



Parent – Student Handbook

Revised August 2011

# CONTENTS

---

<b>VISION STATEMENT .....</b>	<b>5</b>
<b>MISSION STATEMENT .....</b>	<b>5</b>
<b>CORE VALUES AND BELIEFS.....</b>	<b>5</b>
<b>PHILOSOPHY OF EDUCATION.....</b>	<b>6</b>
<b>STATEMENT OF FAITH.....</b>	<b>9</b>
<b>SECTION I: GENERAL INFORMATION.....</b>	<b>10</b>
1.1 Nondiscriminatory Statement.....	10
1.2 Legal Disclosures.....	10
1.3 Disclaimer.....	10
1.3 Accreditation.....	11
1.4 School Spirit.....	11
1.5 School Calendar 2011-12 .....	11
1.6 Administration and Faculty.....	11
<b>SECTION II: SPIRITUAL LIFE (DISCIPLESHIP).....</b>	<b>14</b>
2.1 Integration of Faith and Learning.....	14
2.2 Chapel.....	14
2.3 Spiritual Life Retreats .....	15
2.4 Camp.....	15
2.5 Servant Leadership .....	15
<b>SECTION III: ACADEMIC LIFE (ACADEMICS).....</b>	<b>16</b>
3.1 Grading .....	16
3.2 Admissions Policy.....	17
3.3 Graduation Requirements.....	17
3.4 FCA Cum Laude Society .....	17

3.5 Textbooks .....	18
3.6 Dual Enrollment.....	18
3.7 Repeating a Course.....	18
3.8 Late Work .....	18
3.9 Semester Exams.....	18
3.10 Academic Eligibility Requirements .....	19
3.11 Standardized Assessments.....	21
3.12 RenWeb.....	21
3.13 Academic Integrity.....	22
<b>SECTION IV: STUDENT LIFE (COMMUNITY) .....</b>	<b>23</b>
4.1 Dress Code.....	23
4.2 Student Decorum .....	26
4.3 Student Discipline.....	26
4.4 Unacceptable Behavior.....	28
4.5 Basic School Rules .....	28
4.6 Demerits, Detention and Saturday School .....	29
4.7 Suspension .....	30
4.8 Expulsion .....	30
4.9 Serious Misconduct .....	30
4.10 Re-admittance.....	30
4.11 Withdrawn Students .....	31
4.12 College Admission Notification .....	31
<b>SECTION V: POLICIES AND PROCEDURES.....</b>	<b>31</b>
5.1 Attendance .....	31
5.2 Absence Policy.....	31
5.3 Tardiness .....	33
5.4 Truancy.....	33
5.5 School Closure and or Late Start .....	33

5.6 Student Parking .....	34
5.7 Student Transportation.....	34
5.8 Building Use Guidelines .....	34
5.9 Visitors.....	35
5.10 Emergency Procedures.....	35
5.11 Student Medications .....	35
5.12 Cell Phones and Electronic Devices.....	35
5.13 Harassment .....	35
5.14 Acceptable Use of Technology.....	37

---

---

## VISION STATEMENT

---

---

The vision of Franklin Christian Academy is to provide challenging academics, life-giving community, and transforming discipleship.

---

---

## MISSION STATEMENT

---

---

Franklin Christian Academy provides a Christian worldview curriculum and servant leadership training. We partner with families to pursue rigorous college-bound academics within a caring community, experienced through vital, committed relationships among faculty, students, and parents. We honor Jesus Christ by integrating Christian discipleship into an academic setting that includes fine arts, athletics and global missions.

---

---

## CORE VALUES AND BELIEFS

---

---

**Passion for Christ and for Life** – FCA strives to instill a love of Christ and a desire to serve Him in each student by example, by involvement, and by teaching. Moral character and integrity are qualities that are lifted up and rewarded.

**Respect for the Individual Learner** – We teach students, not subjects. Each student is an individual with unique gifts, talents and abilities. We want students to progress to their highest potential. We want each student to feel valued and accepted for who they are.

**College Preparatory Academics** – Our desire is to mold our students into life-long learners by providing challenging and college preparatory academics through interactive and experiential learning

**Integrated Christian Curriculum Worldview** – Scripture and God himself are relevant to every subject. We cannot look at Science, History, Literature or Math without seeing the hand and nature of our creator. We acknowledge this and guide our students to discover God’s foundational truths for each subject.

**Fine Arts** – Fine arts are a vital part of the education process and success in life whether in visual Art, Music, Drama, or Graphic Design.

**Personal and Community Development** – We seek to show our students who God is and who they are by exploring their gifts and strengths and seeing how they fit into God’s purposes for the world.

**Athletics and Fitness** – For many students, athletics provide the glue that holds their academic experience together. Life lessons and community building through these experiences are an indispensable part of school life.

**Economic, Racial and Social Diversity** – FCA actively seeks to be a racially, economically, and socially diverse community meeting a variety of academic needs.

**Student Servant Leadership** – Students are actively encouraged to pursue a Christ-like servant leadership role with their peers. FCA rewards this quality with an annual ‘Servant Leader’ award for each grade.

**International and Local Missions** – FCA offers multiple opportunities for students to participate in missions outreach and social justice experiences. By example, involvement and teaching, a high importance is placed on these areas.

**Camp, Retreats and Trips** - Through camps, retreats and trips as well as daily and weekly activities, FCA is a loving community that embraces diverse and varied individuals.

**Honesty and Integrity** – FCA requires honesty and integrity in all areas of school life. We are committed to be responsible stewards of all the resources that God provides for us.

---

## PHILOSOPHY OF EDUCATION

---

The biblical summary for the developmental years in the life of Christ is indeed brief, yet we believe, for all its brevity, that summary implies several significant components for an effective philosophy of Christian education: “And Jesus grew in wisdom and stature, and in favor with God and men.” We believe that an effective Christian school connects people, creating life-giving **community**. An effective Christian school connects the **curriculum**, creating a truly integrated, interdisciplinary approach to learning. An effective Christian school connects classrooms with multiple resources, thereby enriching the learning **climate**. Finally, an effective Christian school connects learning to life, building **character** through discipleship.

### **Life-Giving Community**

*A Shared Vision.* It was within the context of community that the early church struggled with the implications of the “new wine” of the Christian faith. The “one heart and one mind” of Acts 4 suggests a shared vision that is also essential for the Christian school. As a direct result of living life with one another, we have identified our calling to provide a school with a clear and vital mission. Additionally, we understand that every classroom is, itself, a community. Although distinct, these separate classrooms are connected by a common sense of *purpose*, in a climate that encourages open, honest *communication*, pursues *justice*, enforces personal and corporate *discipline*, and promotes genuine, Christ-like *caring and compassion*, with frequent occasions for *celebration*.

*Teachers as Leaders.* Franklin Christian Academy empowers teachers to be leaders. A good leader inspires people to have confidence in the leader; a great leader, however, inspires people to have confidence in themselves. This is our goal

for every teacher as they become leaders for their students. We understand that as we work together within the school community, teachers not only instruct, but also mentor their students, according to the New Testament pattern for Christian discipleship. A teacher cannot continually give without being “filled”; therefore, teachers are given the time and resources to be professionally renewed. Consistent with this philosophy for leadership, the headmaster is *lead* teacher, helping guide the academic community by inspiration rather than directive.

*Parents as Partners.* The school community extends beyond the classroom to embrace parents, always viewed as the students’ first and most important teachers. A vital partnership is created between the home and school that is encouraged and strengthened at every opportunity. Behavior exhibited and choices made by students while away from the school campus will, therefore, necessitate responses from the school community to that behavior. The school’s partnership with parents is not limited to academic concerns or activities on school grounds or at school functions.

### **Coherent Curriculum**

*A Biblical Worldview.* Before defining Franklin Christian Academy’s understanding of a biblical worldview as it relates to our curriculum, it is important to define a worldview in general. All individuals operate within a framework of a worldview whether they realize it or not. A worldview is any ideology, philosophy, theology, movement, or religion that provides an overarching approach to understanding God, the world, and man’s relations to God and the world.

A shorter definition would be a worldview is what a person believes about God, humankind and the world. There are many different worldviews that a person might have. There are worldviews that have the most influence over the Western world and there are ones that have the most influence over the Eastern world. These worldviews have shaped entire cultures and societies. They have influenced generations of people for centuries.

A worldview also has a particular perspective regarding each of the following disciplines: theology, philosophy, ethics, biology, psychology, sociology, law, politics, economics and history. At Franklin Christian Academy we teach all subjects from the belief that God is at the center of all of these disciplines. He is the author and creator of life and the beginning and end of history. He is our standard for how we interpret philosophy and ethics. A biblical view of man is our standard for psychology and sociology.

*The Centrality of Language.* The grammar, logic, and rhetoric of the classical approach to education serve to reinforce the first, essential goal: literacy proficiency. All students are expected to become proficient in both the written and spoken word. However, “language” in this school is defined broadly to include words, numbers, and the arts, the essential tools of learning which, taken together, help create a coherent curriculum. Another important aspect of a coherent curriculum is acceptance of an

obligation, as teachers, to not only *inform* students, but also to *engage* them. Learning must be understood, within this context, as an active rather than a passive activity in which the student, not the teacher, is the primary agent. We also purpose to integrate athletics and physical education into the curriculum of the school. Finally, although language proficiency refers primarily to English proficiency, we encourage all our students to become familiar with a second language.

