser.....Director of Guidance & Upper School Administrator

Teresa Souder.....Kindergarten
Kathleen Freeman1st Grade
Lori Calhoun.....2nd Grade
Michayela Perry.....2nd Grade
Kara Barrett3rd Grade
Kara Rape3rd Grade
Dana Paynter.....4th Grade
Carrie Reed.....5th Grade
Anna Johnson.....Elementary Bible
Stephanie Irizarry.....Elementary PE
Su Witherspoon Upper School Math
Troy Hughes.....Upper School Social Studies
Mac Mitchell.....Upper School Science
Jenny CruzUpper School Spanish
Xiomara Lebron.....Upper School Math/Science
Rachel LarcharUpper School Language Arts
Lauren GrandstaffUpper School Language Arts
Danny Templeton.....Upper School Bible
Mike Holland.....Athletics
Erin Henderson.....Art
Laura AenlleMusic

Important Phone Numbers & Contact Information

School Phone 407-568-9837
School E-mail..... administration@fcaorlando.com
School Website www.FCAorlando.com

Dana Paynter's cell 407-408-4769
E-mail..... dpaynter@fcaorlando.com

Chris Paynter.....cpaynter@fcaorlando.com
Sarah Yager administration@fcaorlando.com
Taina Glemser.....tglemser@fcaorlando.com

Teresa Souder.....tsouder@fcaorlando.com

Kathleen Freeman.....kfreeman@fcaorlando.com

Michayela Perry.....mperry@fcaorlando.com

Lori Calhoun.....lcalhoun@fcaorlando.com

Kara Barrett.....kbarrett@fcaorlando.com

Kara Rape..... krape @fcaorlando.com

Anna Johnson.....ajohnson@fcaorlando.com

Su Witherspoon.....switherspoon@fcaorlando.com

Mac Mitchell.....mmitchell@fcaorlando.com

Jenny Cruzjcruz@fcaorlando.com

Lauren Grandstafflgrandstaff@fcaorlando.com

Rachel Larchar.....rlarchar@fcaorlando.com

Xiomara Lebronxlebron@fcaorlando.com

Danny Templetondtempleton@fcaorlando.com

Mike Holland.....mholland@fcaorlando.com

Erin Henderson.....ehenderson@fcaorlando.com

Laura Aenllelaenlle@fcaorlando.com

Stephanie Irizarry.....stephanie.irizarry@fcaorlando.com

Mission Statement

Training up disciples for Christ by incorporating Biblical values into educational standards and instilling an attitude of excellence.

Our Slogans

“Incorporating Family Values into Educational Standards”

“Every Child is an Honored Student”

Our Motto

“Everything is possible for him who believes.” – Mark 9:23

Statement of Faith

We believe that it is the responsibility of the school to assist families in training children to be Christ-like. There are several key essentials upon which we base the philosophies of our Biblical foundation at Family Christian Academy.

I. GOD: There is only one, true, living supernatural spirit who created all in the natural universe. He has the highest intelligence, power and knowledge that is not limited by time nor space. The Bible describes Him as God the Father, Son, and Holy Spirit, with different purposes and attributes, but the same being.

II. SALVATION: God offers people the chance to be saved from a hopeless fate because of our sin, that separated us from God. Salvation is available to anyone who hears the Good News about Jesus Christ and believes that He truly was and is God's son, who died and rose again, on our behalf. God desires that all people recognize their sinfulness, turn from it, and trust Him to be saved. He promises that if we do so, that it is like we are born again spiritually into God's everlasting family. We believe that all people are saved by grace through faith.

III. BAPTISM: We believe that Jesus commands all of his followers in scripture to participate in baptism, as an act of obedience. We believe in baptism as complete immersion in water, symbolizing the Christian's death to sin and resurrection as a new creation. Baptism is not necessary for salvation but an outward sign of spiritual change.

IV. EVANGELISM: We believe that it is the duty and privilege of every follower of Christ to make disciples of all nations by witnessing to others. We believe that the two greatest commandments that God gave were to love the Lord your God with all of your heart and love your neighbor as yourself.

Our Philosophy of Education

- ★ Hands-On Learning
- ★ Small Class Sizes
- ★ Meeting All Students' Needs
- ★ Teaching for a Variety of Learning Styles
- ★ Professional Development and Certified Teachers
- ★ Making Learning Fun and Engaging
- ★ Consistent and Fair Classroom Management Plans
- ★ Organized and Vibrant Classrooms
- ★ Positive Learning Environment
- ★ Building Students' Self Confidence
- ★ Creating and Strengthening Family Relationships
- ★ Assessing Students' Progress and Development
- ★ Loving and Warm Atmosphere
- ★ Above-Grade-Level Expectations
- ★ Integrating Technology
- ★ College Preparedness
- ★ Incorporating Biblical Values

Grading Scale

100-90 = A

89-80 = B

79-70 = C

69-60 = D

59 or below = F

Report Cards

The purpose of our report card system is to give parents and students an indication of the progress which is being made in each subject area. Progress reports will be available through FACTS Family Portal every three to four weeks, and report cards

will be sent home at the end of every nine weeks. Parents are encouraged to make an appointment with the teacher if they have any questions about the student's work, grades or conduct. All requests for a copy of your child's report card should be done through the school office. All accounts must be up-to-date in order to receive the student's progress report or report card.

Assessments

Each K-8th student that is enrolled at Family Christian Academy will take part in assessments in the areas of Reading, Writing and Math using standardized assessments. These assessments will take place at the end of the school year; usually in March. The purpose of these important assessments is to allow the classroom teachers the opportunity to chart your child's academic growth. The results of these assessments will not be included as a part of your child's report card grades. They are only used to help us better meet the needs of all the students and to assist the parents in understanding the academic growth of their children.

