

Table of Contents

- A Word from the Principal 2

- I. DESCRIPTION 3
- II. MISSION & VALUES 3
- III. VISION 3
- IV. EDUCATIONAL OUTCOMES 3
- V. PHILOSOPHY OF EDUCATION 4
- VI. ADMISSIONS 8
- VII. ACADEMICS 10
- VIII. POLICIES AND PROCEDURES 13
- IX. DISCIPLINE AND INCENTIVES 21
- X. APPENDICES 24
 - A. High School Courses of Study
 - B. High School Course List

A Word from the Principal

Welcome to Frankfort Christian Academy! Our partnership with you begins here, but we certainly hope it will extend beyond the tedious necessity of policies and procedures and blossom into a warm and lasting friendship. You are here because of your interest in Christian education, an interest we share passionately with you. Some of you are completing many years of partnership with FCA, and we are truly grateful for the opportunity you've given us.

FCA is the result of a vision shared by several families in 1981. That vision was straightforward: to provide a K-12 Christian education for their children. Although the Academy has been in operation since then, it was only incorporated as an independent 501(c)(3) non-profit organization in 2020. Nonetheless, our mission remains the same. Our mission is to help parents equip their children with the tools for life-long learning.

In this handbook you will find our mission and vision statements, our philosophy of education, our articles of faith, and our policies and procedures. It is important that students and parents become familiar with its contents. We review important points and changes at the beginning of each school year during our orientation days, but you should acquaint yourself with the contents prior to orientation.

We owe a great debt of appreciation to our founders, supporters, alumni, and present students and families. Thank you for being a part of the FCA family.

For the glory of God,

Dr. David Fry, Principal and Administrator

Please visit frankfortchristianacademy.org for updated information through the year.

I. DESCRIPTION

Frankfort Christian Academy (FCA) is a Christian school for grades K-12. We are non-denominational, Protestant, and evangelical in our faith and tradition.

II. MISSION & VALUES

Our mission is help parents equip their children with the tools for life-long learning.

We value:

- A. The Bible, our primary source of knowledge and wisdom.
- B. The Church, the pillar and guardian of truth.
- C. Tradition, a guide for faith and practice.
- D. Family, the primary context for learning and maturing.
- E. Children, our heritage from the Lord.
- F. Nature, a witness to the grandeur of our God.

III. VISION

We envision an educational experience that...

- A. Allows the parent, student, and teacher to assume their God-given role in the educational process.
 - 1. Parent's Role To train their children in the nurture and admonition of the Lord (Dt. 6:4-9; Prov. 22:6; Eph. 6:4).
 - 2. Student's Role To respect and receive the instruction of parents and elders (Eph. 6:1-3; Prov. 19:20)
 - 3. Teacher's Role To foster moral and intellectual growth in their students (Col. 1:28, 3:16).
- B. Affirms each student's unique God-given strengths and learning abilities (Rom. 12:6-8; 1 Peter 4:10).
- C. Aligns with a classical Christian educational (CCE) philosophy.
CCE refers to the ancient pedagogy of Greek and Roman education practiced by Christians through the centuries and revived by Dorothy Sayers in her 1947 essay "The Lost Tools of Learning." Our approach to CCE prioritizes the study of logic, language, literature, and life sciences with an understanding that our Creator is revealed internationally in nature, incarnationally in Jesus Christ, and inspirationally in the sixty-six books of divine revelation called the Holy Bible.

IV. EDUCATIONAL OUTCOMES

- A. Institutional Outcomes
 - 1. To maintain a Christian environment for students to develop Christ-like character.
 - 2. To work as a team of parents, teachers, and students to develop and implement an individualized educational plan (IEP).
 - 3. To utilize Bible-based curricula and study every subject in light of divine revelation in nature and Scripture.
- B. Knowledge Outcomes
 - 1. To gain a personal understanding of what it means to be a Christian and what the first-order doctrines of the Christian faith are.

2. To memorize key Scripture passages that coincide with the basic message of the Bible and Christian character traits.
3. To identify personal gifts and strengths for use in the kingdom of God.
4. To gain the tools of learning through the study of logic, language, literature, and life sciences.

C. Value & Affective Outcomes

1. To appreciate a biblical foundation for education.
2. To realize the importance of Christian faith for learning.
3. To believe the plenary inspiration and profitability of Scripture.
4. To be motivated to Christian holiness, unity, and witness.

D. Skills Outcomes

1. To be capable of independent study that enables ongoing personal growth.
2. To articulate a clear and simple presentation of the Gospel.
3. To be a contributing member of the Church and society.
4. To be able to make disciples of Jesus Christ.
5. To demonstrate academic proficiency and readiness for a life of learning.

V. PHILOSOPHY OF EDUCATION

Christian education is training in what is right and good. A philosophy of Christian education, then, is an explanation of how one pursues what is right and good, that is, a virtuous life. Education at the Academy is rooted in the Word of God which is, as the Apostle Paul put it, “instruction in righteousness” (2 Tim. 3:17). This places Christian education squarely within the field of moral philosophy and ethics.