*The Core Content.* We believe that becoming knowledgeable in the separate academic subjects, while important, is not sufficient. The biblical correlation to the classical model of grammar, logic, and rhetoric are the concepts of knowledge, understanding, and wisdom. The knowledge or grammar stage of a student's intellectual development is only a beginning stage. To be truly educated, a student must also make connections across the disciplines, discovering ways to integrate the separate subjects, and ultimately relating what they learn to life. This is accomplished, in part, as the student progresses from knowledge into understanding and, ultimately, wisdom. Wisdom is defined in scripture as the correct application of knowledge and understanding (Prov. 2:6, 15:2; Ps. 111:10). Therefore, a justifiable goal in all academic study is the development of wisdom in the student.

*The Common Experiences.* We affirm the validity of G.K. Chesterton's assertion that, "Education is not a subject, and it does not deal in subjects. It is instead a transfer of a way of life." That stated, we further affirm that although there **is** a core content to be learned in history, literature, science, civics, and other fields of academic study, we believe this traditional content must be fitted within a number of integrative themes, or "common experiences." These might best be summarized as those experiences shared by all people that represent the essential conditions of human existence that add meaning to our lives. These experiences imply a degree of understanding that ultimately and finally enables a coherent curriculum, suggesting, among other things that 1) we all share the sacredness of life, 2) we all send messages to each other, 3) we all belong to groups and institutions, 4) we all respond to the aesthetic, 5) we all seek to live with purpose.

*Measuring Results.* In addition to an obvious accountability to a School Board, FCA is accountable to parents, to students, and to the community at large. Academic standards are established both in language and the common experiences, with certain benchmarks to monitor student achievement. The personal and social qualities of students are also observed and evaluated informally by teachers. Assessment in the Christian school is, always, in the service of learning.

### ***Climate for Learning***

*Patterns to Fit Purpose.* At Franklin Christian Academy, every student is encouraged to become a disciplined, creative, well-motivated learner. Class size is kept small, the teaching schedule is flexible, and student grouping arrangements are varied to promote learning.

*Resources to Enrich.* FCA makes available to all students rich resources for learning, from chemicals to computers, from books to buildings, from teachers to tutors. Community resources are also tapped to enhance learning opportunities. In

this technological age these resources must include tools that connect each classroom (indeed each student) to the vast networks of knowledge outside the classroom.

*Services for Students.* FCA is committed to serving the whole child, acknowledging that a student's physical, social, and emotional well-being also relates to learning. Beyond a solid academic program, the school provides basic health and counseling services for students, referrals for families, career planning, and preparatory college testing to prepare students for the next step in their personal journeys.

### **Commitment To *Character***

*The Core Values.* FCA is concerned with the ethical and moral dimensions of a student's life. The goal is to assure that all students, on leaving school, will have developed a keen sense of personal, civic and global responsibility inherent in what it means to live as a Christian, committed to both the Great Commandment and the Great Commission. This is best accomplished through discipleship relationships between teachers and students, as well as students with other students, that instruct, reprove, correct, encourage and motivate members of the community to pursue Christ-likeness in all areas of life. Numerous core values, as conveyed in Scripture (e.g. worship, respect, submission to authority, compassion, perseverance, giving, serving, integrity, honesty), are presented and emphasized to guide the students as they walk in excellence in living as well as in learning. Transforming discipleship takes place through the collective efforts of the teachers as mentors partnering with the parents.

*Living With Purpose.* These scriptural core values are taught by word as well as deed. Through the curriculum, the school climate, and community service, students are encouraged to apply the lessons of the classroom to the world around them. The goal for graduates of Franklin Christian Academy is to be equipped to enter the next learning phase of their life (e.g. college, work force, ministry) with a steadfast commitment to God's purposes and God's ways.

---

## STATEMENT OF FAITH

---

**We believe** the Bible, as originally composed, to be inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21).

**We believe** that there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

**We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16: 19), and His personal return in power and glory (Acts 1: 11, Revelation 19:11).

**We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

**We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of eternal separation from God. (John 5:28-29).

**We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

**We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

---

---

## SECTION I: GENERAL INFORMATION

---

---

---

### 1.1 NONDISCRIMINATORY STATEMENT

---

Franklin Christian Academy admits students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the school. It does not discriminate on the basis of race, color, sex, nationality, and ethnic origin in administration of its educational policies, admission policies, scholarship program, athletic and other school-administered programs.

---

### 1.2 LEGAL DISCLOSURES

---

Reasonable Suspicion of Abuse: According to Tennessee state law and school policy, school staff is required to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities. The intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. FCA teachers and staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and ultimate adjudication.

---

### 1.3 DISCLAIMER

---

Nothing in this Parent - Student Handbook should be construed as a contract. Any contractual rights are set forth in the Tuition Agreement. Franklin Christian Academy reserves the right to add, delete, or modify any policy in this Parent - Student

Handbook at any time without prior notice. The most current version of the Handbook may be found on the FCA website.

---

### 1.3 ACCREDITATION

---

FCA is fully accredited by the Southern Association of Colleges and Schools and is a member of the Association of Christian Schools International. FCA is a state-recognized Category III school.

---

### 1.4 SCHOOL SPIRIT

---

Colors – Navy Blue, White, and Grey

Mascot – Chosen by the first class of Franklin Christian Academy, the school mascot is the falcon. It is a fierce bird of prey known for its speed and courage.

---

### 1.5 SCHOOL CALENDAR 2011-12

---

Thu – Fri	8/4-5	New Teacher Orientation 9- 3
Thurs.	8/11	Orientation – Parents, Students and Teachers – 5 pm
Mon - Fri	8/8 -12	FCA Teacher In-Service (9:00 – 3:00)
Mon – Thu	8/15 – 8/18	FCA Back to School Camp – overnight (extended days)
Friday	8/19	<b>NO SCHOOL</b>
Monday	8/22	Classes begin at campus
<b>Friday</b>	<b>9/2</b>	<b>Half Day – early dismissal at 12:30</b>
<b>Monday</b>	<b>9/5</b>	<b>Labor Day Holiday - No School</b>
<b>Monday</b>	<b>9/12</b>	<b>Late Start – 10:00 am</b>
<b>Tuesday</b>	<b>9/13</b>	<b>Parents - Meet the teacher night – 6 pm</b>
Wednesday	9/28	Spiritual Life Day
Friday	9/30	Homecoming
<b>Monday</b>	<b>10/3</b>	<b>Late Start – 10:00 am</b>
Tuesday	10/11	Parent Teacher conferences – 1:00 – 7:00
Wednesday	10/12	PSAT Testing (10 <sup>th</sup> /11th Grade required)
Wednesday	10/12	End of 1 <sup>st</sup> Quarter
Friday	10/14	Parent Teacher conferences – 7:00- 4:30 <b>No school for students</b>
Friday	10/21	Spiritual Life Retreat
<b>Mon-Tues</b>	<b>10/17-18</b>	<b>Fall Break – No school for students</b>
Tuesday	10/18	Faculty Professional Development
Monday	10/24	MTAC Cross Country Tournament
Friday	10/28	MTAC Football Semi Finals Tournament
Sat.	10/29	Prospective Families Open House – 10 am - noon
Sat	11/5	MTAC Football and Volleyball Finals
<b>Monday</b>	<b>11/7</b>	<b>Late Start – 10:00 am</b>
Thursday	11/10	FCA Coffee House (Fundraiser for Financial Aid)
Tues- Frid	11/8 - 11	NACA National Football Tournament in Dayton, TN
Wednesday	11/16	PLAN Testing (10th Grade required) @ FCA
Friday	11/18	Possible Teacher Work Day
<b>Mon - Fri</b>	<b>11/21 - 25</b>	<b>THANKSGIVING HOLIDAY (School closed)</b>
Monday	12/5	MTAC Bowling Tournament
Monday	12/12	Review and Study Day/Professional Development

Tues-Fri	12/13 - 16	FCA MID TERM EXAMS 16 <sup>th</sup> make up day and teacher work day
<b>Mon - Sun</b>	<b>12/19- 1/2</b>	<b>CHRISTMAS BREAK (School closed)</b>
Monday	1/2	Faculty Professional Development
Tuesday	1/3	Classes Resume
Monday	1/3	Second Semester Begins
<b>Monday</b>	<b>1/9</b>	<b>Late Start – 10:00 am</b>
<b>Monday</b>	<b>1/16</b>	<b>Martin Luther King Day - No School</b>
Thurs/Frid	2/2-3	ACSI in B'ham – teachers possibly
<b>Monday</b>	<b>2/6</b>	<b>Late Start – 10:00 am</b>
Tuesday	2/7	TCAP 5 <sup>th</sup> , 8 <sup>th</sup> , and 11 <sup>th</sup>
Thursday	2/16	Spiritual Life Day
TBD		Middle School Basketball Boys Tournament
<b>Friday</b>	<b>2/17</b>	<b>Early Dismissal 12:30 – Teacher Work Day</b>
<b>Monday</b>	<b>2/20</b>	<b>President's Day - No School</b>
Wed-Sat	2/22-26	MTAC Basketball Tournament - Varsity
TBD		NACA National Basketball Tournament in Dayton, TN
<b>Friday</b>	<b>3/2</b>	<b>Half-Day – Students released at 12:25/ End of 3<sup>rd</sup> Quarter</b>
Mon – Fri	3/12 – 3/16	Week without Walls
<b>Mon - Fri</b>	<b>3/19 - 23</b>	<b>SPRING BREAK</b>
<b>Monday</b>	<b>4/2</b>	<b>Late Start – 10:00 am</b>
Tuesday	4/3	Week without Walls presentations
<b>Friday</b>	<b>4/6</b>	<b>Good Friday Holiday – No School</b>
Thu - Frid	4/26-27	Achievement Testing (5 <sup>th</sup> – 10 <sup>th</sup> grade)
Friday	4/27	Senior High Formal Banquet
Thur-Sat	5/3-7	MTAC Soccer Tournament
Friday	5/4	Junior High Banquet
Friday	5/11	Spring Production
Wed-Sat	5/9-14	Baseball Tournament
Friday	5/11	Seniors Last day of Classes
Tue-Thu	5/15-5/17	Seniors Final Exam Week
Thursday	5/17	Awards Assembly 3 <sup>rd</sup> and 4 <sup>th</sup> period
Frid-Tues.	5/18 – 22 or 23	Senior Trip
Monday	5/21	Study and Review Day/Teacher Work Day
Tues. – Thur.	5/22-5/24	Final Exams
Friday	5/25	Make-Up Day/Teacher Work Day
Fri	5/25	End of Year Picnic
Saturday	5/26	FCA Graduation
Monday	5/28	Memorial Day – School Closed
Tue-Fri	5/29-6/1	Teacher Work Day 9:00-3:00/Friday only if needed
Wed-Frid	6/13-15	Junior Senior Retreat

