



**Parent - Student Handbook**  
**Revised November 2022**

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# 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 Head of School 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).

### Statement on Marriage, Gender and Sexuality

**We believe** that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27)

**We believe** that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Corinthians 6:18; 7:2-5, Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

**We believe** that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

**We believe** that in order to preserve the function and integrity of Franklin Christian Academy as the local Body of Christ, and to provide a biblical role model to the Franklin Christian Academy members and the community, it is imperative that all persons employed by Franklin Christian Academy in any capacity, or who serves as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22)

**We believe** that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9- 10; 1 Corinthians 6:9-11).

**We believe** that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Franklin Christian Academy.

## 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.

## 1.4 Accreditation

FCA is fully accredited by the COGNIA and is a member of the Association of Christian Schools International and a member of Tennessee Association of Independent Schools (TAIS). FCA is a state-recognized Category III school.

## 1.5 School Spirit

Colors – Navy Blue, White, and Gray

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.

# 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 at the beginning of the day school day 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.

## 2.4 Camp

Each year at the beginning of the school year FCA goes to a camp for the first 3 days of school. The Lower School and Upper School do two camps, but with similar activities and one theme. 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 corps* among classmates and their teachers. Camp is mandatory due to the fact that it is the first three (3) days of school. Only under rare circumstances and with permission from the Head of School 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 and the SLC (Servant Leadership Council) lead 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 these groups at FCA. The Seniors plan camp; and the SLC helps plan and lead activities, homecoming, prayer times, mentoring of middle school students, 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 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	92-94	3.8
A-	90-91	3.6
B+	88-89	3.4
B+	86-87	3.2
B	84-85	3.0
B-	80-83	2.7
C+	78-79	2.5
C+	76-77	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 and AP courses receive a weighted GPA of an additional point. Honors classes will receive an additional 1/2 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.

Franklin Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### 3.3 Graduation Requirements

To graduate from Franklin Christian Academy the student must have a minimum of 23.5 credits, take the ACT or SAT, and apply to a minimum of two colleges. Franklin Christian Academy meets the TN Board of Regents requirement for high school graduation. Students are ranked according to their GPA for purposes of determining valedictorian and salutatorian. Students must be enrolled in FCA for 2 years and in the case of a tie, the award will go to the student who has the most credits earned at FCA. We only rank the top 10% of our students.

Any high school courses taken in the middle school grades (such as Math or Foreign Language) will be listed on the high school transcript and calculated into the GPA. Math must be taken all 4 years of high school regardless of middle school math classes.

All high school students must be enrolled in a minimum of six courses per semester. Study Hall does not count as a course.

#### **Graduation Requirements-** 1 credit=2 semesters

4 English credits

4 Mathematics credits (Algebra I, Geometry, Algebra II, Advanced)

3 Science credits (Biology, Chemistry or Physics, and a third lab science)

3 History credits (US History, Economics, Government required)

1 Fine Arts credit

2 Foreign Language credits (Must be in the same language and consecutive years)

0.5 Physical Education credit (May be earned through participation in FCA sports team or for travel/advanced sports activities outside of school. School administration can provide more information on how to earn credit)

1 Wellness credit

3 Theology credits

1 Elective credit

0.5 Speech

0.5 Personal Finance

**23.5 credits total**

### **Service Hours:**

FCA requires a minimum of 15 hours of community service work per year for high school students. These hours must be completed by an FCA approved organization and must be reported correctly to the Head of Upper School. Students must have these hours documented and properly recorded by April 30th.

Students who transfer in from another school will only be required to serve the hours per year that they attend FCA.

Note: This program is a new requirement as of the 2022-2023 school year. The student's hours required will vary based on the student's grade level at the initiation of this program. (Example: If your student was a sophomore at the initiation of the program, the total required hours required for graduation are 45 hours).

### **Summer School:**

Any student who does not pass a required course at FCA must retake that class. If that class is not available to be taken the following year, they must be enrolled in summer school at the parent's expense. Summer school classes can be transferred in or can be taken through FCA and an online program. FCA offers summer credit recovery for a student who does not pass a course. The student will receive a maximum of a 70 in the class upon completion of the credit recovery assignments.