Richard Watson, a 19th-century educator and theologian, wrote concerning the moral aspect of education, “Education is the means by which our faculty of reason is made both the sooner and the better to judge rightly between truth and error, good and evil.”¹ C. S. Lewis wrote, “The aim of education is to make the pupil like and dislike what he ought.”² John Wesley, the founder of Methodism, most adamantly stated, “If you lose one degree of inward or outward holiness, all the knowledge you gain will be no equivalent.”³ For this reason students should often recite Augustine’s prayer: “Help me to unlearn evil and to learn good.”⁴

We learn in order to govern ourselves and other things well.⁵ This principle of human stewardship of the earth is rooted in the creation narrative (Genesis 1:26-28). Yet human nature has been corrupted by sin so that children need to be recalled to the hope of finding the truth.⁶

A. Sources of Knowing

1. Natural Revelation

God has revealed Himself generally through the light of nature. “The heavens declare the glory of God, and the firmament sheweth his handiwork” (Psalm 19:1). The Apostle Paul taught us that God’s general revelation is sufficient for understanding that the world

¹ Watson, *Sermons*, Vol. 1, “Religion a Part of Education,” 36.

² Lewis, *The Abolition of Man*, 29.

³ Wesley, Sermon LXXX, “Friendship with the World.”

⁴ *Confessions*, Book 3.

⁵ *SCG* I.1.

⁶ Augustine, *Letters*, WSA II.1, 15.

has been intelligently created. We should, therefore, be thankful to our Creator (Rom. 1:19-21).

2. Divine Revelation

God has revealed Himself specially through the incarnate Word, Jesus Christ. Apart from God's revelation in Christ we would not know the redemption of sin, nor could our minds be healed beyond their total corruption. Now, because of our redemption in Christ, though still imperfect, we are being transformed in heart and in mind. God's Word is the primary source for instruction in righteousness and alone contains all things necessary to our salvation and our happiness of holy fellowship with God.⁷ Education without God leads only to loose ends.⁸

B. Ways of Knowing

God has made mankind so that we are able to gain knowledge in several ways. Following are the five ways of knowing.

1. Science

Scientific knowledge is based on the common criteria of the scientific method. For a thing to be "known" scientifically, it must be observable, repeatable, and falsifiable.

2. Logic

Formal logic gives us deductive knowledge. Mathematics and deductive reasoning are examples of this sort of knowledge. If an argument is properly formed and the premises are true, the conclusions are also true.

3. History

The study of history gives us inductive knowledge. We study history as record of human memory. This sort of knowledge deals in matters of probability because our memory is imperfect. Collective memory is called tradition and is an important part of historical knowledge. The common methods used to discern whether or not we are remembering rightly include source criticism, falsifiability, and coherence.

4. Sensation

We gain empirical knowledge from our sense of smell, taste, hearing, sight, and touch. This is often the first way we become acquainted with new information.

5. Intuition

Some truths are self-evident. We call these truths "justified beliefs," or intuition. There are only a few things we know intuitively and without further evidence, namely, that we exist, and that we did not cause ourselves to exist. Therefore, there must be a divine Creator.

C. Tools of Learning

The mission of the Academy states that our students should gain the tools of learning, classically known as the Trivium. The pedagogical end of education is to teach one how to

⁷ Cf. Article VI of the *39 Articles of Religion*.

⁸ Dorothy Sayers, *The Lost Tools of Learning*, 14.

learn for themselves, and whatever instruction fails to do this is an effort spent in vain.⁹ There are three methods that we especially value at the Academy. These methods coincide with the classical Trivium of grammar, dialectic, and rhetoric. The tools of learning make the approach to every new subject an open door.¹⁰

1. Curiosity (*Studiositas*)

“It is sufficiently clear that a free curiosity is more effective in learning than a discipline based on fear.” ~ Augustine, *Confessions*, Book 1

“One of the greatest problems of education remains that solutions are offered without the existence of a question.” ~ Henry Nouwen, *Reaching Out*, page 29.

“Never explain something to your kid if you can ask a question instead.” ~ Kara Powell, *Sticky Faith*, page 77.

A studious person listens, reads, and watches others in order to learn and understand. Christian educators have often drawn on Plato’s observation that “the power and capacity of learning exists in the soul already.”¹¹ The desire to know and learn is called curiosity. But curiosity is more than just a desire to know; it is a desire to know what is good. The good which all things desire can only be known by careful attention.¹² Christian tradition has distinguished the virtue of *studiositas* from the vice of mere *curiositas*. *Studiositas* is sustained curiosity while *curiositas* is a passing and shallow interest. God Himself, being the Object of our desire, must not be a passing interest. It is studious curiosity that leads to wisdom and understanding of God. A mind tempered by sustained attentiveness and disciplined investigation will reap the reward of a well-ordered understanding.¹³

2. Imitation (*Imitatio*)

“Those who take upon themselves responsibility for teaching and exhorting should not sit above and prescribe to others but should join them and walk along with them as companions.” ~ John Calvin, *Commentary*, Isaiah 2:3

“You must be what you are trying to teach.” ~ Philip Hallie, *Tales of Good and Evil, Help and Harm*, page 43.

Imitation is our natural tendency to repeat what we see and hear. A child learns to speak by imitating the sounds of their parents, and learners of all age emulate those whom they are watching. There is a rich tradition of imitation of Christian history, beginning with Christ Himself calling us to follow Him as disciples (Luke 9:23). Teachers and older students at the Academy are expected to teach others by example. Repetition, memory, and experimentation are examples of how we imitate others.

⁹ Sayers, *The Lost Tools of Learning*, 20.

¹⁰ Sayers, *The Lost Tools of Learning*, 19.

¹¹ Plato, *The Republic*, Book 2.

¹² Thomas Aquinas, *SCG I*, chapter 37.

¹³ Cf. <https://www.primematters.com/foundations/search-truth/studiositas-and-curiositas> for a more detailed distinction between “studiousness” and “curiosity.”