---

## 1. 6 ADMINISTRATION AND FACULTY

---

Hugh Harris	Headmaster	hharris@franklinchristianacademy.org
Lisa Harris	Dean of Faculty	lharris@franklinchristianacademy.org
	Senior Bible	
Rona Branson	Academic Dean	rbranson@franklinchristianacademy.org
	Wellness	
	8 <sup>th</sup> Geography	

Drew Robison	Dean of Students Athletic Director Admissions Coord. 7 <sup>th</sup> grade math, Economics, Finance	drobison@franklinchristianacademy.org
Lori Boyd	Office Manager	lboyd@franklinchristianacademy.org
Kimberly Cook	Development and Communication	kcook@franklinchristianacademy.org
Rachel Harris	Umbrella program Director, Admissions Assistant	rharris@franklinchristianacademy.org
Katie Gordon	11 <sup>th</sup> & 12 <sup>th</sup> English Learning Lab College & Career	kgordon@franklinchristianacademy.org
Jim Tannahill	STEM Dept. Head 7 <sup>th</sup> /8 <sup>th</sup> science, Physics, Algebra I Soccer Coach	jtannahill@franklinchristianacademy.org
Dawn Hoesel	Geometry, Algebra II Chemistry, Adv. Math Calculus	dhoesel@franklinchristianacademy.org
Mystie Keller	5 <sup>th</sup> English & History 6 <sup>th</sup> English & History 7 <sup>th</sup> History	mkeller@franklinchristianacademy.org
Kristi Marsh	Asst. Athletic Dir. Physical Education Bible Girls basketball coach	kmarsh@franklinchristianacademy.org
Paula Higgins	Music and Drama	phiggins@franklinchristianacademy.org
Stephanie Glass	7 <sup>th</sup> , 8 <sup>th</sup> & 9 <sup>th</sup> English Yearbook	sglass@franklinchristianacademy.org
Reem Shamma	Pre Algebra 5 <sup>th</sup> /6 <sup>th</sup> math 5 <sup>th</sup> /6 <sup>th</sup> STEM	rshamma@franklinchristianacademy.org
Melanie Sutton	Bible, English, Spanish, Theater	msutton@franklinchristianacademy.org
Chatoria Kent	Anatomy, Biology	ckent@franklinchristianacademy.org
Paul Ellsworth	Spanish II	pellsworth@franklinchristianacademy.org

### **Athletics**

Drew Robison	Head Football Coach Middle School Boys Basketball coach MTAC Coordinator	drobison@franklinchristianacademy.org
Billy Borre	Assistant Football  Head Girls Volleyball	

Kyle Peterson	Head Boys Basketball	kpeterson@franklinchristianacademy.org
Kristi Marsh	Head Girls Basketball	kmarsh@franklinchristianacademy.org
Jim Tannahill	Head Soccer	jtannahill@franklinchristianacademy.org
Pete Wittman	Head Baseball	pwittman@thewittmangroup.org

## Section II: Spiritual Life (Discipleship)

---

### 2.1 INTEGRATION OF FAITH AND LEARNING

---

Franklin Christian Academy is not like every other school. It is not a public school with chapel and some bible verses thrown in. The real difference you will find between FCA and other schools is that we believe:

- That truth exists and that it was revealed to mankind in the person of Jesus Christ, (“I am the way, the **truth**, and the life. No one comes to the Father except through Me.” John 14:6 NKJ)
- That people who understand the truth behave differently, think differently, view the world in a different way and treat one another differently. (“And you **shall** know the **truth**, and the **truth shall** make you free.” John 8:32 NKJ)
- That Christian schooling is centered around the renewing and development of your mind. (“And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what *is* that good and acceptable and perfect will of God.” Romans 12:2 NKJ)

We expect those of you who consider yourselves Christians to act like it, to treat one another with love and forgiveness and to encourage one another as scripture commands. To those of you who are not Christian we simply ask you to keep an open mind and ask good questions. We are not asking you to accept someone else’s beliefs. We are only interested in your coming to know the truth. “The truth shall make you free.”

**Your Behavior Is an Important Part of FCA’s Witness to Other People.**

---

### 2.2 CHAPEL

---

Chapel service is every Wednesday during first period and is an important component to education and FCA. It is a time to come together to worship and glorify

God for what he is doing in our lives and the life of the school. Your attendance is important and required.

---

### 2.3 SPIRITUAL LIFE RETREATS

---

The purpose of FCA spiritual life retreats is to provide the time and place in student's busy lives to stop and focus entirely on the Lord Jesus Christ. These retreats may involve silent times to "be still and know that He is God" or time of ministry to those less fortunate or those who have not experienced the love of our heavenly Father. Typically they are a three day weekend once or twice a year.

---

### 2.4 CAMP

---

Each year at the beginning of the school year FCA goes to a camp for the first four (4) days of school. The purpose is for teachers and students to build relationships that will enhance the learning experience and encourage discipleship relationships for the coming year. Seniors plan much of the activities for camp and therefore learn and demonstrate servant leadership. New students get to know and build relationships with their classmates in a more fun casual setting thereby incorporating them into the family and culture of FCA. Students spend time in worship, devotional groups, and team building activities such as ropes courses, team sports, crafts, and games that build a spirit of camaraderie and a *sprit de corp* among classmates and their teachers. Camp is mandatory due to the fact that it is the first four (4) days of school. Only under rare circumstances and with permission from the Headmaster are students allowed not to attend camp.

---

### 2.5 SERVANT LEADERSHIP

---

"Jesus, knowing that the Father had given all things into His hands, and that He had come from God and was going to God, rose from supper and laid aside His garments, took a towel and girded Himself. After that, He poured water into a basin and began to wash the disciples' feet, and to wipe *them* with the towel with which He was girded." (John 13:3-5 NKJ)

This picture best demonstrates the goal of Servant Leadership at Franklin Christian Academy. The Master Teacher, Jesus, gave a clear lesson of what it meant to be a leader – to serve, not to bring attention to ourselves or declare our own virtues but to put our fellow classmates and students above our own desires and ambitions.

With this goal in mind the Senior class leads by example as The Master Teacher did, by serving at camp, in the classrooms, on the athletic field, and behind the scenes. There is a great deal of responsibility given to Seniors at FCA. They plan much of camp, activities, homecoming, fun days and much more.

## SECTION III: ACADEMIC LIFE (ACADEMICS)

---

### 3.1 GRADING

---

Semester grades are the result of a cumulative academic effort throughout the semester. Students must receive at least a 70 in all core academic classes. Semester grades do become a part of the student's academic record. The following outlines a description of grade assessment and student performance in a course:

A = the student demonstrates remarkable work in all aspects of a course.

B = the student demonstrates solid accomplishment in the course.

C = the student demonstrates competence in the course.

F = the student has not met the course objectives and will receive no credit.

Grade Point Average (GPA) is a system used to compute an average for a semester of the student's total course work. GPA is used to compute FCA Cum Laude Society (honor roll), co-curricular eligibility, probation status, and graduation eligibility.

<b>Letter Grade</b>	<b>Number Grade</b>	<b>Unweighted GPA</b>
A	95 - 100	4.0
A-	94 - 92	3.8
A-	91 - 90	3.6
B+	89 - 88	3.4
B+	87 - 86	3.2
B	85 - 84	3.0
B-	83 - 80	2.7
C+	79 - 78	2.5
C+	77 - 76	2.3
C	75	2.0
C-	74	1.8
C-	73	1.6
C-	72	1.4
C-	71	1.2
C-	70	1.0
F	below 70	0

Dual enrollment courses receive a weighted GPA of an additional point. Honors classes will receive an additional ½ point toward the GPA

This table provides a guide to help you understand the grading system at Franklin Christian Academy. Percentage grades may be translated to letter grades for inclusion on report cards and transcripts. These percentage/letter grades are used to compute the GPA for each student.

---

### 3.2 ADMISSIONS POLICY

---

Franklin Christian Academy admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. FCA does not discriminate on the basis of race, color, or national and ethnic origin in the administration of their educational or admissions policies, their scholarship, tuition agreement, or other school-administered programs. As a Christ centered institution, this policy of nondiscrimination does not extend to areas of moral life style contrary to Scripture (Romans 1:21-27; I Corinthians 6:9-20).

---

### 3.3 GRADUATION REQUIREMENTS

---

To graduate from Franklin Christian Academy the student must have a minimum of 23 credits, take the ACT or SAT, apply to a minimum of two colleges and complete the community service requirement. Franklin Christian Academy meets the TN Board of Regents requirement for high school graduation. Students are ranked according to their GPA.