All 8th-12th students will participate in college prep testing which includes the PSAT/NMSQT, Practice ACT, and AP testing. The purpose of these assessments is to ensure that our high school students are prepared for the competitive nature of college admission. Our guidance counselor will meet with each 11th & 12th grade student to guide them in registering for the SAT, ACT, and applying for colleges.

Attendance and Semester Exam Policy

A comprehensive semester exam will be given in all of the following high school courses: Math, English, Social Studies, Bible, Science and Spanish. Each exam will count 15% towards of the student's semester grade. Students who exceed the maximum number of absences (12) in a semester will be required to earn a minimum of 70% on the semester exam in order to receive credit for the course. **In addition, students who exceed 16 absences in a semester WILL NOT RECEIVE credit for the course regardless of exam results.** Students will be expected to take their exam during the assigned time unless an exception has been approved by administration.

Eighth through twelfth grade students with an A (90%) average in a high school course may exempt a maximum of three semester exams. Students may exempt

three final exams per semester, provided that they have not exceeded the maximum number of absences allowed in each course.

Elementary Homework Policy

Elementary students will be required to complete a weekly reading log. These reading logs are mandatory and will be graded.

Each week, we will be sending home a packet of homework with your child. This packet is NOT MANDATORY. It is only to be used for extra credit or for extra practice and reinforcement of the concepts that we are teaching in the classroom. This homework is not meant to add any extra pressure on the parents or family. This packet will be sent home on a weekly basis every Monday.

Within each nine-week grading period:

30 Homework Sheets = 1 extra-credit grade in the student's lowest subject area

Upper School Homework Policy

Family Christian Academy's policy on homework for upper school is as follows: Homework is given out on Monday a week before it is due. Each teacher will give out one required homework assignment. All Homework is due on Monday, apart from math, which is given on a nightly basis.

All homework is required for upper school. Study guides are always given out before tests. All homework will be graded for accuracy.

Graduation Fees

All kindergarten students will rent a cap and gown from FCA for a fee of \$10. This will include a graduation tassel the child gets to keep.

High School graduation fees will be \$150. This will include their cap, gown, and graduation. Additional fees for graduation activities will be assessed.

Student Drivers

Parents of student drivers must fill out a Student Driver Release Form. Any student driver leaving early must have written parental permission emailed to the school office. Student drivers must sign out in the school office. Seniors who are scheduled for early release at 12:15 must sign out in the school office every day. All other student drivers will sign out in the school office at 3:20 and must leave the premises before car rider line begins. If they do not leave prior to the start of car line, student drivers must wait until car line ends at 3:45 to be dismissed.

Students may not check themselves out during the school day. If they need to leave for a Dr. Appointment, parents must email the school and the student must bring their Dr. note upon return.

Seniors attending any class following lunch are permitted to leave campus to buy lunch. They must finish eating and return prior to the start of class.

Admissions

In order to become eligible for admission at Family Christian Academy, each prospective new student and his/her parent/guardian must do the following:

1. Submit all necessary enrollment and application forms
2. Submit a copy of the student's most recent report cards and progress reports
3. Submit a copy of the student's most recent achievement test scores
4. Submit a copy of the student's Birth Certificate
5. Submit a copy of updated Florida Immunization Forms
6. Submit a copy of doctor's health forms from the state
7. Arrange for a meeting with the Administration

Financial Information

Tuition for the 2023-2024 school year may be paid in several ways:

1. Annual: One annual payment of **\$6,500** per child due June 1st
2. 10-month: Ten monthly payments of **\$650** per child from August to May

3. 12-month: Twelve monthly payments of **\$541.67** per child from June to May

***All payments are due on the first day of each month.**

Our school utilizes an online payment program for all families! This program will allow convenience, efficient record keeping, and detailed reporting to help streamline all your financial records throughout the year. Please direct any questions you may have to Sarah Yager at administration@fcaorlando.com. The FACTS online payment program also provides a customer service call center at 866-441-4637.

Monthly payments may be paid in the form of check, cash, debit/credit, or automatic deduction using the online payment system. Please make all checks payable to **Family Christian Academy** and utilize the memo section of the check to include the child's name on the payment and the month the payment is for. Any payments given to the school must be in a sealed envelope and clearly marked on the outside.

It is the responsibility of the parents to pay their child's tuition on or before the first of the month. A late fee of \$5.00 per day will be charged each day thereafter. There will be no exceptions to this rule. Please be considerate in this matter. Any account with tuition more than 30-days past due, will result in their student's enrollment being suspended until payment is made.

E-mail notifications stating late fees will be sent home to those who have not paid on their accounts by the third day of delinquency these include: field trips, extended day, etc. A late fee of \$15.00 will be charged after the third day of delinquency and a \$5.00 fee each day thereafter. Any account with incidentals more than \$400 past due will result in their student's account being suspended until payment is made. Students will no longer be able to order lunches, attend field trips, utilize extended day, or incur any other incidental fees until the account has been paid. Report cards and other assessment scores will not be issued to any student whose account is not current.

Registration Fees

The Annual Enrollment fee per student is \$700.00. This is an annual, non-refundable fee that must be paid during the time of registration for the upcoming school year. Re-enrollment for present students will begin in February.

Registration for the public will begin in March. Packets and forms will be sent home for the convenience of returning students. We have a limited number of positions at the school each year, so please make sure that you register in a timely manner. Student positions will only be held for those who have paid their current registration fees.

Withdrawal

If it becomes necessary to withdraw your child from FCA, we require that the parent submit a 60-day written notice to the office and administration. All payments must be paid up to date at the time of withdrawal. In the event a student leaves without a 60-day written notice, parents must submit tuition fees for the following months. A withdrawal form must be filled out and submitted to the school office.

Attendance

The elementary/upper school year consists of approximately 180 days. Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at Family Christian Academy is expected and required. Any student who has more than 24 absences during the school year places his/her promotion in jeopardy.