3. Articulation (*Articulatio*)

Music, rhetoric, writing, and art in general are ways in which human beings are able to articulate knowledge. One does not know what one is unable to articulate. Articulation, of course, occurs in degrees.

D. The Purpose of Knowing

1. Understanding

a. Understanding Physics

God has revealed many truths about himself and about us through nature. We see the beauty of God in nature as well as the effect of human sin on the world. We should gain an appreciation for who God is and how much we need his grace when we study the physical sciences. However, the physical world does not answer life's most important questions. An education that brackets out God and meta-physical study is insufficient and lacking in moral grounding. For this reason, students are expected to attend field trips as experiences through which to gain knowledge of God's work through nature.

b. Metaphysics

Metaphysical knowledge refers to those truths which cannot be proven scientifically and must be accepted by faith as the most reasonable explanation for life's most important questions. This includes questions like, where did the universe come from? is there a Creator? and what is the purpose of my life? Because God has revealed himself in Christ, we believe that the Bible answers the most important metaphysical questions. For this reason, FCA requires Scripture memorization and chooses curricula consistent with Christian faith.

2. Truth

Education is the pursuit of truth. The proper end of all truth is good.¹⁴ Truth is coherent and corresponds with God's design for the world. Augustine reminds us that nothing is to be feared except assent to something false.¹⁵ Truth embraced and believed leads to happiness and holiness.

3. Wisdom

"Many things there are to know which profits little or nothing to the soul."¹⁶ Knowledge without wisdom makes us tend toward foolishness. Historian David Hackett Fischer described wisdom when he wrote, "Though logic can distinguish truth from error and truth from truism, it cannot distinguish a profound truth from a petty one."¹⁷ Wisdom is understanding what truths always matter and matter eternally. This is why John Wesley said in a letter to his mother, "There are many truths not worthwhile to know."¹⁸ A wise person will make their curriculum of study (*ordo studendi*) a reflection of what they love (*ordo amoris*).

¹⁴ Thomas Aquinas, *Summa Contra Gentiles* in *Renewing the Mind*, 49.

¹⁵ Augustine, *Letter*, 1.

¹⁶ Thomas à Kempis, *The Imitation of Christ* in *Renewing the Mind*, 53.

¹⁷ David Hackett Fischer, *Historians' Fallacies*, xx.

¹⁸ John Wesley, *Letter to His Mother*, January 1727.

4. Good Character

The error of the mid-nineteenth century “Christian nurture” movement was that it denied the necessity of Christ’s atonement for our sins. Education itself does not produce a good person. One must be born again, thus becoming a follower of Jesus Christ, in order to become a new creature (2 Corinthians 5:17). Yet our life of discipleship is a life of learning how to live in holy fellowship with our Creator and with one another. A person has a good character when they are living in right relationship with others. This can only happen when Jesus Christ is our Lord and we are learning to be more like Jesus.

E. Classical Christian Education

CCE philosophy concentrates on “forging and learning to handle the tools of learning, using whatever subject [is] handy as a piece of material on which to doodle until the use of the tool [becomes] second nature.”¹⁹ The Trivium of grammar, dialectic, and rhetoric is intended to show a student how to use the tools of learning.²⁰

¹⁹ Sayers, *The Lost Tools of Learning*, 8.

²⁰ Sayers, *The Lost Tools of Learning*, 7.

VI. ADMISSIONS

A. Description of the Academy

FCA was founded as a ministry of the Frankfort Church of the Bible Covenant in 1981, under the name Frankfort Covenant Academy. In 2019, FCA was incorporated as an independent 501(c)(3) organization and named Frankfort Christian Academy. It is directed by a multi-denominational board of directors.

B. Articles of Faith

We affirm the Christian faith of the Bible and the expression of faith handed down by our Christian forebears in the Apostles' and Nicene creeds. In addition, we believe

1. Holy Scripture contains all things necessary to salvation, so that whatever is not read therein, or may be proved thereby, is not to be required of any person that it should be believed as an article of faith, or be thought requisite or necessary to salvation. We understand the 39 books of the Old Testament and the 27 books of the New Testament to be the authoritative and infallible Word of God.
2. The condition of humanity after the fall of Adam is such that we cannot turn and prepare ourselves by our own natural strength and works of faith, nor have we power to do good works acceptable to God, without the grace of God in Christ going before us, that we may have a good will. We are accounted righteous before God only by the merit of our Lord and Savior Jesus Christ, by faith, and not for our own works or deserving. We are justified by grace through faith alone. We believe good works are the fruit of faith.
3. The visible Church of Christ is a congregation of believers in Christ, in which the pure Word of God is preached and the sacraments are duly administered according to Christ's ordinance.

C. Admission Policy

1. *Church Attendance*

It is required that parents and students will attend a church regularly that affirms our articles of faith.

2. *Christian Faith*

It is expected that parents and guardians will reinforce the faith of the Academy and thereby avoid conflict and confusion in the development of the student's theological understanding.

3. *Non-Discrimination*

FCA admits students of any ethnic origin on the basis of their birth sex with all the rights, privileges, programs, and activities generally made available to the students at the Academy.

4. *Morality*

FCA does not enroll students who are involved in sexual activity including pre-marital sex, homosexual behavior, and all other sexual behavior forbidden by God's Word. The

Academy does not accept students who drink alcoholic beverages, use any form of tobacco products, or use any form of illegal narcotics. Any student taking part in immoral activities forbidden by God's Word, not limited to those described herein, may not be admitted or may be expelled.