**College Prep Track** - 4 credits English; 4 credits mathematics (Algebra I, Geometry, Algebra II, Advanced); 3 credits science (Biology, Chemistry and Physics) ; 3 credits History (one American History) ; 2 credits Fine Arts, 2 credits foreign language; 1 credit Physical Education; 3 credits theology; 1 credit elective

**Honors Track** - 4 credits English; 4 credits mathematics (Algebra I, Geometry, Algebra II and Advanced); 4 credits science (Biology, Chemistry, Physics and advanced) ; 4 credits History (one American History) ; 2 credits Fine Arts, 2 credits foreign language (highly recommend 3) ; 1 credit Physical Education; 3 credits theology; and have a 3.0 GPA.

---

### 3.4 FCA CUM LAUDE SOCIETY

---

FCA recognizes the scholastic gifts and talents of its students each semester through the FCA Cum Laude Society. The Society is recognized for its academic achievement and personal character. Entrance to the Society is subject to review prior to admittance and candidates must achieve the following weighted GPA:

- Cum Laude: GPA of at least 3.0
- Magna Cum Laude GPA of at least 3.5
- Summa Cum Laude GPA of at least 3.75

---

### 3.5 TEXTBOOKS

---

Textbooks will be loaned to students in the academic school year. **The student is responsible** for keeping the books in good condition. Students will be held accountable for any misuse or damage. Textbooks will be returned to FCA at the end of the year. No grades, report cards, or transcripts will be mailed until all books are returned or a book fee is paid to replace the lost book.

---

### 3.6 DUAL ENROLLMENT

---

Dual enrollment is an option provided to Juniors and Seniors to enroll in both Franklin Christian Academy and a local college or university and receive “dual” credit for college courses successfully passed. Local colleges and universities require certain ACT or SAT scores, certain GPA and the recommendation of the guidance counselor. A student must consult with the Academic Dean to see if they are eligible for dual enrollment.

---

### 3.7 REPEATING A COURSE

---

A student who earns a grade of “F” in a course may repeat the course at FCA and replace the “F” on the transcript, with the grade to be calculated into the GPA. Students may repeat a course only one time. All courses (summer school, correspondence, and dual enrollment) must be pre-approved by the Academic Dean.

---

### 3.8 LATE WORK

---

Turning in school work in a timely fashion is an important part of a students’ education. Knowing how to keep up with assignments and when they are due demonstrates responsibility and how to work within the standards of a community. Everyone has deadlines and must learn how to work within them. Students must adhere to each classroom teacher’s policy.

A student may discuss extenuating circumstances **ahead of time with a teacher not on the due date.**

---

### 3.9 SEMESTER EXAMS

---

The purpose of this policy is to encourage students to attend classes regularly throughout the semester. It is not a reward for students doing well academically, although it is based, in part, on a student’s academic performance. It is the belief of FCA that semester exams are a good and necessary experience for preparing students for college; therefore, the number of exams that a student may be exempted from is limited according to the student’s grade level. Students who qualify for exemption must ultimately be approved for the exemption by the Academic Dean. Teachers will be notified of which students are exempt from their semester finals. Those students’ semester average will be calculated based on 50% for the 1<sup>st</sup> (or 3<sup>rd</sup>) quarter grade and 50% for the 2<sup>nd</sup> (or 4<sup>th</sup>) quarter grade, rather than on the normal

45-45-10 percentages. Finally, any absence is included in computing eligibility for semester exam exemption. Also, three tardies to one class is the equivalent of one absence for the purpose of this determination. Being off campus for part of the day (no more than two periods) for medical appointments will not be considered an absence. In extreme cases of a lengthy illness requiring doctor's care and the student has the acceptable grade average this policy may be adjusted with the approval of the academic dean.

Exemption is determined according to the following factors:

<b>Semester grade average:</b>	<b>Number of absences</b>
95	3
90	2
85	1

According to this policy a student with a semester average of 87 who has missed one day of class is exempt; **however, a student with the same average, but three tardies AND one absence is not exempt because he/she exceeds the number of allowable absences.**

The number of semester exams from which a student may be exempted is determined according to the following:

7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders may be exempted from one core subjects' exam (English, Math, Science or History) and one qualifying elective or other subject exams.

10<sup>th</sup> & 11<sup>th</sup> graders may be exempted from two core subjects' exams and one qualifying elective or other subject exams.

12<sup>th</sup> graders may be exempted from three core subjects' exams and all qualifying elective or other subject exams. In the spring semester, qualifying seniors have no limit on exemptions.

Students qualifying for more than the allowable exam exemptions must indicate their preference for the exemptions(s) they want, but these must be approved by the Academic Dean and teacher prior to the date of the scheduled exam.

---

### 3.10 ACADEMIC ELIGIBILITY REQUIREMENTS

---

The following academic probation and eligibility system is not a punitive system. It is designed to encourage students to:

1. Pass all courses attempted
2. Take as full of a schedule as possible while participating in co-curricular activities.
3. Work up to capacity in all endeavors
4. Reach academic excellence.

The administration shall: Insure all students and staff adhere to these guidelines.

1. Any student not passing a course at a (three) week check shall be placed on **Academic Probation** until the next (three) week check grade reports are due

from teachers. This probation shall remain in effect until the next (three) week grade report.

- a. Students placed on academic probation shall be placed in the early morning Learning Lab.
- b. Parents and guardians shall be notified and advised that study time must be a first priority at home and school during the period of academic probation, and that any activities that compete with studies should be curtailed or restricted.
- c. **All** students (those who are in co-curricular activities or not) are eligible for **academic probation** and will be required to attend Learning Lab during the (three) week grading period.
- d. Failure to bring up a grade or pass a course will put the student under **Academic Review**. Re-enrollment for the subsequent year will be put into review by the administration.
- e. **Academic Review** is a process in which administrators will assess students academic performance, behavior and overall participation in school activities to determine if the student should have continued enrollment at Franklin Christian Academy.

### **Athletic and Co-Curricular Eligibility**

It is the perspective of FCA that its student athletes are all, by nature of their exposure to the general public through the forum of athletic competition, leaders of the school with special responsibilities associated with that leadership role. Accordingly, high expectations are placed upon our student athletes. This policy for academic eligibility to participate in any sports program of FCA is one reflection of those expectations

It is our expectation that any FCA student athlete must maintain a passing grade for all courses in which they are currently enrolled, however, we also recognize that participation in sports can be an excellent motivation for maintaining those passing averages. Therefore, this policy reflects a willingness to work with any athlete who is faltering in a particular class or classes, with the express goal of encouraging that athlete to bring up his or her grade(s) to above 70 (passing).

**Eligibility:** having right or privilege to participate in co-curricular activities.

- a. Student athletes must maintain passing grades (above a 70) in all courses to remain eligible for participation in athletic competition.
- b. The most recent grading period (official nine-weeks reporting period or mid-term Progress Report) will be the one used to determine a student's/athletes eligibility.

**Initial eligibility:** determined at the beginning of the year based on the prior semester's grades. The requirements for eligibility are as follows:

- a. Must be passing all academic courses.
- b. If failed courses are made up through summer months, student will be eligible, but placed on academic probation and required to attend Learning Lab.
- c. Any athlete ineligible at the start of a season will remain so until the next, regular two-week evaluation period has elapsed. They may participate in all practices (with Headmaster's permission), however they **may not** participate

in any scheduled games with other teams (whether practice or regular season).

Students may not travel with the team and may not suit out for any competition during this probationary period. If all grades are passing when the next regular reporting period (or two week evaluation period) has ended, the student gains back their eligibility.

**Academic Probation:** a defined period of time when a students' academic progress will be monitored closely because of failing or near failing grades. Students placed on academic probation will be required to attend early morning Learning Lab. *If at the end of the next evaluation period all classes are not brought to a passing grade, then student will become ineligible to participate in co-curricular activities.*

- a. Any student not passing two or more courses at the grading period check shall be put on academic probation as well as probation for any co-curricular activity until the next (two) week check.
- b. If a student at the next (two) week check is still failing, they will continue to attend Learning Lab. For students who are involved in co-curricular activities, they will then be ineligible to participate in any co-curricular activities. This ineligibility shall begin on the following day of the (two) week check. If at the next (two) week grade check, the student remains ineligible, further checks shall take place every five school days until eligibility is regained.
- c. Students declared ineligible from competition in co-curricular programs shall not be permitted to represent the school in any manner during that time. Students are urged to be prepared to return to competition and participation. Members of activities should remain in contact with their activity at the advisers/coach's discretion so that reintegration into that activity at the end of the ineligibility period can be as smooth as possible. During this ineligibility period the student may continue to practice with the team (with the Headmaster's permission) but may not participate in any athletic competition. The athlete may not travel with the team to out of town games and may not suit out for any games.

---

### 3.11 STANDARDIZED ASSESSMENTS

---

Annual testing includes the Standardized Achievement Basic Skills for grades 5 – 10, the PSAT and the PLAN for grades 10 – 11, and the SAT and or ACT for grades 11-12. These are required tests for each of the grades.

---

### 3.12 RENWEB

---

Franklin Christian Academy incorporates an on-line based school management system for teachers, parents, students, and administration to keep up with the academic, communication, and scheduling of school functions through a system called RenWeb. Renweb's online system allows parents and students to effectively oversee and manage a student's academic and behavioral progress on a daily basis. Using online banking level of security, parents and students may view homework assignments, lesson plans, grade books, attendance and discipline issues easily and quickly. From anywhere you can access the web you can see your student's information as well as communicate with teachers and staff.

FCA has a payment plan for tuition called FACTS which allows parents to pay tuition utilizing bank draft and or credit/debit card payments methods.