- Any high school student who has more than 12 absences in any class per semester risks not receiving credit for that class. A score of at least 70% on the mid-term and/or final will be required to receive credit.
- Any high school student who has more than 16 absences in any class per semester will not receive credit in that course regardless of mid-term/final score.

- *Any high school student who has more than 16 absences in any elective class with no semester exam risks not receiving credit for that class.

Tardiness: Students may be dropped off beginning at 8:00 a.m. Class will begin promptly at 8:15 a.m. and students are considered late after 8:15 a.m. Car-rider line will end every morning at 8:15. If a student is tardy for school, their parent must check them in at the office. All tardies are considered unexcused unless accompanied by a doctor's note. Excessive tardiness will be addressed by the school. *Every five tardies per semester will result in an absence being recorded for that class period.*

Student Arrival and Departure: Students will arrive and depart from school each day primarily through the use of our school car-rider line. Each family will be given specific name cards which will clearly state each student's name on it. These cards should be clearly visible at the time of drop off and pick up. Students who leave school before school is dismissed must be signed out in the office. A note written by the parent enables the teacher to plan ahead for the student's early dismissal, thereby eliminating waiting time for the parents. All students will be released through the office. No student will be allowed to be picked up at the classroom. It is important that the registering parent list all of the names of the people who are authorized to pick up the child. Only the people named on the list will be allowed to pick up the student. Please be prepared to show proper identification at any time. Parents must submit in writing the name of any new person picking up their child for the day. They may do so by e-mailing the front office or sending in a note with their child in their daily folder.

***Please note: Any student who is picked up from school early will be responsible for completing all missed assignments for the day.**

Any parent picking up their child through the office must do so prior 3:15 (1:15 on Friday) or after 3:45 (1:45 on Friday) when car-rider line is completed. Due to the safety of the children, it is very important that we do not allow walk-up traffic to cross over the general car-rider line. Students walking or biking home from school will be released after car rider line has completed at 3:45. If it is necessary drop your child off through the office in the morning between the time of 8:00 and 8:15,

please park and walk your child to the school office by utilizing the side door. You must check in with the office administrator, Sarah Yager, before proceeding to your child’s classroom. All parents are allowed the opportunity to attend morning devotions and prayer with their students after the time of 8:15 a.m. Until that time, no parents will be allowed to enter the Student Center for morning drop off. Parents may wait in the office area. It is very important that all staff members remain focused on the students’ safety and well-being during these times.

***Please note: No parents or visitors to the school are permitted to visit the classrooms unless approved and checked in through the front office. The classroom teachers will not be permitted to allow parents or visitors to enter the classrooms for any reason without a visitors badge and office pass. Thank you for your cooperation with this procedure, which will help maintain a safe school campus.**

School Hours

Morning Car-Rider Line..... 8:00-8:15 a.m.
School begins at 8:15 a.m.

Afternoon Car-Rider Line 3:30-3:45 p.m.
Monday-Thursday: School ends at 3:30 p.m.

Friday Afternoon Car-Rider Line..... 1:30-1:45 p.m.
Friday: School ends at 1:30 p.m.

Extended-Day Hours of Operation (M-Th)..... 3:45-6:00 p.m.
Extended-Day Hours of Operation (Friday)..... 1:45-6:00 p.m.

Extended-Day Services

Family Christian Academy offers an Extended-Day service which is available for any family who may need it. The fees for this service will be \$10/day per child on Mondays through Thursdays and \$20/day per child on Fridays, due to longer hours. This program will consist of a snack, homework time (if needed) and

outdoor and indoor recreation. Parents will be invoiced monthly through the FACTS system based on the dates their children attended.

Any student not picked up by 3:45 (or 1:45 on Fridays) will be sent to the Extended-Day program. The student's parent will then be responsible for the fees that are required for this service.

All Extended-Day fees will be paid through FACTS weekly. The dates that your family will need the Extended-Day program may change from month to month. You do not have to choose a consistent schedule. Proper identification must be present when authorized persons are picking up children from the program.

Before-Care services are also available from 7:30-8:00 a.m. The cost for Before-Care is \$5/day. Before-Care will be located in the student center daily. If you choose to utilize this service, please park and escort your child into the building.

Any parent utilizing Extended-Day who does not pick up promptly by 6:00 p.m., will be charged \$1 per minute after 6:00 p.m.

Emergency Preparations

All students will take part in regular fire, weather, and safety drills in order to ensure that they are well prepared in case of an emergency. Evacuation routes are also posted in each classroom. In the case of severe weather, our school will follow OCPS guidelines for cancellation of classes. If your child is in attendance when severe weather arises, the school will consult with the local weather authorities, move the children to safe areas and contact the parents for pick up if necessary.

Insurance

Every child enrolled in Family Christian Academy is covered by a school insurance policy. All accidents will be reported to the parents by the use of an Incident Report. If there is a serious incident, the parents will be notified immediately. All FCA staff members are trained annually in CPR and First Aid.

Dress Code

All students are required to wear an FCA uniform to school each day. This requires that each student wear a polo shirt purchased through Dennis Uniforms with the school logo embroidered on it. The colors of the polo shirts are lime green, white, black, and gray. Upper school students are required to wear an FCA PE uniform during their designated PE class period. All students must also wear khaki, black, or gray uniform bottoms to school each day with the polo shirt. The khaki, black, and gray uniform bottoms may be of the student's choice; such as cargo shorts, long pants, capri pants. However, there should be no print, holes, or designs on the bottoms. Bottoms may NOT be joggers, sweat pants, leggings, bike shorts, athletic shorts, yoga pants, jeans or pants with holes or rips. Girls may also wear khaki skorts or skirts with no designs. Girls' shorts must be of an appropriate length. When arms are placed by their sides with hands in a fist, the shorts must extend past the end of the fist. All bottoms must be neat and presentable. Students should wear black, grey, or white socks without patterns. On Chapel days, all students must wear their Chapel T-shirts or chapel hoodie with black bottoms (Athletic shorts or pants are acceptable. Biker shorts are not acceptable).