FCA does not accept students the same year in which they have been expelled from other institutions of learning.

D. Admission Procedure

1. Familiarize yourself with the Student Handbook.
2. Download, complete, and return the Enrollment Application.
3. Interview with the Principal and designated Teacher.
4. Receive a letter of acceptance.
5. Complete all necessary forms for enrollment including the Payment Agreement.
Congratulations, your student is enrolled!

E. Tuition

1. *Payment Agreement*

Tuition is established on a 10-month schedule (August-May), but arrangements may be made for a 12-month schedule. Each year a Payment Agreement is completed prior to enrollment. The Board of Directors reviews the Tuition Schedule annually.

A late fee is applied when a monthly payment is past due.

Tuition must be paid in full prior to re-enrollment for a new school year.

2. *Refund Policy*

In the event of withdrawal from FCA the following refund policy shall apply:

Fees	Non-refundable
Tuition	Tuition may be refunded for months in which the student is not enrolled. Partial months are not refunded.
Expulsion	In the event a student is expelled, FCA is not liable for any tuition refund.

VII. ACADEMICS

A. *Faculty*

Staff members are to be addressed by title (Dr., Pastor, Mr., Mrs., Miss) and name.

1. The Administrator oversees the administrative affairs of the Academy and chairs meetings of the staff, board of directors, PTF, and community meetings.
2. The Principal oversees the daily operations of the Academy.
3. A Teacher oversees the daily operations of a classroom, provides instruction, and records and communicated academic progress for each student.
4. A Teaching Assistant supports a Teacher in their classroom responsibilities.
5. The Administrative Assistant provides support to the Academy Administration.

B. *Curriculum*

1. FCA uses curricula that is consistent with Christian faith and moral practices. High School students may occasionally encounter literature written from a non-Christian or atheistic point of view. Such material is used for the purpose of preparing students to face the intellectual and moral challenges in the world with a Christian perspective.
2. Each Teacher chooses the curricula for use in their classroom. FCA uses curricula from A Beka, Apologia, Answers in Genesis, Accelerated Christian Education, Memoria Press, Veritas Press, and various other publishers.
3. A syllabus is provided for any class that does not utilize a curriculum with published assignments and objectives.
4. Academy Juniors and Seniors are encouraged to participate in a Civics and U.S. History course that includes a trip to our nation's capital city. This trip fosters good citizenship and encourages our students to engage in their civic privileges.

C. *Accreditation*

FCA is a member of the Indiana Association of Christian Schools. FCA is non-accredited.

D. *Courses of Study*

There are four courses of study for high school students: Honors, College Prep, General, and Vocational (see Appendix A). A prescribed course of study will be determined in cooperation with the student and parents prior to a student entering high school. In order to graduate with an Honors Diploma, the student must attain an 88% average.

The consideration for receiving a vocational diploma includes: 1) Age; 2) Diagnosed learning disability; and 3) the completion of four years of High School.

E. *Testing*

All tests are proctored by a staff member. Students may not view the test prior to taking the test. Using Quizlet or other tools which show test answers is considered cheating.

F. *Academic Progression*

1. Goal Setting

Each student is required to set daily goals in every subject assigned. These goals are reviewed by the Teacher and reflect the pace necessary for the students to achieve the desired course of study.

2. Homework

If daily goals are incomplete at the end of the school day, the student will be required at the discretion of the Teacher to complete the work at home. A homework notice indicating the pages or lessons to be completed will be taken home. This notice is to be signed by the parent and returned on the next day of school. In the event of an incomplete homework assignment, the student is to bring a note of explanation from the parent. This will enable the teacher to make a fair evaluation as to whether the incompleteness is excused or unexcused. Kindergarten students do not have mandatory homework. Students in grades 1-5 are not expected to spend more than 1 hour in mandatory homework. Students in grades 6-8 are not expected to spend more than 2 hours on mandatory homework.

Students who demonstrate a long-term and definite lack of self-motivation by not completing their required work on a given schedule will be referred to the Principal. The student may be given a probationary academic workload. Should the student fail to complete the work required within a reasonable time, they may be asked to withdraw from the Academy.

3. Testing and Evaluation

Teachers are responsible to test or evaluate a student's progress regularly. Normally, a student should be evaluated once every three weeks in each subject.

Students who do not pass a test or evaluation may be charged a book or test replacement fee of \$6.

Each year students are required to complete a standardized test. FCA administers a test for grades 1-11. The purpose of this test is to assess each student relative to the national progress of their grade and age. The familiarity our students gain from annual standardized testing assists those who take the SAT or ACT tests for college entrance.

4. Reports

Teachers will report on each student's academic progress at least once per quarter.

G. *Graduation*

1. Kindergarten Graduation

A student who has completed the kindergarten curriculum and passed the First Grade Reading test is eligible for advancement to first grade.

2. 8th Grade Graduation

A student who achieves a 5th grade reading level and has completed the curriculum assigned is eligible for advancement to High School.

3. High School Graduation

A student who has completed at least 26 hours of HS credit, is in good standing, and has no outstanding debt to FCA is eligible to graduate with an FCA diploma. A student who

completes the prescribed courses for an Honors Diploma with at least a B grade (88%) may graduate upon completion regardless of age.

Students transferring to FCA for their senior year must complete at least four credits at FCA to receive an FCA diploma. Seniors who choose to homeschool for their senior year may receive an FCA diploma if:

- a. They have completed all the requirements for an FCA college prep or honors diploma.
- b. They have only independent study or dual enrollment classes remaining; and
- c. They have completed all three previous years of high school at FCA.