### **Parental Instructions to Log-In to RenWeb Site**

Renweb.com allows you to access your child's daily assignments and grades (plus more) on the internet.

To access the Parent's Web Site:

- Go to Internet Explorer and type in the address [www.renweb.com](http://www.renweb.com)
- Click on Parents Login.
- Log in as follows: District Code is FCA-TN then **type in the e-mail address that you provided to the school**. This must be exactly as you put on the school application.
- Click new parent login if you have not logged in RenWeb before.
- You will be emailed a new password within 3 minutes (to the e-mail address you typed in, which must be the same e-mail address that you provided to the school.)
- Go back to the first screen and type in your password to log in.
- Select "continue."
- To access grades, click "Classrooms."
- This will bring up all classes that each of your children are enrolled in at the school.
- Click on Homework Summary or Grade book Summary at the top of the column for each child.
- You will be able to find other school information available about your child on this site as well as the ability to e-mail the teachers directly.
- Please call the school if you have any problems or questions.

---

### **3.13 ACADEMIC INTEGRITY**

---

Academic integrity is the adherence to moral and ethical principles surrounding a student's school work. It is the soundness of moral character and the honesty a student and a teacher demonstrate when it comes to the academic setting. Character is sometimes defined as what you do when no one is looking. At FCA academic integrity is a key component of a student's moral character and is critical to the development of the whole person within a Christian learning environment. Academic integrity is also a key to the entire school's moral character and must be present in the school community to foster honesty and respect. Integrity binds us together as a school community. We must be able to trust one another – teachers and students. Our honor together as a school is vital to establish and maintain our credibility as an academic institution. We make a mockery of the title "Christian" in

our school name and we cause those around us to question the validity of Christ if honesty and moral character are not present.

In order to better understand academic integrity below are the definitions of 6 major areas of academic dishonesty.

- **Plagiarism** – is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work. It is the submission of a student’s work that has been copied from in whole or in part from someone else without the proper acknowledgement of the original authors work.
- **Cheating** – is the use of materials prohibited during an assessment of one’s studies. The use of notes, study aids, or materials during testing or a homework assignment. Copying of someone else’s academic work or reports and turned in to receive a grade that does not reflect the study and academic achievement of that person.
- **Facilitation of Academic Dishonesty** – is allowing someone to copy your own work knowingly or by neglect that allows that person to submit school work that is not their own. These students who allow such acts are failing the academic standards just as much as the person turning in work that is not their own.
- **Fabrication** – is falsifying information or creating data that is not real or citing information that does not exist.
- **Violation of U.S. copyright laws** – is the unauthorized use or creation of copies of software, videos, music, or printed materials that are protected by copyright.
- **Unauthorized Access to Computerized Records and or Administrative Systems**-is the viewing or altering of computer records, on-line systems, computer programs, or administrative networks for the purpose of interfering with the use of or availability of academic information systems. For example the unauthorized access to RenWeb systems by “hacking” into or acquisition of passwords and user id’s for the purpose of viewing or changing academic information.

---

---

## SECTION IV: STUDENT LIFE (COMMUNITY)

---

---

### 4.1 DRESS CODE

---

The Franklin Christian Academy dress code guidelines have been established to invoke freedom with responsibility in the way you look and appear. We understand that clothing styles are cultural and cultural standards are not always right or wrong. However, students’ attire needs to be safe, modest, neat, and appropriate for an educational setting without distracting from the overall academic experience.

The FCA Dress Code is in place to demonstrate as a school that we want to show respect for the high value of an education and the teachers who are bringing that education to us. A Question To Consider: What would you wear to a sibling's wedding? Would it be cut-off shorts and a tank top? Of course not. Out of respect for the event and your sibling, your attire would fit the event. The same standard should be in place for school.

FCA's reasonable dress guidelines are not designed to frustrate the students who must abide by them, nor the faculty and administrators who must enforce them. FCA's dress guidelines are both clear and easily followed. The overriding consideration in advancing these guidelines is to encourage dress that is modest, does not bring discredit to the school, and that does not offend Christian standards of decency. While clothing alone does not create a responsible, humble student, specific dress guidelines can present opportunities for personal growth and development of Christian character, especially when applied in an atmosphere which seeks to integrate all aspects of life from a biblical perspective.

Part of the maturing process in all of us (physically & spiritually) is the lessening of attention on self and a growing awareness of others around us. FCA may at any time disallow any article of clothing or personal property with a message, design or style that does not conform to the philosophy of the school. If there is a question regarding certain attire, please bring the item to the attention of the Headmaster, Academic Dean or Guidance Counselor for clarification.

#### **PANTS, SHORTS, OR SKIRTS:**

- Any color or pattern that is professional and conducive to the learning environment (excluding camouflage and beach attire)
- Sized to fit; not skin-tight, baggy or sagging (pants/shorts/skirts worn at the waist)
- Underwear, boxer shorts, or athletic shorts under regular pants may not show
- Hemlines must at least touch the top of the knees or longer when standing
- Not in disrepair (holes, tears, frays)
- Sweatpants or pajama bottoms are not permissible
- Athletic shorts/pants are not allowed during school hours
- Leggings, if worn under a skirt only, must be made of a solid cloth and cannot have holes in them such as fish-net stockings, etc.
- No wearing leggings as pants, even if they are designed to look like jeans or pants
- If leggings are worn under a skirt or shorts, the skirt or shorts must be knee length or longer (In other words, wearing leggings DOES NOT change the hem line rule above)

#### **SHIRTS:**

- Any style, color or pattern that is professional and conducive to the learning environment, neither skin tight nor baggy (excluding camouflage and beach attire)
- Shirts must have sleeves that cover to the shoulder

- Tanks or camisole may be worn under a sweater
- Bra straps, midriff or cleavage may not show
- Fabric must not be sheer, see-through or lace

#### **OUTER GARMENTS:**

- Sweatshirts / Hoodies or sweaters can be plain, FCA merchandise, college, Christian-based insignia, or appropriate advertisement
- Coats and jackets (no trench coats) may be worn outside the buildings only and must follow the same criteria as mentioned with sweatshirts and sweaters

#### **ACCESSORIES:**

- Large chains, key chains or other objects may not hang from belts or clothing or be worn as jewelry ("large" is to be determined by school administration)
- Spikes or other sharp metal objects are not allowed on campus
- Hats, caps, beanies, bandanas/headbands or any other head covering may be worn outside only
- Shoes or casual sandals/flip-flops must be worn at all times while on campus; slippers, combat boots and shoes of any kind with heels in excess of 2" may not be worn
- Tattoos may not be visible
- No facial piercings/ornamentations on girls or boys (nose, cheek, eyebrows and tongue piercing)
- No gauges allowed
- No ear piercing on boys
- Make-up and nail polish should be modest and minimal and only worn by girls

#### **GENERAL:**

- Hair must be of a modest natural color, style, well-kept and neatly groomed.
- Boys' hair / facial hair should be well-kept and neatly groomed
- For both girls and boys hair must be out of the face – we must be able to see your eyes
- No Mohawk styles - in part or whole - nor designs or words cut into the hair
- Items such as notebooks, folders, or backpacks should display appropriate and positive qualities or slogans that support the values and philosophy of Franklin Christian Academy.
- Students whose attire does not meet FCA standards at a school event may be asked to leave the designated event.

#### **CONSEQUENCES:**

**Violation 1:** Reminder and Warning to student and parents

**Violation 2:** Student will be required to wear administrator assigned clothing for the rest of the semester. This may mean clothing will be purchased BY THE FAMILY. Student will wear these clothing items unaltered (no cutting to

reshape, etc) with modest jeans that are not too tight and do not have holes or frays.

**Violation 3:** Automatic Saturday School and a conference with parents and a school administrator

**Violation 4:** In School Suspension

**Violation 5** and beyond will be decided in conference with Headmaster and parents

### **Facial Piercings**

If facial piercing or gauges are worn in defiance of dress code there will be a \$30 fee charged and the nose ring or gauge will be held for 30 days.

---

## 4.2 STUDENT DECORUM

---

The faculty, staff, and administration of FCA are committed to providing an outstanding and exemplary education in a safe, loving environment. The guiding principles of conduct at FCA are found in the words of Ephesians 4:32 “And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.” Students, teachers, staff, administration and parents will treat each other with respect and endeavor to work together in a spirit of humility and grace. FCA commits to work with students and parents to encourage all students to demonstrate change if necessary to comply with the discipline process. A sense of responsibility for one’s own actions as well as for the general well being of the community is expected. **We at FCA intend to foster a community of “Grace Before Guilt.”**

---

## 4.3 STUDENT DISCIPLINE

---

The goal of the discipline policy at FCA is to enable each student to internalize the principle of self-governance as modeled throughout scripture and uniquely embodied in Jesus (Phil 2:5-8). Reconciliation and redemption within the FCA community are encouraged to resolve matters quickly and properly. Taken from the same root word for **disciple, discipline** is established and maintained at FCA with the intent to **train or build into** the lives of students (Matthew 28:19 & Proverbs 22:6). Our goal is for students (and adults) to grow in self discipline according to God’s Word so that external discipline measures become less needed. The following provide some perspective on the school’s discipline philosophy:

- Discipline that is just should lead to repentance and the long-term goal of training in righteousness.
- Discipline may result in consequences even though forgiveness has been extended.
- Discipline is directed at the behavior or attitude, not the individual person.
- Restitution plays a key role in discipline by ensuring justice and protection for offended parties.

The Bible speaks of discipline frankly. In Hebrews 12:7-12, discipline is described as unpleasant at the time we endure it; but goes on to point out that after we have been trained by it, discipline produces desirable qualities in us. We approach discipline in light of this spiritual truth. When external consequences are necessary for individuals who are unable or unwilling to discipline themselves the consequences and/or penalties should not be considered as negative, but rather as part of the process of educating and training students.