## **3.4 FCA Cum Laude Society and National Honors Society**

### **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 3.50-3.60)
- Magna Cum Laude (GPA of 3.70)
- Summa Cum Laude (GPA of 3.90)

Note -- transfer credits received from accredited schools, unaccredited schools, home schools, or homeschool tutorials may be accepted toward graduation, but will not be calculated into the grade point average for FCA.

### **National Honors Society**

The National Honor Society (NHS) is a national organization dedicated to honoring the following four pillars in students: scholarship, service, leadership, and character. Students in high school

who have a 3.5 GPA or higher are eligible to apply. Their applications are reviewed by a selection committee for final approval.

### 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 or Upper School or Lower School Head.

### 3.8 Late Work

Turning in school work in a timely fashion is an important part of a student’s 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 Exemptions

The purpose of this exemption 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, Lower Head of School or Upper Head of School. Teachers will be notified of which students are exempt from their second semester finals.

- No students will be exempt from midterm exams.
- No exemptions for 5th-8th grade.
- All absences (excused and unexcused) are included in computing eligibility for second semester exam exemption. Also, three tardies to one class is the equivalent of one absence for the purpose of this determination. 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 or Lower Head of School or Upper Head of School.

Exemption is determined according to the following factors:

Semester grade average: 95

Maximum number of absences: 5

The number of second semester final exams from which a student may be exempted is determined according to the following: 9th, 10th and 11th graders may be exempted from one exam 2nd semester only.

12th graders may be exempted from two exams 2nd semester only.

### 3.10 Academic Eligibility Requirements

#### **Co-Curricular Eligibility** (athletics, theater, club, crew, servant leaders, etc.)

It is the perspective of FCA that its student athletes, thespians, and club members are all, by nature of their exposure to the general public are leaders of the school with special responsibilities associated with that leadership role. Accordingly, high expectations are placed upon our student leaders. This policy for academic eligibility to participate in any co-curricular program of FCA is one reflection of those expectations.

It is our expectation that any FCA student must maintain a passing grade for all courses in which they are currently enrolled, however, we also recognize that participation in co-curricular activities can be an excellent motivation for maintaining those passing averages. Therefore, this reflects a willingness to work with any student who is faltering in a particular class or classes, with the express goal of encouraging that student to bring up his or her grade(s) to above 70 (passing). A student who is failing a class is in jeopardy of attending summer school or credit recovery and should plan their summer accordingly.

If a student receives below a 70 in any class or a below 78 average for all their classes (2.5 GPA) the parents will be notified that their student is in academic jeopardy. The teachers, administrators, and coaches will work together with the parents to make sure that student brings the grade up to passing or their grade average to a 78 or above.

If a student consistently fails to meet the academic expectation of having a 78 average or above, a conversation with the Head or Lower School or Head of Upper School and the parents will be held to discuss if FCA provides the appropriate academic support for the student.

### 3.11 Standardized Assessments

Annual testing includes a summative annual achievement test for grades 5 – 10, the PSAT 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 Tuition Payment Through FACTS

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. All families are required to have a FACTS payment account set up.

### 3.13 Parental Instructions to Log-In to FACTS Family Portal

FACTS, formally known as Renweb, allows you to access your child's daily assignments and grades (plus more) on the Internet.

To access the Family Portal :

- Please go to [www.factsmgt.com](http://www.factsmgt.com).
- Select **Parent Log in** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- After the FACTS Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter (**FCA-TN**) into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- 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 email the teachers directly.
- Please call the school if you have any problems or questions.

### **FCA FACTS App**

FACTS (formerly RenWeb) provides a branded app access to the Family Portal. You can access this information from any mobile device, including an iPod, iPhone, Android Phone, iPad or Android Tablet. Please visit your app store to download this.

The mobile app allows you to access Homework Assignments, Daily Grades, Lesson Plans, Calendar Events, Announcements, School Directory Listings,, Attendance, Behavior Events and Class Schedules. You can also order lunches through the app.

## **3.14 Academic Integrity**

Academic integrity is the adherence to moral and ethical principles surrounding a student’s schoolwork. 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.