All students will be required to wear their Chapel T-shirt to all off campus field trips. No denim shorts or jeans will be allowed on field trip days, unless otherwise notified by the office.

Students will be permitted to wear Fan Cloth gear on Mondays only.

Parents are not permitted to create their own homemade FCA shirts or hoodies to wear to school. FCA apparel must come from an approved source such as Dennis Uniforms or GEM that carries our chapel shirts & hoodies.

Throughout the school year, each student will be required to wear only a lime green, gray, or black FCA embroidered hoodie or zip-up jacket when needed due to the changes in weather. No other jacket, sweatshirt or hoodie will be permitted. Students may choose to wear long-sleeved, white, turtle-neck shirt under their regular polo shirts. They may also choose to wear a turtle-neck shirt that coordinates with the color of their polo shirts; such as black, gray, or lime green. These are the only colors that will be acceptable.

Students will only be allowed to wear white, brown or black tights under their uniform shorts or skirts. Students are required to wear closed-toed shoes (no crocs). This is for safety reasons on the school property. Any dress code violations will be addressed through the office. Parents will be notified of the dress code violation and upper school students will receive a demerit.

All students should keep hairstyles neat and presentable. Boys and girls must have their hair out of their face for daily instruction. Mohawks, special hair color fads or dyes are prohibited at the school. Only natural hair colors are allowed. Piercings for boys and piercings other than the ears for girls are not permitted to be worn during school hours. Tattoos must be covered at all times. Boys are not permitted to have painted nails.

PTO Jean Days: Throughout the year there will be jean days for PTO members. If you have purchased a PTO membership, your child may wear jeans to school with their regular FCA uniforms shirt. Jeans may not have rips or holes.

No Uniform Days: Throughout the year, there may be days the regular uniform is not required. These include holiday parties or days a “no uniform pass” has been given as a reward. On these days, student attire must be appropriate for school. This includes pants with no holes, shorts of appropriate length, shirts with sleeves (no spaghetti straps or tank tops), and no crop tops. Pajamas are not permitted. The weekly newsletter will provide specific guidelines for attire on party days.

A parent will need to bring a change of clothes for any student not wearing the proper uniform.

Snack

It is the requirement of Family Christian Academy that all students bring two water bottles (one for snack and one for lunch/recess) and a nutritious snack to school each day. The water bottles must be clearly marked with the child’s initials or name on the side or top with a Sharpie marker. If your child does not drink water, they may bring a clear liquid instead. This is not only a healthy alternative for all students but helps us to maintain a clean lunchroom and classroom environment as

well. No sodas or colored juices will be allowed. We encourage each child to bring a healthy snack during this special time each day. No candy will be permitted. Eating is NOT permitted in the sanctuary.

Due to several students who have serious food allergies at school, it is important to check with your child's specific teacher about further information concerning snacks brought from home. As a school, we will do our best to communicate with the parents concerning these issues. If your child has a severe food allergy, please make the school and teacher aware of this situation as soon as possible.

It is the responsibility of each parent to make sure that their child is prepared for snack time each day. If your child consistently is unprepared for school by forgetting to bring in their water bottle or snack, you will be contacted. It is very important to make sure that your child is well prepared for school. It takes away from valuable classroom time when students are not well-equipped for the day.

Lunch Program

Lunches will be available to all students at a nominal cost every Monday, Tuesday, Wednesday, and Thursday during the 2023-2024 school year. A lunch menu link will be emailed to parents at the beginning of each month. This should be filled out and submitted online no later than the deadline on the top of the form. No lunch orders will be accepted after this deadline. All lunches are paid for on a monthly basis. The cost of each lunch may vary from year to year. Our lunch vendors this year include Jersey Mikes on Mondays, Chick-Fil-A on Tuesdays and Thursdays, and Dustin's BBQ on Wednesdays.

Change of Address or Telephone Number

Parents are responsible for notifying the school office immediately of any change of address, telephone number or e-mail information. It is imperative that we have this information to contact parents in case of an emergency. In case of a serious accident or injury, the parents will be contacted. However, if parents cannot be reached, the school will notify those listed on the student's Emergency List (or 911

if necessary). It is very important that the information on the Emergency List be accurate and up to date.

Communication

Communication between parents and school staff is vital in order to have a successful school year. We encourage all parents to contact us at any time with regards to questions, concerns or comments. You may contact us through phone, e-mail or through your child's daily folder. Each day your elementary child will bring home a planner stating their behavior for that day. The teachers and parents should use this tool as a way to communicate about the activities of the day. Upper school student behavior will be communicated through ParentsWeb.

Daily notes and reminders will also be sent home through the use of the elementary students' folders. A weekly overview of what each student is learning will be sent home every Monday in their folder or planner. This weekly overview may be emailed as well. It is very important that each parent check the folders or planners on a regular basis in order to stay informed of school events.

Meetings with instructional teachers or the principal must be made by appointment. To schedule an appointment, you may call the school office or e-mail the teacher directly. Teachers will not be permitted to discuss student information during car-rider line or to hold phone conferences during classroom hours. It is very important to set up a meeting time that coincides with the teacher's and principal's schedules.

Elementary Parent-Teacher Conferences will be held during December and again at the end of the school year. All December conferences will be mandatory. These meetings will allow you to gain insight into your child's progress and growth throughout their assessments in the areas of Reading, Writing and Math. During this time, the teacher will answer all questions concerning your child's academic and social performance. Upper school conferences will be held on an as-needed basis throughout the school year. Conferences at the end of the year will be done on an individual basis at the request of the specific parents.

Health

Medication: The school will provide first-aid treatment for all minor injuries and for students who become ill during the day. The first-aid treatment will be utilized in the school office area. In case of illness, parents are notified and are asked to take the child home, if necessary.