Grace, mercy and forgiveness are characteristics FCA desires to instill in our students. Yet, these attributes do not necessitate the elimination of behavioral consequences. Consequences without forgiveness become vengeance or retribution; yet, forgiveness without consequences becomes leniency and license. Consequences are God's way of changing us, and therefore consequences with forgiveness become healing, purifying, and sanctifying. In addition, grace and mercy are not a shield against consequences but the power to change behavior, to do what is right. The entire FCA community, including faculty, staff, parents and students, are responsible for making sure that students are successful in representing themselves and complying with all behavioral requirements of the school. Various methods are used to encourage and reinforce proper behavior and in many cases, the consequence is related to the infraction. In cases involving theft or property damage, restitution will be a part of the consequence. Some situations will require strong measures but in all cases, we will treat each person with respect and in a Godly manner with mercy and grace.

Teachers are trained to promote a secure and peaceful environment for learning. **The teacher is the principal authority in the classroom and assumes the major responsibility for training and discipline of each student.** Students are expected to follow specific rules in and out of the classroom. At the beginning of the year, teachers will front-load the student routines so that they are aware of all expectations.

In general, the school will follow a progressive discipline structure with consequences increasing based on the severity and/or repetition of the infraction. For example, the following is illustrative of the progressive discipline attributed to a minor or medium level violation. The steps taken are meant to provide an optimal learning experience and help our students take responsibility for their actions and learn to make good choices.

**Level 1** – Warning - grace extended, clothing change provided by main office if it is a dress code offense.

**Level 2**—Demerit with Detention and Parental Notification

**Level 3**—Saturday school after three demerits

**Level 4**—Multiple detentions, In School Suspension (ISS), removal of school privileges and behavior contract initiated

**Further Offense**— Could result in expulsion or Out-of-school suspension (1-5 days)

**FCA discipline policies are in effect 24 hours a day 7 days a week 365 days a year. Your behavior away from school is just as important as your behavior at school. The goal at FCA is to incorporate Godly moral behavior in all aspects of life not just when you are at school or at a school function.**

---

#### 4.4 UNACCEPTABLE BEHAVIOR

---

The following are six examples of behavior that will receive swift discipline directly from the Headmaster. The Headmaster has the discretion to by-pass demerits and Saturday School, to suspend or to expel a student according to the severity of the action.

- Disrespect shown to any staff member
- Dishonesty including but not limited to lying, cheating, stealing, plagiarism and forgery
- Direct disobedience in response to instructions and/or policy
- Fighting, kicking, striking in anger or any violent act with the intent to harm another person
- Obscene, vulgar, profane or inappropriate language and/or actions including inappropriate comments of a sexual nature to another student.
- Possession of illegal substances (alcohol, any type of drugs, tobacco). No student may give another student ibuprofen, Tylenol, cold medicine, or any other medication.
- Possession of anything that could be considered a weapon (at the discretion of an Administrator) including but not limited to the following: knives, guns of any sort including air soft or paintball guns

---

#### 4.5 BASIC SCHOOL RULES

---

The following list of school rules are those essential policies/guidelines that we require all our students to be aware of and adhere to while on the school campus (this includes before, during and after school hours):

- Students are expected to exemplify basic Christian standards of behavior and conversation
- There will be no talking back to teachers. Prompt obedience is expected
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds
- Students are expected to treat all school materials or facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.)
- Students are not to run or make noise in hallways but to walk and talk quietly
- Students are expected to be on their best behavior, representing FCA and Christ, when visiting other places for school trips, field studies or sporting events

- There will be no food in the classrooms. Water is the only beverage allowed in the classrooms.
- Students are not to engage in public displays of affection at school.
- Students must sign in at the reception desk if late to first period or 5<sup>th</sup> period.
- Cell phones must be turned off during class. Use of a cell phone during class for any purpose results in an automatic Demerit.
- Students who drive to school must register with the school office. A copy of the student's driver's license and proof of insurance must be turned in.
- Students must enter and exit the building through the back (East) door only.

---

#### 4.6 DEMERITS, DETENTION AND SATURDAY SCHOOL

---

After rules and expectations are taught, violations will be treated with a warning. If a warning is ineffective, a student will get a Demerit. For each demerit, 30 minutes of detention will be served at school as prescribed by the teacher.

- Demerits must be recorded in Renweb and notification given to the parent
- Administrators and Teachers have the authority to assign a reasonable consequence of 30 minutes detention along with each demerit. Discipline will be firm, appropriate for the student's actions, and based on biblical principles. Examples might include restitution, apologies (public or private), writing an essay regarding their behavior, or a trip to the headmaster's office.
- When a student accumulates three Demerits during any given semester, he or she will be required to attend **Saturday School (SS)**.
- Saturday School will be held at least one time per month from 9:00 a.m. until 12:00 noon.
- Students and parents will be notified ahead of time and SS dates will be posted on the RenWeb calendar.
- Each student assigned to SS must pay \$15.00 every time they are required to attend, to be paid upon arrival by check or cash. This is to cover the cost of adult supervision that morning.
- Attendance at both Saturday School or Community Service Work is mandatory when it has been assigned. If there is an important reason that a student needs to postpone his attendance, special permission must be obtained from the Headmaster by the student's parents prior to the date of the assigned Saturday School.
- Missing Saturday School without prior approval will result in additional In School Suspension (ISS) or another Saturday School (SS) or Community Service hours assigned and possibly other appropriate disciplinary action.

Third Disciplinary Action. When a student is required to attend SS or serve Community Service hours for the third time during one semester, an automatic meeting with the Headmaster and the student's parents will be required. The Headmaster has the discretion to suspend the student at this point. Expulsion may also result depending on the severity of the misbehavior.

---

#### 4.7 SUSPENSION

---

Suspension is defined as removal of a student from participating in the daily school routine and co-curricular activities. Records of suspensions are kept in the student's personal record. Instances of severe violations of school rules will result in suspensions, such as but not limited to: not attending assigned detentions; defiance; continued disrespect toward others; continued disruptions in the classroom; use or possession of alcohol, tobacco, or drugs; fighting; or other situations determined by the administration to warrant suspension.

---

#### 4.8 EXPULSION

---

FCA recognizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student with help from his or her parents not eliminate behavioral problems that are negatively affecting the student and/or his or her peers, the student can and will be expelled.

- Students accumulating three (3) suspensions throughout the school year may be expelled.
- In addition, if administration has reasonable cause to suspect drug-use, the student may be asked to take a drug-test at the expense of the parent. If the test is refused or taken and failed, the student may be expelled.

---

#### 4.9 SERIOUS MISCONDUCT

---

Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the standard discipline process can be bypassed and suspension or expulsion imposed immediately (acts endangering the lives of others, vandalism to school facilities, violations of civil law, or any act in clear contradiction of scriptural commands). Students may also be subject to school discipline for serious misconduct occurring *after school hours*.

---

#### 4.10 RE-ADMITTANCE

---

Should the expelled student desire to be readmitted to FCA at a later date, the Headmaster or school board will make a decision based on the student's attitude and circumstances at the time of reapplication.

---

#### 4.11 WITHDRAWN STUDENTS

---

If students have been withdrawn due to disagreement with school policies, discipline and/or enforcement of those policies, they must meet with administration prior to acceptance back into the school to make sure they are in agreement with policies; if there is still an issue the student will not be re-admitted.

---

#### 4.12 COLLEGE ADMISSION NOTIFICATION

---

Franklin Christian Academy reserves the right to note disciplinary actions on a student's official transcripts which, in the judgment of FCA, would warrant such notation. Examples include but are not limited to cheating, plagiarism, lying, theft, illegal drug use, etc.

---

### SECTION V: POLICIES AND PROCEDURES

---

---

---

#### 5.1 ATTENDANCE

---

By state law, students are required to attend school whether it is public, private or home school. Unexcused absences will be considered truancy. Students must be in the classroom at FCA in order to learn and participate in instruction, class discussions, and interpretations given by teachers on important materials. School sponsored activities, such as field trips, retreats, camp, chapel, Fantastic Fridays and Week Without Walls are considered part of the curriculum. Students are expected to be in attendance the entire day.

---

#### 5.2 ABSENCE POLICY

---

##### A. Attendance Procedures for Absences

1. Parents should **phone** the FCA office 599-9229 between 8:00 – 10:00 AM on the day that the student is absent. **A phone call does not EXCUSE the absence. See item #2 below for what is required for an excused absence. It will remain in Renweb as an unexcused absence until the written verification is received by the office administrator.**
2. ALL excused absences require a **written verification** by a parent or guardian on the day of return. PLEASE INCLUDE:
  - a. Dates Absent
  - b. Student's First and Last Name
  - c. Grade
  - d. Reason for Absence
  - e. Parent Signature
  - f. Number parent can be reached for verification
3. The student must take responsibility to get assignments when absent. Students should go to their teachers before or after school for make-up assignments.