Because we take plagiarism very seriously, we will teach students how to properly use information and give credit to the original author. Within the 1st 2 weeks of school, all English classes will study this information and then sign a contract stating they understand what plagiarism is and promise to not plagiarize in their written work.

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 FACTS systems by “hacking” into or acquisition of passwords and user id’s for the purpose of viewing or changing academic information.

### 3.15 Honors Courses

FCA provides the opportunity for students to be enrolled in Honors courses. Being in an honors class is a privilege and students are to hold to certain academic standards. In order to be allowed to enroll in an Honors course, a student must have As and Bs in the previous year's classes and be selected by the teacher.

### 3.16 Missing Work While Sick

Students who are sick and miss class are given the equivalent number of class days to make up class work and tests.

## Section IV: Student Life (Community)

### 4.1 Dress Code

The Franklin Christian Academy dress code guidelines have been established to invoke an atmosphere of professionalism and respect when attending school. 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, professional 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 show respect for the high value of an education and the teachers who are bringing that education to us. If there is a question regarding certain attire, please bring the item to the attention of the Head of School, Academic Dean, Lower Head of School, or Upper Head of School for clarification.

### **Top Options:**

#### **Any FCA-ISSUED shirt:**

- Spirit wear of any kind, camp t-shirts, show t-shirts, jerseys, hoodies, jackets etc. are all acceptable but **must remain unaltered** – not be cut up, cropped short, written on, etc.
- **FCA Issued Polos** are also acceptable and can be purchased via our on-campus spirit store or online. These must have an FCA logo on them.
- Winter Apparel Note: Although we will no longer allow non FCA issued jackets, flannels, sweatshirts, etc inside the building, we will be providing more affordable winter apparel options via the FCA Spirit Store. Non FCA outerwear should be hung up at your locker/cubbie upon arrival. Wearable blankets are not permitted.

### **Bottom Options:**

- 1) **Khaki** colored chinos shorts or pants are allowed
  - Pants MAY have the “jogger” style of gathered elastic at the bottom, as long as they are khaki.
  - Khaki shorts must be no shorter than 4 inches above the knee.
- 2) Jeans in any shade of **blue, gray, white, or black**
  - Jeans must be neat and clean, without any holes, rips, or frays in them.
  - Light fraying on the bottom hem only is acceptable
  - Overalls are permitted as long as they are in the afore-mentioned materials and colors. The top underneath must be FCA issued (see above).
- 3) Ladies may wear only the following uniform skirts:  
<https://maxandaliceuniforms.com/collections/franklin-christian-academy-1>
  - Previously purchased uniform skirts in this plaid will be allowed.

### **General Dress Code Rules:**

- Shoes must be worn at all times while on campus. Footwear must be closed-toe. No sandals, flip flops, slides etc. No bed slippers. Crocs are permitted.
- Hats, caps, beanies, bandanas, or any other head covering may be worn outside only
- Tattoos may not be visible.
- No facial piercings/ornamentations on any student of any gender (this includes nose, cheek, eyebrow, and tongue piercings). Gauges are also not allowed. **You may NOT wear a clear spacer in place of a nose piercing.**
- Spikes, sharp metal objects, and large chains hanging on clothing are not permitted.
- Make-up, nail polish, and ear piercings are to be worn by female students only.
- Unnatural hair dye colors are not permitted.

- Hair must be kept neat and out of the face. We must be able to see the eyes of all students.
- No Mohawk style - in part or whole - nor designs or words cut into the hair.
- Not only clothing, but also all school items (notebooks, folders, backpacks, etc.), should display appropriate slogans/images that support the value of Franklin Christian Academy. (NO foul language, sexual innuendo, alcohol or drug references, satanic imagery, etc.)
- ALL Shorts & Skirts MUST be worn **no shorter than 4 inches above the knee for ALL STUDENTS.** This rule will be strictly enforced.
- Underwear, bra straps, boxer shorts, etc. may not be showing.

**Special Days:** On special “dress up” days, we require that students wear costumes, attire, etc that is NEAT, CLEAN, and MODEST. Violation of this will result in demerits.

Dress Code Violations & Enforcement: A violation of dress code will result in a demerit. For an explanation of demerits, see the Student Discipline section of the handbook.