All medication brought to school must be turned in to the office. Only clinic/office personnel are allowed to administer medication and only with the written permission of the parents. No aspirin, Tylenol, cough drops or other over-the-counter medications will be dispensed from the classroom. Students may not keep medication in their backpacks. Medications may be dispensed from the office if the following procedures are observed:

1. A written, signed and dated Medical Release Form must be completed in the office prior to administration of medication.
2. Medication must be in the original bottle or package, with directions and brought to the office by the parent.

****If your child has been prescribed an EpiPen or Inhaler it is very important that you let us know before school begins. These must be turned in to the office and a Medical Release Form must be filled out.**

Illness: Family Christian Academy desires to maintain a healthy school environment for all students. Therefore, we ask that no child be allowed to attend school who exhibits the following symptoms: vomiting, diarrhea, cold, coughing, green or runny nose or a fever of 100+ within the last 24 hours.

Lice: If your child has lice, please do not send him/ her back to school until the head lice is treated *and* all the nits (eggs) have been removed. Please let us know if your child will be staying home due to lice. It is extremely important that we know which classrooms have been affected so we can treat accordingly.

COVID Policies

Masks will be **voluntary**. Staff and students are welcome to wear masks but are not required to do so. Solid color masks are preferred; however, *child friendly* designs will be allowed. Masks are not permitted to have words of any kind. Cloth or disposable masks are acceptable. Students may also choose the option of wearing a face shield to school instead of a mask.

There will be an option for students to continue learning through Microsoft TEAMS if a student needs an extended absence for medical reasons. Parents will need to submit a written request along with a doctor's note to administration to request virtual instruction through TEAMS for up to ten school days. Assignments will continue to be loaded to TEAMS weekly. We are encouraging students to stay home if they have any symptom of illness.

Additional cleaning procedures will continue to be implemented:

- FCA has a specialized disinfecting mist that will disinfect and dry within 5 minutes of being sprayed on the surface.
- Air filters will continue to be changed more frequently.
- Additional hand sanitizer stations have been placed throughout the campus.

We will wash hands before starting class each day. Students will wash hands or use hand sanitizer at the beginning of each class period throughout the day.

Students **MUST** bring water bottles to school.

****We will continue to follow CDC recommendations regarding quarantine and testing of students and staff.**

Medical Absence Program

At FCA we value the health and well-being of all of our students. We understand the devastation a life-threatening medical diagnosis can have on a family and that is why we are committed to partnering with families to ensure that we provide the highest level of support for each of our students. In light of this we have implemented an FCA Medical Absence Program (FCA-MAP) to assist parents, students, teachers and administration to navigate the period of time a student is undergoing treatment for a medical diagnosis. Please set up a meeting with

administration to determine eligibility for this program. It is important to remember that FCA-MAP is not the only option a family has for uninterrupted academic progress. Families may choose to withdraw from FCA and enroll in a state sponsored Hospital Homebound Program. More information on this program can be found at: <http://www.fldoe.org/academics/exceptional-student-edu/ese-eligibility/hospital-homebound-hh.shtml>

Safety

Security: Because Family Christian Academy is an open campus, it is highly important that all families and staff members follow the safety guidelines below:

1. All doors must be locked at all times.
2. All visitors to the campus must call the office phone number and enter the school building only through permission of the office staff.
3. All visitors to the school, classrooms or buildings must receive a School Visitor's Badge. Parents will NOT be permitted to walk up to the classroom without checking in through the office first. Any students arriving late to school will need to be signed in at the office and escorted to class by a staff member. Teachers will NOT open their classroom doors for any reason unless the person requiring entry is escorted by the principal or office staff.
*All parents wishing to eat lunch with their child need to arrive 10 minutes early and sign in at the front office. Parents will enjoy lunch with their child at the picnic tables outside. Parents must sign out after lunch at the front office.
4. All students must be checked in/out through the office only.
5. Teachers will be notified of any visitors to the classrooms.
6. All staff members will receive background checks. Any person working as a volunteer with the students, attending a field trip or working as a substitute

teacher must receive the proper background checks before being allowed to work with or chaperone the students.

7. No elementary students shall be allowed to walk freely on campus during school hours. Staff will be required to escort students around the campus.
8. No staff members will be permitted to transport any FCA students (other than their own children) in their vehicle for field trips or other school events.
9. Any parent who would like to remove their child from school early MUST come to the office to sign out their child. Do NOT go directly to the classroom. As a courtesy, we ask that you notify the office at least 15 minutes prior to picking up your child. This will allow the teacher time to gather all necessary items and to ensure your child goes home with all of their school work, letters and any other important papers.

We always strive to make FCA a fun, loving and safe learning environment for all of our students and staff. Please review the following important information regarding Background Checks and Car-Rider Safety Procedures.

Background Check Required for the following:

- Chaperoning/ Attending a field trip
- Attending Chapel or morning devotions
- Observing after-school clubs (not final performance/presentation day)
- Volunteering in the classroom
- Attending recess with your child's class
- Volunteering in the office
- Sports Coach or Assistant Coach for any FCA team
- Volunteering for Special Events that require working with children (Easter Egg Hunt, Jump Rope for Heart, Harvest Party, Stocking Stuffer Party, etc.)

- Lunch

Background Check NOT Required for the following:

- Performances/Presentations and Programs on the FCA campus after school hours.
- Special Events (Spring Fling, Family Book Fair Night, etc.)
- PTO Meetings

Reminder About Car-Rider / Carpooling:

If you have a regular routine for car-rider line pick up (someone other than you picks up your child daily, you carpool with another FCA family, etc.), please e-mail the office with your carpool schedule or other applicable routine information. If at any time that routine changes, you must e-mail the office with the change. If anyone, besides the parent, is picking up your child, we ask that you e-mail the office prior to the start of car-rider line notifying us of the change.