## B. Excused Absences

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day that school is in session. Conditions for which a student's absence may be excused are:

1. Illness of the student may require a doctor's note in cases of more than one day's absence.
2. Serious illness in the immediate family, which requires absence of the student from school. The administration may require a doctor's note.
3. Death in the family. Absence should not exceed 5 days.
4. Absences for other reasons may be excused if, in judgment of the administration, the circumstances warrant. However, permission should be obtained ahead of time if possible.
5. All absences, whether excused or unexcused, count toward exam exemptions.
6. Absences up to 10 days may be excused if a parent or guardian sends in a written note explaining the reason for the absence. **Absences beyond 10 days are automatically unexcused unless written medical documentation is presented to the administration.**

## C. Unexcused Absences

1. Students who have five unexcused absences within a school year will have violated the attendance laws of this state. The name of any student who has accumulated five unexcused absences shall be submitted to the Headmaster for proper disposition. The Headmaster shall report any child who habitually and unlawfully absents himself from school to the juvenile judge for truancy.
2. Unexcused absences result in a "zero" on daily assignments missed that day.
3. Any student who is absent from class for an unacceptable reason is considered to be skipping class, and the absence is unexcused. LUNCH IS A CLASS PERIOD AND STUDENTS ARE NOT ALLOWED TO LEAVE. The penalty for skipping can result in in-school or out-of school suspension. Only seniors and juniors are allowed to leave campus for lunch.

## D. Pre-Arranged Absences

If a student knows in advance that they will not be in school for reasons other than those stated under **excused absences**, the student must have prior approval of the teachers and administration IN ADVANCE. Written documentation is required and *it is the student's responsibility to request and return all make-up work as designated by their teachers.*

1. Any student requesting an early dismissal should **leave a note signed by his/her parent or guardian in the front office before 9:00 AM.**
2. STUDENTS MUST SIGN OUT
3. STUDENTS MAY NOT LEAVE WITHOUT **PARENT'S PERMISSION IN ADVANCE.** (ex: Students may not call parents to get parents to call at the time to leave.)
4. Parents are urged to schedule dental and medical appointments outside school hours. When such appointments cannot be scheduled outside school hours, parents must send a **written request** for dismissal to the school or pick up the

- students. When the student returns, he should submit an official statement from the professional involved citing the date and time of the appointment.
5. In case of sudden illness, students will go to the office and school staff will determine if a student should leave. Parents will be contacted and permission will be given over the phone in these cases.
- E. Exam exemptions are dependent upon number of absences and grades.  
See policy 3.9.

---

### 5.3 TARDINESS

---

Promptness to class is very important. Tardiness not only involves the student who is late, but also disrupts the entire class. In order to avoid disciplinary action, the student should be in class and ready to work when the class bell rings.

#### Arriving During School Hours

1. Students arriving to school late must SIGN IN and bring a NOTE to the office immediately upon arrival.
2. If a student has left school and is returning, the student should report to the Office and sign in immediately.

The following disciplinary actions will be taken for each subsequent tardy:

- 1<sup>st</sup> - Verbal Warning from the teacher
- 2<sup>nd</sup> - The student will be assigned a day and time for 30 minutes of detention with the Dean of Students after school.
- 3<sup>rd</sup> The parent/guardian will be called *and* the student will be assigned another 30 minutes of detention. **Three tardies count as one absence for the purpose of calculating semester exemptions.**
- 4<sup>th</sup> – The student will serve the next upcoming Saturday School
- 5<sup>th</sup> – Meeting with administration and parents and consequences decided

---

### 5.4 TRUANCY

---

Truancy is defined as an unexcused absence from any class or school sponsored academic event. Truancy is very serious because it impacts the school's ability to provide a safe and accountable environment for all students. Attendance at school is mandatory and must be followed. School officials are required to report excessive unexcused absences to state authorities. Administration may in certain situations contact legal authorities to report students skipping school with or without parent notification.

---

### 5.5 SCHOOL CLOSURE AND OR LATE START

---

FCA will make will make independent decisions as it relates to closures and or late starts due to weather. Notifications will be made via local TV stations, e-mails, RenWeb postings, and FCA Web Site postings prior to the start of school at the earliest possible times.

---

## 5.6 STUDENT PARKING

---

Students who drive cars to school must park in the designated church parking lot. Students may not be dropped off in the front parking lot due to traffic issues and safety. All students being dropped off by parents or car pools must do so at the rear FCA entrance and parking lot. Students may not park in handicap spots unless they have valid handicap notification displayed in the vehicle.

Students are not allowed in the parking lot during school hours. Students may not return to the parking lot in between classes unless they are granted specific written permission by the front office or Headmaster. Students who do not adhere to this policy may have their driving privileges revoked or suspended.

Speed Limit while in the parking lot is between 5 and 10 miles per hour. Students who violate this will have their driving privileges revoked. We have a Pre-school on campus and this speed limit is for their protection as well as others.

---

## 5.7 STUDENT TRANSPORTATION

---

Driving to school is a privilege and not a right and can be revoked if abused. FCA reserves the right to search any automobile or vehicle at any time when there is reasonable suspicion that a particular search will reveal evidence that the student has violated or is violating either state law or school policy.

---

## 5.8 BUILDING USE GUIDELINES

---

- All students will enter school only through the designated FCA entrance by the front office.
- Students are required to pick up any trash in their classrooms, in the halls, and lunchroom, or on any of the grounds.
- All BUMC property should be treated as not only a school but a place of worship worthy of great respect.
- Students must leave their books, book bags, lunches, etc., in designated areas only.
- Students will be held responsible for any property damages they cause.
- Students will walk through the halls in an orderly manner, not touching walls, art, decor or one another.
- Students may not be on the first floor of the High School building for any reason unless accompanied by a teacher.
- Students may not use the elevator unless they obtain specific permission from an administrator.
- Students are not allowed on the second floor of the lunchroom at any time.
- Students are required to keep all their work areas clean and neat.
- Students are permitted in designated school areas only.
- Students must never have unsupervised contact with preschoolers.

---

## 5.9 VISITORS

---

All visitors, whether they are parents or student friends, must check in at the front office upon entering the FCA campus. Prospective students, out of town guests, or lunchtime visitors may be permitted to visit with an FCA student and to attend classes with him or her if approval is given by FCA administration. Visiting students must agree to obey school rules and dress code while on campus.

Students “shadowing” to determine attendance to FCA must be pre-approved by the front office prior to visiting.

---

## 5.10 EMERGENCY PROCEDURES

---

If a student is injured or becomes ill during the day, the school will attempt to contact the parents for instructions in dealing with the situation. In the event the parents cannot be reached, the school will employ the directions given on the emergency medical form and permission waiver form. If necessary, students will be transported to the nearest hospital via 911 or FCA employee. Students requiring daily medication at school must have the appropriate forms signed by the parents and physician and on file with the school. State law requires all students to show proof of current immunizations, which is required for attendance at FCA. Students will not be allowed to attend school if their records are not current. Students who have not had immunizations for personal or religious reasons must have a signed exemption form in their student file.

Teachers have been trained in CPR and appropriate evacuation procedures in the event of fire or severe weather.

In the event of an emergency building evacuation, students and teachers will relocate to Grace Center Church parking lot, 2420 Bethlehem Loop Road which is directly across the street from our campus.

---

## 5.11 STUDENT MEDICATIONS

---

Upon registration each year families are required to complete a Permission Waiver Form and notify the school of important information regarding student allergies, medications, and conditions. In addition to completing this form parents are requested to notify the school and teachers of any serious physical handicaps, allergies or illnesses that their child may have. **No prescription drugs are to be in a student’s possession while on campus.**

---

## 5.12 CELL PHONES AND ELECTRONIC DEVICES

---

Cell phones, computers, I Touch and other similar devices are a privilege that advanced technology and adequate funds provide. They are not a RIGHT even though they have become commonplace in our culture. All are wonderful tools for communication, research and enjoyment but they can be seriously misused. With the advancement of certain electronic devices, students can access the Internet

any time and subsequently log on to inappropriate sites just like a computer. Students have become adept and can text almost with their eyes closed and “under the table.”

At Franklin Christian Academy we recognize the incredible potential electronic devices provide for the education of young people. But we also recognize the dangers. Because of that, we do allow devices on campus, but we also have strict consequences for the unauthorized use of these tools.

Electronic devices are to be powered off during class time and can only be used during lunch and between classes.

Personal laptop computers may be used in the classroom for taking notes, research, and assignments at the teacher’s discretion. A teacher may ask the student to put the computer away at any time if the student is using it for purposes other than approved class work. **Personal laptops must also adhere to the general technology policies of the school. i.e. safety filter, and no internet access and unless expressly given permission.** Students are responsible for the safety and security of any item that they may bring to school.

- Unauthorized use of electronic devices includes but is not limited to the following:
- Any violation of the technology policy – see sections 5.13 and 5.14
- use during class or instructional times
- use of cell phones, I Touch or similar items for unauthorized sites
- use of cell phones for texting inflammatory remarks about others

Consequences for unauthorized use:

**First violation** – Confiscation of device for 30 days and a fine of \$30 to school. Device will be returned after 30 days to the parents.

**Second violation** – Confiscation of device for remainder of semester or 90 days or discretion of headmaster depending on severity of violation. Fine of \$100 will be made to the school.

---

## 5.13 HARASSMENT

---

FCA is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate harassment or bullying of any kind whether it is of a general or specific nature. It is the policy of FCA that all employees, volunteers, parents and students will treat all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status,

national origin, creed, religion, gender, age or disability. Harassment and/or bullying includes, but is not limited to, easily identified acts of verbal, written, or physical abuse; and more subtle, but equally damaging, forms of harassment and/or bullying such as graffiti, epithets, and that which is targeted at an individual or group. The

school also prohibits cyber bullying: creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites (MySpace, Facebook, etc...) or using other forms of technology to engage in harassment or bullying.

Sexual harassment includes unwanted sexual advances. Examples of this harassment include but are not limited to: visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters, verbal conduct: making or using derogatory comments, epithets, slurs, and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations, and physical conduct: touching, assault, impeding or blocking movement. Members of the FCA community are encouraged to report any incident to a person of authority, student advisor, or an administrator. All persons in the FCA community are obliged to take each instance seriously and inform the Guidance Counselor, Academic Dean or Headmaster.