If a student is out of dress code they will be asked to report to the office and change after receiving a demerit. If they do not have items to change into, something will be provided for them. If a student refuses to wear what is provided or is caught in a pattern of disobedience to the FCA dress code, parents will be contacted and the student will not be allowed on campus until the issue is resolved.

## 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.

If there is a pattern of lack of submission to the rules, further consequences may be given.

**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.**

**Education Success Triangle: Parent, Student, Teacher**

This is the fundamental success triangle at FCA for education.

First, this is due process. This takes time. This isn't a 1 hour meeting and everything is solved.

If a student has an issue in a class the following steps toward resolution/reconciliation should be followed in order for the student to learn personal responsibility for their problems and their relationships. We want them to practice handling challenges with maturity. Parents may be tempted to intervene on behalf of the student. However, at FCA we prefer the student to attempt conflict resolution before parent intervention.

Step 1. Student goes to the teacher.

Step 2. Parents approach teacher to clarify situation, or share concern of what they are hearing at home. If they work it out, they have won a brother, and they have resolved the issues.

Step 3. Parents reach out to the Head of Lower School or Head of Upper School to schedule a meeting. This is the approach of "Bring a brother", which is part of Matthew 18.

Step 4. Take the issue to the Head of School if parents are not satisfied with outcomes to date.

Situations may include:

- A student struggles academically in class
- A student has behavior issues
- A student has a conflict with another student or teacher

Biggest Challenges to Successful Triangle:

1. Gossip, talk about the issue to people who aren't involved and can't impact the outcome.
2. Parent/Teacher/Student – not heard or understood. We are open and honest, we deal in facts.
3. Parents taking their student's perspective as the whole truth vs. assuming each problem has two distinct parts and responsibilities
4. Maintaining a perspective that we want a fair and equitable outcome.



## 4.4 Unacceptable Behavior

The following are examples of behavior that will receive swift discipline directly from the Head of School. The Head of School 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 or use of e-cigarettes, vaping devices or other similar devices, whether used with nicotine products or not.
- 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 office if late to school.
- 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 a student's driver's license and proof of insurance must be turned in. Students must enter and exit the building through the Main Front door only (the Silo).

## 4.6 Demerits, Detention, In School Suspension, and Saturday School

### Examples of Behaviors that Earn Demerits:

#### 1 Demerit Violations:

Tardy to Class  
 Dress Code Violation  
 Cell Phone Violation  
 Classroom Disruption  
 Missing Supplies / Textbook

#### 3 Demerit Violations:

Disrespect to a teacher or fellow student  
 Disrespect to the classroom environment  
 Disrespect of school property  
 Inappropriate language (profanity, suggestive language, etc)  
 Skipping Class

\*\*\*Any pattern of offenses will result in a conversation with the Dean of Students and/or Heads of Lower and Upper School. This may also result in a meeting with parents and more severe consequences

- Demerits will be recorded in FACTS and notification given to the parent
- Accumulation of 10 demerits will result in a student earning a Saturday School session.
- Each student assigned to Saturday School must pay \$20.00 every time they are required to attend, to be paid upon arrival by check or cash. This is to cover the cost of the adult supervision that morning.

- Failure to attend a silent lunch, detention, or Saturday School, which can all be earned through demerits, will result in a more severe consequence.
- Eligibility for all co-curricular activities may be removed due to excessive behavioral problems.

## 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.

As a consequence of an Out of School Suspensions (OSS), students are not able to turn in any work due during the days of OSS nor are they able to make up any tests or quizzes. Work assigned while on OSS may be made up if the due date falls after the OSS period.

## 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 Head of School 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 Head of School 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 readmitted.

## 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. Students with excessive absences will be considered truant. 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, 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 can phone the FCA office 615-599-9229 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 FACTS as an unexcused absence until the written verification is received by the office administrator.

2. ALL excused absences require a written verification or email by a parent or guardian on the day of return. PLEASE INCLUDE:

- Dates Absent

- Student's First and Last Name
- Grade
- Reason for Absence
- Parent Signature
- Number parent can be reached for verification

3. All excused absences must be excused within 1 week of the date the student is absent. After one week, the absence will remain unexcused.