Internet Use

Each week during the scheduled computer lab time, the students will have access to the Internet for educational purposes. Teacher supervision will be mandatory during this time and the students will only be permitted to log on to sites that are approved by the classroom computer instructor. It is our goal to maintain a safe environment at school and to discourage access to any objectionable material that may harm the students at FCA.

Photo Release Form

Throughout the school year, many opportunities for the students' photos to be taken will arise. It is mandatory that each parent or guardian sign a Photo Release Form in order for your child's picture to be taken. Our school uses these photos for such purposes as classroom decor, marketing tools, yearbook, classroom gifts, recognition, etc. Any student who does not have a Photo Release Form on file in the office will not be permitted to take part in photo opportunities.

POLICY ON ELECTRONICS USAGE

We are so blessed to have technology at our fingertips these days! It definitely enhances learning and makes teaching easier in many ways! However, in order to continue electronics use in our classrooms, as well as a reward before and after school, we need to communicate our expectations for this usage.

Students are permitted to use electronics in class only when the teacher has deemed it appropriate. Electronics should never be out unless the teacher has given permission to do so for educational purposes.

Electronics are NOT to be used during morning devotion, class changes, at lockers (upper school), in the restrooms, at lunch, or any other “free” time. If they are, the behavior management system will be employed, resulting in a staff member taking the electronic device and demerits being given. Subsequently, a parent will be required to pick up the electronic device.

No photographs or videos are to be taken during school hours. This includes before school care and car rider time. Some families have strict rules about their child’s picture being taken and posted on Facebook or Instagram. We must respect their wishes; therefore, no pictures or videos are allowed to be taken during school hours.

Cyberbullying outside of school hours is a real problem in many schools around our nation. While we have not had to deal with this problem, if such an incident arises Mrs. Paynter will administer consequences, as necessary. Students are NOT required to have electronics in order to attend FCA! We have school iPads and computers that the students can use if the lesson involves technology.

Students are not permitted to go on You Tube or watch online videos, post to Instagram or Facebook, or any other “social media” activity during school hours, including before school care and car rider time. This is strictly prohibited.

Yearbook

All students will have the opportunity to purchase a yearbook when they go on sale at the end of the school year. Order forms will be sent home. Please help us with this valuable project by capturing and saving photos of the students and events throughout the school year. Once you have captured the pictures, please send them directly to our e-mail address at administration@fcaorlando.com. You may also save the pictures to a CD, memory card or thumb drive/flash drive and send it to school in your child’s folder in an envelope labeled “Yearbook” with your name on it. Your digital media will be returned to you in a timely manner.

Receiving your photographs promptly will allow the Yearbook Committee to create and assemble the yearbook pages throughout the year and assist us with successful project management. The yearbook is one of our most prized possessions at the end of each year.

Chapel

The chapel service is a very important and special part of our school program. These services allow the students to praise God, hear powerful messages, pray with their friends and learn valuable life lessons. Chapel services will be held on Fridays in the Sanctuary. Parents are encouraged to attend. This is a great time to bond together as a school and experience the Christian education that the children are receiving each day. All students and other family members who attend the chapel services must abide by the rules and conduct of the school. This allows for the least amount of distractions during this valuable time. We also encourage parents to attend our Friday morning Parent Prayer Time from 8:15-8:45 in the sanctuary. This is a great time to bond with other families and to join together as a school community. An administrator or teacher will be present during this time to lead a short devotion and facilitate prayer requests.

Conduct

Students are expected to conduct themselves in a Christian and respectable manner while attending Family Christian Academy. All school rules must be followed in order to receive positive rewards and be recognized as an outstanding student. Family Christian Academy reserves the right to no longer accept a student for enrollment if they do not follow the proper conduct rules of the school or if the administration decides that the student is not maintaining all standards set by the school.

Students must adhere to the following rules:

1. Be prepared for class by having all proper supplies and arriving to school in a timely manner

2. Be prepared with all assignments and returned forms
3. Be a good listener to your teachers and other students
4. Be respectful of others and their property
5. Raise your hand in class
6. Be a team player and show good sportsmanship
7. Always give your best effort to every task
8. Have a positive attitude
9. Lunchroom Rules:
 - Students will enter quietly
 - The students must remain quiet for the first 10 minutes in order to eat their food without distractions
 - All students are responsible for throwing away their trash and cleaning their table space
10. Chapel Rules:
 - Students may choose to sit with family members who attend chapel
 - Students must stay at their seat throughout chapel
 - Students should attempt to use the restroom BEFORE chapel so as not to interrupt the service
 - Students are expected to be respectful during prayer and presentations

Classroom Management Plan

Our Classroom Management Plan is based on our Philosophy of Education, which allows for all students' needs to be met in a positive environment. We utilize several key strategies (below), which assist us in achieving this goal. FCA is a unified school, where all staff members work together to carry out the same philosophy and strategies for effective learning.

Elementary Points:

- If a student exhibits positive behavior, they may earn extra points.
- Students may also have the opportunity to earn extra points during their lunch, recess, PE and Specials time. The students' behavior will be

communicated to the classroom teacher each day through the use of a clipboard system.

- If a student does not follow a procedure or rule, they will be given a verbal warning first, followed by a visual warning (pulling their behavior stick – see below) and finally, they will be instructed to subtract points and receive an “X.” Each time points are subtracted, the amount will increase.
- At the end of the week, all students will have the opportunity to visit the classroom Paw Place store, unless they have received five or more infractions (“X’s”). During their store time, the students will be able to “purchase” fun toys/items based on the number of points they have earned during the week. Paw Place will take place in the student’s individual classroom.
- On Fridays, all students who have exhibited positive behavior throughout the week will be able to participate in a school-wide event called Fun Friday. It will consist of playing board games, personal electronics (once a month), having special time with friends and fun music. The students will bring their games and toys to school on Friday morning and take them home Friday afternoon. The students are responsible for the care of any items that they bring in to the school from home.
- Any student who has had three infractions (“X’s”) throughout the week, consisting of subtracting points, will not be able to participate in Fun Friday.