All students share in the responsibility for keeping the FCA environment free from harassment and bullying. Students must report incidents of harassment or bullying to their teachers or administrators. When the FCA administration becomes aware that harassment or bullying may be occurring, it will promptly investigate the situation. No adverse action will be taken against any person who makes a "good faith" report of alleged harassment or bullying. Any member of the FCA community who falsely accuses (not done in "good faith" but as a joke) another member of harassment is subject to disciplinary action.

---

## 5.14 ACCEPTABLE USE OF TECHNOLOGY

---

### **Overview**

Technology comes from God and we are his stewards of this technology. God requires accountability in our use of these gifts. Franklin Christian Academy expects responsible use of technology by both students and staff. Technology also brings new situations to which Christian ethics still apply. To amplify what this community intends by responsible use, the following acceptable use policy is presented.

These rules are given to guide FCA students into the correct use of our computer and networked equipment. Consequences of violating rules can be found near the end of this document. Major headings are in bold print.

**Respect for one another's values** -"*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.*"-- Ephesians 4:29

**Respect for one another's property** - Theft or unauthorized use of either tangible property or intellectual property will not be tolerated. This includes unauthorized copying of copyrighted software without permission of the person or organization

holding the copyright., which is both unethical and illegal, and can subject both the individual as well as Franklin Christian Academy to prosecution.

New technologies often increase our ability to communicate as well as mis-communicate. That communication should illustrate respect for others and a sense of personal integrity. Thus, communication that degrades or harasses individuals or groups is unacceptable. The need to communicate with respect and integrity is particularly important in our contacts with those outside of Franklin Christian Academy for we are ambassadors of Jesus Christ to the world. Our communications will reflect not only on our school but also on our witness as Christians.

**The following will NOT be permitted:**

- Displaying offensive or pornographic messages or pictures on the computer screen.
- Sending offensive or pornographic messages or pictures via email, email attachments, file-transfer, or any other means of cyber-communication such as IRCs, instant messaging, web page authoring, etc.
- Transferring to hard disk or other electronic media (CDs, USB drives, etc) containing offensive, racist, or pornographic messages or pictures.
- Giving via hard copy or computer disk any files containing offensive, racist, or pornographic messages or pictures to any student at Franklin Christian Academy. Using obscene language.
- Harassing, insulting or attacking others. Sending or forwarding "chain letters" or "broadcast" messages.
- Spamming or any email use that is not authorized by your supervising teacher. Entering chat rooms without a supervising teacher's permission.
- Violating copyright laws.
- Installing or uninstalling any programs without supervising teacher's direction.
- Changing any system settings, including the desktop environment such as the wallpaper, icons, icon names.
- Trespassing in another's folders, work, files, or floppy disk.
- Copying another person's work to present as your own (appropriating other people's intellectual property without permission).
- Unauthorized use of a password.
- Uploading any files onto a computer without the supervising teacher's permission.
- Installing screen savers.
- Storing information on the computer's hard drive without the supervising teacher's permission; remote drives should be used for storing all personal files.
- Creating or transmitting computer viruses, worms, Trojans, spyware, or adware; not checking a file for viruses before using it on an FCA computer.

**Respect for one another's privacy** - Respect for others also means a respect for their privacy. Any unauthorized access to other's files, electronic mail, or other communications is not permitted. Likewise, unauthorized access into restricted system files is not permitted.

**The following will NOT be permitted:**

- Trespassing in another's folders, work, files, or floppy disk.
- Opening someone else's email.
- Unauthorized snooping into our computer systems.
- Opening a grade file or file containing confidential information.
- Opening a file containing a quiz, test, or answer sheet that a teacher has written.
- Copying any file or folder contents without permission from the responsible teacher.
- Forwarding private e-mail correspondence without the author's prior permission.

**Respect for authority** - It is a biblical principle that authorities should be obeyed unless they directly violate the laws of God. Therefore, students are expected to obey government laws and teacher rules concerning use of the computer and internet. Transmission of any material via internet in violation of any U.S. or state regulation is prohibited. When teachers give assignments to students that require computer use, students should remain on task. For example, they do not have authority to check out sports scores on the internet if they were assigned to do research on another topic. When teachers and/or the school board give directives on computer/internet use, these policies must be followed.

**The following will NOT be permitted:**

- Violation of any U.S. or state regulation.
- Giving personal information out to strangers via the internet. (Do not reveal your personal address or phone numbers of students or faculty.)
- Disobeying classroom or school rules concerning use of a particular computer or internet.
- Using school equipment for commercial purposes.

**PROPER USE OF OUR ONLINE FACILITIES** - Internet Access is available to students and teachers of Franklin Christian Academy. We believe the Internet offers vast, diverse, and unique resources, promoting educational excellence at FCA. It opens up the world's largest library to us and facilitates resource sharing, innovation and communication. It can magnify what is good in the world and it can magnify what is sinful and corrupt. Therefore, in the area of Internet use, much responsibility and restraint is required. If students commit to using the computer for school work exclusively, no problems should result. We do have the following rules.

Please note that what you pass along via the Internet is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities. We or our web server may be required by law to turn over any magnetically stored information on our computer system, including email and email records.

Whatever is published on the Internet via [www.franklinchristianacademy.org](http://www.franklinchristianacademy.org) is considered the property of Franklin Christian Academy and can be censored so that its content is considered to glorify God through the authority of the supervising teachers, administration and board.

**The following is a list of what is NOT permitted:**

- No use of search engines to obtain pornographic or violent materials.
- No use of Internet communication to harass or harm other people.
- No use of Internet to snoop around other people's files.
- No use of Internet to steal.
- No use of Internet to bear false witness.
- No use of Internet to take God's name in vain.
- No use or copy of software without permission (public domain freeware and shareware is acceptable).
- No downloading files from the Internet or email unless computer has been recently updated anti-virus software (ask supervisor), the files have been checked with anti-virus software, the files pertain to school work, and you have the supervisor's approval.
- No uploading or downloading pornographic, violent, or illegal materials via the Internet.
- No appropriating of other people's intellectual output without permission.
- No downloading of materials from the Internet to give to a teacher as your original work.
- No viewing of pornographic materials.
- No use of chat rooms or communication software on FCA computers unless relating to school work and done under the close supervision of a teacher.
- Do not reveal your personal address or phone number or addresses of phone numbers of any students or staff of FCA.
- Prevent gossip. Do not send "chain letters" or "broadcast" messages over the Internet.
- Do not spam or do commercial business from FCA computers.
- Do not read other peoples email or other electronic communication. Consider it private.
- Do not publish any pornographic, violent, illegal material or any material that is not God-glorifying on our Internet site.
- Do not tie up the computer doing unproductive work when others are waiting to use the Internet.
- Do not delete any item from the cache or history file.
- Do not open personal email on FCA computers. Absolutely no attachments are to be opened unless they are teacher-approved, virus-checked, and expected.
- Do not install any programs downloaded from the internet. Installation of programs on FCA computers needs the approval of the teacher and/or principal and/or administrator.

**Enforcement** - Use of the computing resources at Franklin Christian Academy is a privilege, not a right. Violation of any of the above ethical guidelines will subject the violator to disciplinary action, which may include any of the following: warnings, loss

of computer privileges, suspension, or legal prosecution. Violations are classified into three categories with differing levels of enforcement.

### **Category I: Accidental Violation**

This level includes violations of policy that are accidental. To be defined as accidental, students MUST notify the supervising teacher immediately about the violation. For example, if when doing research on the Internet, a student downloads a page with questionable content that he did not expect to find there, he must immediately bring it to the attention of the supervisor. Otherwise, it will be assumed that visit was intentional or that what may have started as an accident became an intentional exploration of unsuitable material.

#### **Action for Category I Violation:**

The student must write up how the accidental violation happened and what measures he can take to prevent this mistake from repeating. It must include the location, date, and time of the infraction and be signed by the student and the supervisor. If this corrective action is not taken within a week of the incident, the violation will become a category II violation.

### **Category II: First-time and Minor Violation**

This level includes a first-time violation of policy that is not classified as category I (accidental with corrective action) or category III (serious violation). Even if a student claims that a violation was accidental, it will not be considered accidental unless the procedures for a category I infraction are taken (i.e. the student fails to immediately notify a teacher or supervisor of the violation). Also, if an accidental violation does not receive corrective action within a week, the violation is promoted to category II.

#### **Action for Category II Violation:**

The student will be suspended from all school computer use for one month (laptop users will have their laptop privilege revoked). Parents and/or legal guardians will be notified of the infraction. A case-by-case exception may be granted for supervised group activities that are required during a class through special permission. To be reinstated to use the computer, a paper must be signed by the student and cosigned by a parent or legal guardian that the behavior will not be repeated.

### **Category III: Repeat Violations and Major Violations**

This level includes repeat offences of acceptable computer use policy and/or of serious, illegal uses of the computer. For example, sending pornographic materials through school computers by email is serious enough to be considered category III even if it is a first time offense. Using a search engine for obtaining information on a pornographic site, could be considered only a category II infraction, however, if it is done a second or subsequent time it escalates to a Category III offense. It may also reflect a major problem in the child's life requiring further response. Legal authorities may be called in for certain serious infractions.

**Action for Category III Violation:**

The student will receive indefinite suspension from all computer use on the Franklin Christian Academy campus (and revocation of laptop privileges, for high school students). Depending on the number and seriousness of offences, the student may be suspended or expelled. Legal authorities may also be called in. Fines may also be imposed if damage to our system results.

**Violations may result in a loss of access as well as other disciplinary or legal action.**