H. *Academic Honors*

The following academic honors will be awarded when the respective criteria are met.

- a. Valedictorian:
 - i) A cumulative GPA of no less than 3.5.
 - ii) Completion of an Honors or College Prep course of study.
 - iii) An acceptable record of conduct.
 - iv) At least 50% of high school credits completed at FCA.
- b. Salutatorian
 - i) A cumulative GPA of no less than 3.2.
 - ii) Completion of an Honors or College Prep course of study.
 - iii) An acceptable record of conduct.
 - iv) At least 50% of high school credits completed at FCA.

VIII. POLICIES AND PROCEDURES

A. Attendance

School attendance is required in the State of Indiana for all children ages 7 to 16.

1. *Daily Schedule*

Monday – Thursday 8:00am to 2:30pm

Friday 9:00am to 12:30pm (Optional Homeschool Friday)

Each classroom has a specific daily schedule.

2. *Homeschool Fridays*

The Academy is in session on Friday. However, parents may choose this day as a homeschool day. Students will not be counted absent on Friday if the teacher approves the parent's request to homeschool on this day. Students attending the Academy on Friday must arrive at the start of the school day. Parents should consider their student's progress before requesting to homeschool on Fridays.

3. *Attendance Policy*

The State of Indiana requires students to be in school for 180 days each year. Students enrolled at FCA are required to be in attendance every day in which class is in session unless other arrangements have been made in cooperation with the FCA staff. In addition to the policy described in this handbook, the student is also subject to attendance policies contained within each class syllabus.

A student who is not present for ½ of a school day is absent.

a. Excused Absences

It should not be assumed that a student has a right to be absent for any reason. Excused absences are at the discretion of the Teacher and will generally be granted in the following conditions:

- i) The student is sick,
- ii) A death has occurred in the family,
- iii) Inclement weather, or
- iv) Prior arrangements have been made and approved by the administration.

In order for an absence to be excused, the student must:

- i) Provide a doctor's excuse or a written note (not a text message) from a parent, and
- ii) Receive the approval of the student's teacher.

Please note that although an absence is excused, a student's grade may be affected per the guidelines provided in a class syllabus. It is the student's responsibility to communicate with the teacher regarding make-up work.

b. Unexcused Absences

Absences will not be excused when:

- i) Written communication (not a text message) has not been received from a parent by the teacher; or
- ii) The teacher does not consider the absence excusable.

c. Excessive Absences

Excessive absences, excused or unexcused, will inhibit the student's progress and may result in grade reductions, delayed graduation, report to a truancy officer, or expulsion. The State of Indiana defines truancy as a student who is chronically absent by having ten or more unexcused absences from school.

d. Tardiness

A student who is not present at their assigned class by 8:00am is marked as absent. If a student arrives after 8:00am they are counted as present but tardy.

Excessive tardiness may result in a reduction in grade or detention. A student who is tardy more than three times in a quarter without excuse will not be awarded for perfect attendance. Tardiness may be excused at the teacher's discretion.

e. Early Dismissal

Students enrolled at FCA are required to attend each day of school for the prescribed hours. A student may be dismissed early if:

- i) The student is sick,
- ii) A family emergency occurs, or
- iii) The student is under disciplinary measures.

A student who leaves early without excuse will be counted absent or tardy.

f. Senior Privilege

High school seniors must attend school from 8:00am to 2:30pm, Monday through Thursday.

High school seniors in the College Prep or Honors courses of study must attend school from 8:00am to 12:00pm, Monday through Thursday, and any required class after noon.

g. Required Events

Certain days will be marked on the school calendar as required. These may include programs, special services, picnics, field trips, fundraisers, banquets, and graduations. Absence from a required event may result in a grade reduction, delay in graduation, a fine of \$50, or expulsion.

4. *Cancelations and Delays*

Cancelations and delays are determined by the Academy Administration. Notification of a cancelation, delay, or change in schedule will be made through the phone one-call system. Students traveling from outside the city limits are encouraged to use discretion and check road conditions before traveling in inclement weather.

B. Communication

1. *Visitors*

Visitors must report to the office upon arrival and obtain permission before visiting any other area of the school. Visitors are asked to defer to the dress and behavior standards of FCA while present. Visiting students must comply with the Handbook and Classroom policies and procedures.

Parents should check-in at the school office and must receive permission before entering a classroom. If a parent needs to speak with a student or staff person, they should do so outside the classroom. Please dress modestly while visiting the school.

2. *Cell Phones and Electronic Devices*

Students are permitted to travel to and from school with personal electronics. However, no student should possess these devices in the classroom or during class hours without permission of the teacher. FCA is not responsible for the loss, theft, or damage to personal property.

If a student is found with an electronic device during school hours, the staff person is permitted to view or listen to the content that is being used. If the staff person suspects that the student is making illicit use of the device, the device will remain in possession of the school until a parent can retrieve it.

The school telephone is reserved for official school business and emergencies. Students desiring to place necessary calls must request permission to do so. Parents who need to contact their student during school hours for any purpose should use the Academy's normal contact process and call the main Academy phone number (765-357-1298). Academy staff will assist parents in communicating with their student in appropriate situations. Parents should not consider their student's cell phone as a means of contacting their student for any reason during the school day.

C. Student Appearance and Dress Code

FCA prescribes a uniform for students. The uniform allows FCA to assure the neat, modest, and professional appearance of our students. Please remember that students grow during the year and may need new uniform clothing before the end of the school year.