4. The student must take responsibility to get assignments when absent. Students should go to before or after school for make-up assignments or email their teachers for 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.
7. Excessive absences (6 classes in the first semester or 10 classes annually) whether excused or unexcused will require a meeting between the administration, parents and student. This is a per class policy, not a full day absence policy (example: Missing 1st period 10 times).

#### 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 Head of School for proper disposition. The Head of School shall report any child who habitually and unlawfully misses school to the juvenile judge for truancy.
2. 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 are allowed to leave campus for lunch on their designated days.

#### 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 (such as a family trip), 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 bring a note signed by his/her parent or guardian to the front office in advance.
2. Parents must sign their student out in the front office. If the student is a driver and has written permission to leave, he may sign out for himself.
3. STUDENTS MAY NOT LEAVE WITHOUT PARENT'S PERMISSION IN ADVANCE.
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 to pick up the student or permission can be given over the phone in these cases for a driver.
6. If a parent does not want their senior to leave during lunch, a written note must be submitted to the office, and the parent must communicate this to their student.

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. Each tardy will receive a demerit. If a student is more than 20 minutes late to a class, it will be considered an absence.

#### 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.

## 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 independent decisions as it relates to closures and/or late starts due to weather. Notifications will be made via local TV stations, e-mails, text alerts and social media notifications prior to the start of school at the earliest possible times.

1. We will consult with various weather apps and local weather broadcasts to determine late start or cancelation.
2. We will monitor campus conditions
3. We will review what schools locally are doing with regard to cancelling or starting late – this gives perspective on what conditions are like within the area. It also contributes to family issues of other members who may be out of school and parents having to arrange day care.
4. We will consider WCS & FSSD status, however they are only a certain level of indication because their decision to cancel is driven primarily by the worst roads (rural) where their busses have to pick up students.
5. Our goal will be to determine a weather status as soon as possible.

## 5.6 Student Parking

Students who drive cars to school must park in the designated student parking. 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 permission by the front office or Heads of Lower or Upper School. Students who do not adhere to this policy may have their driving privileges revoked or suspended.

The Speed Limit while in the parking lot is between 5 and 10 miles per hour. Any careless or irresponsible drivers will be subject to having their driving privilege suspended or revoked.

## 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 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. Reckless behavior with vehicles will result in suspension or removal of driving privileges.

## 5.8 Building Use Guidelines

- All students will enter school only through the main entrance. Lower School Students may use the lower school main entrance for drop off before 8:15am and pick up after 3:10pm (Fridays after 2:30). Between the hours of 8:15am - 3:10pm (Fridays from 8:15am - 2:30pm). ALL STUDENTS must use the Upper School main entrance (Silo).
- Students are required to pick up any trash in their classrooms, in the halls, and lunchroom, or on any of the grounds.
- 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.
- Students are required to keep all their work areas clean and neat.

## 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 if approval is given by FCA administration ahead of time. 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. All visitors must wear a visitor badge while visiting during school hours.

## 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 a designated area.

## 5.11 Student Medications and Sick Guidelines

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 required to notify the school and teachers of any serious physical handicaps, allergies or illnesses that their child may have. No prescription or over the counter drugs are to be in a student's possession while on campus.