All classroom management concerns will be addressed through your child’s specific teacher by the use of the Student Planner. If an issue persists, a parent will be notified. Any child sent to the office will receive a Discipline Form (Red Slip) that must be signed and returned. Discipline Forms will be issued for the following infractions:

- Using curse words
- Talking about inappropriate topics
- Touching others in anger
- Altercation (verbal or physical) with a teacher or staff member
- Actions requiring removal from the classroom environment

Family Christian Academy works with each child to set academic and social goals that are achievable and rewarding. We work together as a team to promote positive reinforcement and Christian standards among our students.

UPPER SCHOOL DEMERIT SYSTEM

In replacement of our previous behavior management plans, Family Christian Academy will be implementing a demerit system for behavior. These demerits will be tracked through **FACTS Family Portal**, viewed online daily by parents and teachers, and will be communicated via email. Demerits will accumulate over the nine-week grading period and will be “reset” each nine-weeks. The consequences are listed below for each level offense.

Behaviors that constitute one demerit are:

- ✓ Disorderly conduct (i.e. running/yelling in the halls/classrooms/lunchroom; leaving mess in classroom or lunchroom)
- ✓ Disruptions in classroom
- ✓ Disrespect to student or adult
- ✓ Disobedience
- ✓ Inappropriate affection
- ✓ Not having supplies
- ✓ Being tardy after a class change
- ✓ Dress code violation (including PE uniforms and non-FCA jackets/sweatshirts)

Level I Disciplinary Action: 1-24 demerit

- ✓ 3 demerits: Lunch detention on Tuesday or Thursday
- ✓ 6 demerits: 2nd lunch detention on Tuesday or Thursday
- ✓ 9 demerits: 1st after school detention on Wednesday for one hour (\$25)
- ✓ 12 demerits: 2nd after-school detention on Wednesday for one hour (\$25)
- ✓ 15 demerits: Saturday detention with administration from 7:00-1:00 (\$75)
- ✓ 18 demerits: 2nd Saturday detention with administration from 7:00-1:00 (\$75)
- ✓ 21 demerits: one day in-school suspension
- ✓ 24 demerits: Suspension (in-school or out of school to be determined by administration with NO extracurricular activities (i.e. soccer, pep rallies, cheerleading, basketball))

Level II Disciplinary Action: Behaviors that automatically constitute two demerits are:

- ✓ Inappropriate affection (kissing)
- ✓ Office referrals
- ✓ Unauthorized use of cell phone
- ✓ Cursing or use of profane language
- ✓ Sexually inappropriate language
- ✓ Arguing with authority
- ✓ Aggressive or inappropriate contact during sports activities
- ✓ Destruction of school property

Level III Disciplinary Action: The following behaviors may be grounds for in-school suspension or dismissal from FCA:

- ✓ Fighting on campus
- ✓ Weapons on campus
- ✓ Bullying and/or cyber bullying
- ✓ Use or possession of alcohol and/or drugs, including vapes, on or off campus
- ✓ Engaging in a homosexual relationship
- ✓ Any other office referral that administration deems a Level III offense

Policy on Cheating/Plagiarism

Students caught cheating or plagiarizing work will receive a zero on the assignment. Any student allowing another student to copy their work will also receive a zero on the assignment. Students will also receive a demerit.

REWARDS!

Students can earn merits throughout the day for positive behavior. Some examples include: listening and following directions, being on task with assignments and working well with others, or being a good role model for others. Students also earn points in specials, their exploratory class, PE, and lunch for

exemplary behavior. In addition to merits, students can earn golden tickets towards the snack bar.

Behavior Contract

Students must establish and maintain a pattern of successful conduct while attending Family Christian Academy. An upper school student who continues a pattern of misbehavior will be placed on a behavior contract. The student and parent will meet with administration and the teacher to discuss strategies and develop a plan of action for improvement.

High School Community Service Hours

We recommend that all high school students complete 100 hours of community service in order to be eligible for the Florida Bright Futures Scholarship program. National Honor Society members are required to have at least fifteen community service hours per year. Community service hours should be logged on the Community Service Log and turned in to Mrs. Glemser.

Field Trips

Your child will take part in exciting field trips and community service projects throughout the school year. There will be two off campus field trip for each grade level. Parents are strongly encouraged to attend the off- campus field trips, if possible. If you cannot attend the field trip, a note must be submitted to the school indicating who your child has permission to ride with on the field trip. It is the responsibility of the parent to coordinate carpooling with another family. If the situation arises and there are enough students requiring alternate transportation, FCA will utilize a bus service at the expense of those requiring this service. As stated previously, no staff member will be permitted to transport any FCA students (other than their own children) in their vehicle for field trips or other school events. A permission slip must be signed by the parent for each field trip. All upcoming field trips will be listed on the calendar, which is given out at the beginning of each school year, so that each family may plan accordingly for these events. As a school, we try to keep the cost of the field trips relatively inexpensive. It is our

goal to provide the students with relevant and educational field trips that are centered around the curriculum. We will provide you more detailed information about each upcoming field trips as the year progresses.

Parental Involvement

Parents are strongly encouraged to be involved in the educational process at Family Christian Academy. Some ways that parents can help are as follows:

- ★ Attend P.T.O. meetings
- ★ Room Parent
- ★ Attend field trips
- ★ Assist with classroom projects, class events and parties
- ★ Support and attend fundraisers
- ★ Bring in supplies
- ★ Share talent or hobbies with the school
- ★ Volunteer for special events; such as Career Day and Field Day
- ★ Check your child's daily folder for events and activities
- ★ Be actively involved in your child's education
- ★ Coach sporting events

If you would like to help out in any of these areas, please let us know. Please note that any volunteer working with the children directly must participate in fingerprinting/background checks. These forms must be on file in the school office.