1. *Uniform*

The FCA uniform consists of regular classroom attire and athletic attire.

a. Boys' Uniform

- i) Shirts: FCA prescribes a royal purple or black polo shirt made available on the website. Undershirts, if visible, must be white, black or gray and tucked in.
- ii) Pants: FCA prescribes the charcoal gray pants made available on the website.
- iii) Socks: Socks must be worn.
- iv) Shoes: Casual, dress, or athletic shoes. No sandals.
- v) Belt: A belt is required on pants with belt loops.

- vi) Gym Uniform: The prescribed gym shirt or athletic jersey and black or gray full-length gym warm-up or windbreaker pants (aka “slicks”). Sweatpants and joggers are not permitted.
- vii) Hair: Boys are to have neat haircuts so that the hair is trimmed above the ears, off the collar, and above the eyebrows. Young adult boys must be clean shaven. Unnatural hair coloring is not permitted.

b. Girls’ Uniform

- i) Shirt: FCA prescribes a royal purple or black polo shirt available on the website. Undershirts, if visible, must be white, black or gray and tucked in.
- ii) Skirt: FCA prescribes the charcoal gray skirt made available on the website. Skirts must be of sufficient length to maintain modesty. Skirts must fall below the knee while either sitting or standing.
- iii) Socks: Socks are not required except with gym shoes.
- iv) Shoes: Casual, dress, or athletic shoes may be worn. Sandals are permissible but the heel must be secured. (see examples below)



- v) Leggings/Tights: Leggings/tights may be worn beneath the skirt. Leggings alone are not sufficient to conceal the thigh and therefore would be in violation of the biblical standard of modesty if worn without a skirt of appropriate length (Exodus 28:42).
- vi) Gym Uniform: Black gym culottes or skirt with leggings as prescribed.
- vii) Hair: Girls should have long hair worn in a manner which would keep hair out of the face and eyes. Unnatural hair coloring is not permitted.
- viii) Adornment: Ladies may only wear natural-colored cosmetics during Academy hours or at any Academy event or function.

Students may wear prescribed, school-branded outerwear in the classroom. Non-prescribed outerwear is not permitted in the classroom.

2. *Accessories*

a. Jewelry

No non-medical necklaces, rings, earrings, or bracelets are to be worn by students during Academy hours or to any Academy activity.

b. Outerwear

Students are not to wear gloves, hats, caps, headgear, or sunglasses in the classroom or in Chapel. Students may wear approved FCA monogrammed outerwear in the classroom.

3. *Non-Uniform Dress Code*

On some occasions, students are permitted to dress out of uniform. However, students must attire themselves in a manner complying with the dress code of FCA. Boys must wear full-length pants. Joggers and sweatpants are not permitted. Girls must wear skirts below the knees while sitting or standing (splits must not be higher than the knee). All shirts must be of sufficient length to cover the torso at all times. Cap sleeves are not permitted.

4. *Modesty*

Students must dress modestly and always remain in compliance with the FCA dress policy while attending school activities. If a student has been warned about immodesty or if repeated adjustments have been made to their uniform while at school, they may be required to change into clothing provided by the school or asked to go home. If a student is immodest, they will remain in the school office until the matter can be resolved.

5. *Cleanliness*

Students are expected to be dressed in fresh and clean clothing. Students are expected to observe daily personal hygiene including bathing, using deodorant, and wearing clean, pressed clothing.

D. General Conduct

Students are expected to exert a positive attitude toward others, themselves, and the school. Habitual negativity is disrespectful and interferes with the educational experience of others. Students are expected to refrain from engaging in cheating, swearing, smoking, gambling, unwholesome music, sensual dancing, drinking alcoholic beverages, using narcotics, immoral behavior or any other practice deemed questionable by the Administration, whether the student is on or off school property and whether the student is participating in a school-supervised activity or otherwise. Students who participate in such activities are subject to suspension or expulsion. Students are expected to act in an orderly respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty.

E. Transportation

All students must stay out of and off of vehicles from arrival time until departure without permission.

Only licensed drivers are permitted to drive automobiles to the school and a copy of the driver's license should be submitted to the office.

Teenage drivers may only transport members of their own immediate family unless written permission is submitted by parents of both the driver and of the students being transported.

Parents should submit a written list of those people authorized to pick up their student. Students will not be allowed to ride home with anyone else unless authorization has been given.

During morning drop-off and afternoon pick-up, please pull into the designated pathway to unload and load your vehicle. If you wish to come inside, please park in the designated parking. It is important that your student be picked up within 20 minutes of dismissal. If you are unable to be here on schedule, please call the office to make arrangements for pick-up.

Students may not leave the designated Academy campus during school hours without permission (see early dismissal policy above).

F. Property

1. *Academy Property*

The Academy property includes all buildings, grounds, and vehicles used for Academy purposes.

The following areas are off limits to students:

- Other student desks;
- Teacher's desk and files;
- Classroom when a staff member is not present;
- All areas beyond the obvious visible boundaries of the campus;
- The administrative offices of FCA.

Marked on, defaced, or broken property due to misconduct or misuse is to be replaced/repared at the student's expense.

Students are not permitted on neighboring properties.

2. *Personal Property*

All of the personal belongings of a student are considered personal and are not to be shared with other students without permission from the student and teacher.

Personal property should be of a positive nature. The purpose of FCA is the building of Christian character. Because movie- or sports-related characters may oppose Christian values, we request that families use discretion concerning what is presented on school items (lunch boxes, casual attire, office decorations, gym bags, etc.). Toys and play items, etc., brought to school should also adhere to this standard. Toy weapons, matches, lighters, knives, and fireworks are prohibited. Any item in question will be subject to the teacher's discretion. Students and parents are expected to respect the decision of the teacher.