Franklin Christian Academy Sick Guidelines		
Symptom/Illness	Should <u>NOT</u> attend school	May attend school
Fever	<ul style="list-style-type: none"> <li>Fever (&gt; 100 F)</li> </ul>	<ul style="list-style-type: none"> <li>Fever resolved without the use of a fever-reducing medication (Advil or Tylenol) for 24 hours</li> </ul>
Cough	<ul style="list-style-type: none"> <li>Frequent, disruptive, uncontrollable cough</li> </ul>	<ul style="list-style-type: none"> <li>When non-disruptive to the classroom setting</li> <li>Asthma diagnosis/history of Asthma will be considered</li> </ul>
Sore Throat	<ul style="list-style-type: none"> <li>Sore throat, swollen lymph nodes, headache, nausea, and/or with Fever (&gt; 100°F)</li> <li>Positive Throat culture or symptoms of Strep Throat</li> </ul>	<ul style="list-style-type: none"> <li>Negative throat culture OR</li> <li>Resolving symptoms OR</li> <li>If on antibiotics for Strep throat, then after 24 hours on antibiotics</li> </ul>
Diarrhea or Vomiting	<ul style="list-style-type: none"> <li>Diarrhea (2 or more episodes) OR</li> <li>Vomiting (1 episode)</li> </ul>	<ul style="list-style-type: none"> <li>Free from diarrhea/vomiting for 24 hours</li> </ul>
Head Lice	<ul style="list-style-type: none"> <li>Live lice/ present</li> </ul>	<ul style="list-style-type: none"> <li>After treatment-provide proof of treatment</li> <li>Nit free</li> </ul>
Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> <li>Eye appears to be infected</li> <li>Eyelashes are matted</li> <li>Thick drainage is present</li> </ul>	<ul style="list-style-type: none"> <li>Written documentation from a medical provider with return to school information and/or</li> <li>After 24 hours of eye treatment</li> <li>Non-infectious eye irritations (allergies, etc.)</li> </ul>
Chickenpox (Varicella)	<ul style="list-style-type: none"> <li>Itchy pink/red rash with small fluid filled blisters</li> </ul>	<ul style="list-style-type: none"> <li>When all lesions are crusted over and dry with no new lesions, usually 5-7 days</li> <li>If no fever for 24 hours</li> </ul>

COVID-19	<ul style="list-style-type: none"> <li>• Everyone with a positive COVID-19 result, regardless of vaccination status should stay home and isolate from others for a minimum of 5 days from symptom onset (Day 0). <ul style="list-style-type: none"> <li>• Symptoms can be one or more of the following: cough, loss of taste and/or smell, fever, chills, congestion, sore throat, headache, fatigue, vomiting and/or diarrhea</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• After 5 days from symptom onset (Day 0) and improving symptoms or health provider note indicating a date for return to school, including fever-free for 24 hours.</li> </ul>
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## 5.12 Cell Phones and Electronic Devices

At Franklin Christian Academy we recognize the incredible potential electronic devices provide for the education of young people. But we also recognize the dangers. We also have strict consequences for the unauthorized use of these tools.

Lower School Policy:

Cell phones, smart watches, and personal devices (including but not limited to tablets and laptops) are not permitted in the FCA lower school. This includes lunch. Cell phones may be used before school and after school.

If your student decides to bring a device to school, it must be off and out of sight. If your student brings a device to school, FCA will not be held responsible for loss, damage, or theft of said device.

The only exception to this rule is if a teacher asks the administration for permission for students to use their devices for a particular class on a particular date.

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 school hours
- Use of cell phones or similar items for unauthorized sites
- Use of cell phones for texting inflammatory remarks about others

Consequences for unauthorized use:

The device will be held in the middle school office until the end of the school day. **Parents may pick up their student's device at the end of the school day.** One demerit will be issued to the student. Multiple offenses may result in further consequences as deemed by the administration.

If your student needs to contact a parent or guardian or vice-versa, the student and parent or guardian may communicate via the school landline. Our phone number is 615-599-9229.

#### Upper School Policy:

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. Students are responsible for the safety and security of any item they bring to school.

Cell phones, all electronic devices, and headphones are to be powered off, not silent, and stored out of sight. They can only be used before school, during lunch and after school. They must be already stowed away upon entering a classroom. Students may use these devices if the teacher allows for educational reasons.

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 or similar items for unauthorized sites
- Use of cell phones for texting inflammatory remarks about others

#### Consequences for unauthorized use:

The device will be held in the office until the end of the school day. Students may pick up their phone at the end of the school day. 1 demerits will be issued.

Multiple offenses may result in further consequences as deemed by the administration.

## 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 (Instagram, 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 Head of School.

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 FCA Administration requires students to display the values of FCA even when using technology. The following actions are examples (but not limited to) of what is inappropriate:**

- 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 any computer 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 or group messaging without a supervising teacher's permission.
- Trespassing in another's folders, work, or files.
- Copying another person's work to present as your own (appropriating other people's intellectual property without 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.
- 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, or files.
- 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 the 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 administration 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 schoolwork 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.

**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 technology privileges, suspension, or

legal prosecution. Violations are classified into three categories with differing levels of enforcement.

### **Accidental Violation**

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.