Parental Code of Ethics

At FCA, it is our goal to foster a healthy, Christ-centered relationship with parents rooted in mutual love and respect for one another. Since this is our goal, there are specific rules we have in place to ensure that parental engagement aligns with scripture:

- According to, Matthew 18:15-21, believers are to address conflict/offenses with one another. If you are experiencing conflict with an FCA staff or family member, (including disagreements regarding instruction in the classroom) you are instructed to address it with that person first. If there is

still no resolution, then administration may step in to facilitate a resolution. This includes instances in which parents feel a situation was mishandled with their child.

- Ephesians 4:29 states, “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Parents will not use profanity or aggressive language when communicating to an FCA staff or faculty member or students.
- Proverbs 16:28 reminds us that, “A perverse person stirs up conflict, and a gossip separates close friends.” As we strive to live in accordance with God’s Word, we encourage all our families to avoid gossiping about one another and FCA faculty and staff as this will lead to division and conflict among the body of Christ.
- We understand that many families are making a financial sacrifice for their student(s) to attend FCA. If your family encounters a financial hardship that prevents the timely payment of tuition, please contact administration immediately in order to discuss payment options. Unpaid balances will cause interruptions to your child’s enrollment and the releasing of any records. As it is stated in Romans 13:7, “Pay to all what is owed to them: taxes to whom taxes are owed, revenue to whom revenue is owed, respect to whom respect is owed, honor to whom honor is owed.”

Violations including, but not limited to, any of the above mentioned code of ethics could result in your family being dismissed from FCA, regardless of the behavior of your enrolled student(s).

We are honored to partner with our families to offer an environment that is Christ-centered and focused on building your child’s character and providing an avenue to achieve academic excellence. Sincerely, FCA Administration

Parent Tips

<u>Daily/Weekly</u>	<u>Yearly</u>
Send your child to school with a water bottle and snack every day.	Pray for the Continued Growth of our School
Read & sign your child's planner.	Support the Administration and Staff
Check folders & planners daily, and respond to enclosed notes in a timely fashion. A packet will be sent home monthly detailing all fees and upcoming events.	Volunteer
A signed Medication Form must be on file for ANY medication (including over-the-counter pain medicine, cough drops, EpiPens, etc.) being dispensed at school.	Get Involved with PTO
Check your E-mail daily for Teacher/Administration communication and Monday Newsletter.	Attend Family Events
Help your child study for tests and review study guides.	Review the Behavior Plan
Check FACTS Family Portal for updates on your child's grades, upcoming assignments, and behavior.	Sign up for our new online payment option through FACTS.
Arrive promptly for school	

Athletics

We provide a wide variety of sports for our upper school students. Family Christian Academy is part of the Florida Christian Conference. This allows high school students to participate in sports, such as boys' varsity soccer, boys' JV and varsity basketball, boys' and girls' JV and varsity volleyball, Cross Country and varsity cheer. Occasionally the varsity sports schedule calls for students to leave school early in order to arrive on time for a game. While we make every effort to prevent this from occurring, there are some instances where it cannot be avoided. It is important to be aware of our attendance policy as outlined on page ten.

All students participating in sports must have an updated physical on file.

Our goal is to continue to build our athletic program and strengthen our students' knowledge of training methods and techniques through a variety of sports programs. Please contact Coach Paynter with any questions.

Fundraising

Along with the academic schedule at FCA, there are numerous activities throughout the year to build support for the school. Please be on the lookout for several events which will encourage the growth and expansion of our facilities. While we feel it is very important not to overwhelm the parents with numerous selling responsibilities, we do participate in a few fundraising events which allow us to continue to provide a great education at FCA while having fun. We encourage each parent to become involved in our Parent Teacher Organization and find out more about how you can help our school reach new goals. A list of fundraising opportunities will be made available to each family. If you have any questions, comments, or concerns in this area, please contact our PTO. PTO meetings are held regularly throughout the school year.

Lost and Found

Any found articles that are left at school each day will be turned in to the office. Anyone who has lost an item should check with office personnel. Articles not claimed will be given to charity each quarter. Please remember to label student clothing, book bags, water bottles and lunches for easy identification. If you misplace an item, you may also e-mail us for your convenience. Items not claimed after one month will be discarded.

Birthdays

FCA will allow students the opportunity to celebrate their special day during school hours, as long as the following procedures are observed:

1. Notification must be given to the child's classroom teacher at least one day ahead of time.
2. There must be enough provisions for each student present
3. The celebration must take place during your child's snack time in his/ her classroom.

Special Note: As a tradition of FCA, the birthday child's classmates must say positive words about that child on their special day. This takes place during their snack time in their classroom and is usually a very memorable and special time. This is a great time for parents to witness the impact that their child has had on others. Please plan an appropriate time with your child's teacher for the birthday celebration.

4. All parents who are bringing birthday treats must check in and sign out at the front office so as to not disrupt the students' academic day. A completed background check is required for any adult planning to attend the celebration in the classroom.
5. Teachers will assist in passing out birthday invitations at school only if all students in the class are invited. Otherwise, the students will have to mail out their birthday invitations.

Articles Prohibited at School

It is the goal of FCA to allow each student the opportunity to achieve academic growth throughout the year. Therefore, it is very important that students do not bring any articles that may interfere with their focus and achievement in the classroom. Items such as weapons, toys, radios, balls, collectibles, etc. are prohibited at the school during the students' academic day. Show and Tell items may be brought to school with special permission from the child's classroom teacher. Students that bring items to school that may interfere with the learning achievements or safety of the other students will be sent to the office. Items of this nature will be kept by the administration and will only be returned to the parent or guardian. It is important that parents communicate to their children the importance of these guidelines.