No student is permitted to have a weapon or firearm on campus or at school events. Parents and visitors must receive permission prior to carrying a weapon or firearm on the school campus.

Lockers may be provided for the safety of personal property. Students must provide their own locking device and must submit a means of access to the Academy staff.

All money, writing utensils, math instruments, calculators, etc. are the student's personal responsibility. Borrowing from other students is discouraged.

FCA staff may search the following student items when they are on school property:

- Desks, backpacks, gym bags, purses, lunch containers, pockets, or any other receptacle or storage container, regardless of owner.
- Personal searches, should they become necessary, will be conducted by an FCA administrative/staff member of the same gender as the student being searched and will also be witnessed by an FCA administrative/staff member of the same gender.

3. Classrooms

Each classroom is designed to cultivate an atmosphere of concentration and learning. The individualized philosophy of FCA requires the classroom to be orderly and quiet. A student is not permitted to communicate freely with other students or be out of their seat without permission. Each teacher will implement a structured system of control in order to maintain a positive learning environment.

4. Student Desks

Students are responsible for the care and maintenance of their desk. Positive, approved items as defined by Philippians 4:8, may be displayed in a student's desk.

“Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.” Philippians 4:8

If an item proves to be overly distracting to a student, the teacher may request that the item be removed from the desk and taken home.

Seating assignments are made and changed only by the teacher.

Students are not to sit on their desks.

The daily goal chart should be visible and is to be kept neat and up to date. A blue/black pen should be used to set goals.

Student progress charts (aka “star”) should be visible. No marks should be made on it. A \$1.00 fee will be charged if a replacement is necessary.

G. Language

Students should speak only words which glorify the Lord and edify others. The use of profanity and substitute swear words are forbidden. The use of vulgar or suggestive words, sexual innuendos, and derogatory comments are not allowed. Negativity, griping, bragging, and putting down of others will be addressed appropriately by the teacher.

H. Social Media

Parents are encouraged to monitor and be involved in their student's usage of the internet and social media. Because of the uncensored and illicit material easily available on the web, no student will be allowed access to unfiltered internet.

Any student who operates a personal website or participates in social media such as Facebook, Snapchat, Instagram, YouTube, etc., must notify the school staff. Any student acting inappropriately and contrary to the purpose and mission of FCA may be expelled.

I. Social Relationships

Realizing that it is normal and natural for young people to develop friendships, it is the desire of FCA to hold to and promote Biblical philosophies and principles of dating/courting. The focus at FCA is on personal Christian growth and academics; therefore dating/courting will not be intentionally promoted in the Academy or at Academy functions. A proper relationship is required at all times. As a matter of courtesy, respect and moral purity, each student is to observe a “hands-off” policy, i.e., keep their hands and feet to themselves regardless of the gender.

J. Recess

Each classroom will have its own schedule for recess and lunch. Recess will be monitored by the Teacher or an approved monitor. Because other classrooms are in session during recess, loud talking in the building is forbidden and may result in detention. Recess ends at the teacher’s designated time or notification. There is to be no loitering in the restrooms.

The lunchroom, the hallway of the snack bar, and the outside picnic tables are designated areas for eating. Food should not be taken beyond these areas without permission.

Wastebaskets and recycling cans are distributed throughout the Academy property. Students are expected to throw trash away even if it does not belong to them. Should a spill occur, the student should make a reasonable attempt to clean up and should also notify the teacher or monitor who will inspect the area.

K. *Music and Electronic Devices*

Only music in which the rhythm, lyrics, performer, and performance coordinate for the glory of God is permitted at FCA. Student-owned music/camera/gaming devices are not to be brought to the Academy unless specific permission is given.

L. *Books and Literature*

Only reading material which fosters moral understanding and purity is permitted at FCA. All outside reading materials must be submitted to the teacher for approval upon the student’s arrival at school.

M. *Medical Guidelines*

No staff member will be permitted to administer any medications (prescription or over-the-counter drugs) to any student for headaches, fever, or any other reason without parental authorization in writing. All medicines must be kept and supervised by the school staff. A one-time letter of authorization from the parent may authorize medications used on a regular basis.

IX. DISCIPLINE AND INCENTIVES

The school reserves the right to implement the following disciplinary measures:

- To retain students for detention for a violation of a school policy,
- To place students on probation,
- To suspend students, and
- To expel any student who is not in compliance with this handbook.

A teacher may have additional policies for their classroom.

A. Demerits

Positive incentive is always the preferred method for teaching moral behavior. However, there may be occasion when a school or classroom infraction may earn a demerit or a more severe measure of discipline. A demerit is a reminder and does not imply bad character. A student's demerit record begins anew each day.

B. Detention

A student who earns three or more demerits in a day will be given a detention, and a note will be sent to the student's parent/guardian. The note must be signed by the parent/guardian and returned the following day.

The chart below indicates the consequences of accumulated demerits in a single day.

3	demerits	1	Detention Period 20 minutes
4	demerits	1	Detention Period 30 minutes
5	demerits	1	Detention Period 45 minutes
6	demerits	1	Detention Period 60 minutes

A detention period will be served at the time designated by the teacher, usually after school hours the following school day. Three detentions in a single week or multiple detentions for the same offense will result in suspension.

C. Probation and Suspension

When a student has exhibited actions or attitudes which are not in accordance with Biblical principles or school policies, the administration may determine that suspension or probation is appropriate. Subsequently, either by phone or in a scheduled conference before or near the beginning of the suspension, the administration will discuss with the parents the principles and policies which have been violated and the circumstances surrounding the offense.

1. *Probation*

A student may be placed on probation as a result of an inappropriate attitude or behavior whether the violation took place at school or elsewhere. The length of the probation will be determined by the principal in consultation with the parents. During a student's probation, the student will attend school as scheduled but certain privileges will be revoked as determined by the Administration.

2. *In-School Suspension*

During in-school suspension, the student will arrive at school, report immediately to the designated location of the suspension, and follow the disciplinary guidelines established.

3. *Out-of-School Suspension*

During out-of-school suspension, the student will not be permitted on the school campus either before, during, or after school or at off-campus school activities. Students will be required to complete their regular amount of academic work in a home setting. School work will be completed by arrangement of the Teacher.

4. *Withdrawal and Expulsion*

When a student has exhibited inappropriate attitudes or behaviors which are not in accordance with Biblical principles or Academy policies, the administration may determine that withdrawal or expulsion is the appropriate action. The Principal will discuss with the parents the principles and policies which have been violated and the circumstances surrounding the offense. The student will no longer be enrolled at FCA and may not be re-enrolled until the following school year, and then only with unanimous approval of the Administration and staff.

D. Privileges and Incentives

1. *Progress Chart*

A Student Progress Chart (aka “star chart”) is an 8 1/2" x 11" card with subjects listed. Throughout the academic year when a student successfully completes a test, a star or grade-related sticker is placed opposite the subject in the proper column representing the week the test was passed. As insignificant as a star/sticker may seem, it represents tangible achievement and reward when the student places it on the Progress Chart. Stars are color-coded to match the color used for each subject. A star is given for each test completed with a passing grade. Special stickers are issued for scores of 100% and for Weekly Scripture memory.

2. *Honor Roll*

The requirements for Honor Roll are as follows:

- Academic balance among subjects. Grades one through eight are generally required to have at least three stars per quarter in each of the six core subjects: Math, English, Social Studies, Science, Word Building, and Literature. (Older students who have completed specified requirements may be exempt from maintaining academic balance.)
- A qualifying total PACE average:
 - A-Honor Roll: 94 percent or higher
 - B-Honor Roll: 88 - 93 percent
- Required Scripture passages memorized.
- Has not been placed on disciplinary probation.
- For High School, all required work for the designated period must be complete.

3. *Awards and Recognition*

Each teacher is encouraged to offer quarterly awards for excellence in academic achievement or character.

a. Weekly and Quarterly Awards

A teacher may award students with weekly and quarterly achievements. For example:

- Academic achievement awards
- Christian character awards
- Scripture Memory

b. Annual Awards

An annual Awards Ceremony and Banquet is held at the end of each school year to recognize the accomplishments of the students. The following awards are examples of what has been rewarded in the past:

i. Academic Awards

- Highest Test Grade Average
- Most Tests Completed
- Most 100s
- Scripture Memory
- Honor Roll
- Class awards (given by individual teachers)

ii. Character Awards

- Christian Service
- Missions Fund-Raising
- Sportsmanship
- Perfect Attendance
- No Detentions
- Christian Character

APPENDIX A
High School Courses of Study

HONORS

COLLEGE PREP

GENERAL PREP

Subject	Units	Subject	Units	Subject	Units
ENGLISH I, II, III, IV	4	ENGLISH I, II, III, IV	4	ENGLISH I, II, III, IV	4
SOCIAL STUDIES World History World Geography U.S. History U.S. Constitution S.S. Elective	5	SOCIAL STUDIES World History World Geography US History US Constitution	4	SOCIAL STUDIES World History US History US Constitution S.S. Elective	4
MATH & LOGIC Algebra I & II (AP) Geometry (AP) Financial Management Math Elective (AP) Logic	6	MATH & LOGIC Algebra I & II (AP) Geometry (AP) Financial Management Logic	5	MATH & LOGIC Algebra I Geometry Financial Management Logic	4
SCIENCE Biology Physical Science Chemistry (AP) 2 Science Electives (AP)	5	SCIENCE Biology Physical Science Chemistry Science Elective	4	SCIENCE Biology Chemistry Science Elective	3
LANGUAGE Etymology Latin I & II Foreign Language	4	LANGUAGE Etymology Latin I Foreign Language	3	LANGUAGE Etymology Latin I	2
BIBLE Old Testament I & II New Testament I & II Life of Christ Christian Worldview Christian Beliefs Chapel (non-credit)	7	BIBLE Old Testament I & II New Testament I & II Life of Christ Christian Worldview Christian Beliefs Chapel (non-credit)	7	BIBLE* Bible Reading Christian Beliefs Discipleship Chapel (non-credit)	4
ARTS & HUMANITIES Music I & II Speech	3	ARTS & HUMANITIES Music Speech	2	ARTS & HUMANITIES Music Speech	2
LITERATURE World Literature	1	LITERATURE World Literature	1	LITERATURE World Literature	1
PHYSICAL EDUCATION Health & Nutrition	1	PHYSICAL EDUCATION Health & Nutrition	1	PHYSICAL EDUCATION Health & Nutrition	1
ELECTIVES	2	ELECTIVES	2	ELECTIVES	2
TOTAL UNITS REQUIRED	38	TOTAL UNITS REQUIRED	33	TOTAL UNITS REQUIRED	27

*Bible classes are required for every semester a HS student is enrolled at FCA.