



FLORIDA STATE CHRISTIAN ACADEMY

STAFF HANDBOOK 2018—2019

Show me your ways, LORD, teach me your paths. Guide me in your truth and teach me, for you are God my Savior (Psalm 25:4 and 5)

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I. INTRODUCTION

STATEMENT OF FAITH

Florida State Christian Academy holds to the following Statement of Faith.

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe in salvation through faith in Christ alone, not of works.
- We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life.
- 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 damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

VISION STATEMENT

Florida State Christian Academy's (FSCA) vision is to produce students who are fully devoted followers of God, who are thoroughly prepared to fulfill the will of God in their lives, and who will powerfully demonstrate their Biblical worldview through character, wisdom, leadership, service, and achievement.

- FSCA is committed to educational excellence and spiritual truth
- FSCA provides an educational programs and courses of instructions that are conducted consistently within the teaching of the inerrant Word of God
- Meeting these standards of excellence is dependent upon the shared efforts of SJCA personnel, families, and the church

MISSION STATEMENT

It is the mission of FSCA to provide outstanding education for all students in a safe Christian environment.

PURPOSE AND PHILOSOPHY

Education is an essential part of a child's life in today's society And FSCA is committed to fostering a child's love for learning through character driven, academically challenging, stimulating activities which assist in that development process.

GOVERNANCE STRUCTURE

Under the laws of the State of Florida, FSCA is an integral ministry of Christ Family Church. The council of Christ Family Church appoints and holds accountable a Governing Board for FSCA. Appointees to the Governing Board must be members of the church, in good standing, and who subscribe wholly to the

doctorial standards of faith and practice of Christ Family Church. The Governing Board establishes and administers standards of performance and quality for all school programs personnel.

FSCA, founded in 2000, is an independent Christian school incorporated as a not-for-profit organization in the state for Florida.

MANAGEMENT STATEMENT

FSCA is an educational institution, which is supported and managed by Christ Family Church. The Word of God is central in the education process. The goals of FSCA reflect those of Christ Family Church and are within the scope of the vision for Christ Family Church. FSCA reserves the right to make changes to this handbook throughout the year to better match the needs of the school and those of the parents and students.

NONDISCRIMINATION STATEMENT

FSCA, admits students of any race, color, national and ethnic origin withal of the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admission policies, scholarship and loan programs, athletic and school-administered programs. FSCA has the right to admit or refuse any student, who the administration deems non-compliant with the existing policies of FSCA. FSCA does have the right to refuse admission to anyone who fails to meet the entrance requirements, or who has been diagnosed as having a contagious disease, or who professes to be living a lifestyle contrary to that defined by Scripture. FSCA also reserves the right to suspend or dismiss any student who violates the standards described in the Honor Code and other rules defined by the administration.

NONDISCRIMINATION DECLARATION

FSCA is firmly committed to the principle of equal opportunity. It is our policy to prohibit discrimination against anyone because of their race, sex, national origin, religion, color, marital status, age or disability. All aspects of the employment relationship, including recruiting, hiring, training, working conditions, compensation, promotion, discipline, and separation of the work relationship are subject to this policy.

ACCREDITATION

FSCA is accredited through The Florida Coalition of Christian Private Schools Association, Inc. FSCA is compliant with all Step-Up for Students, AAA Scholarships, and McKay Scholarship regulations.

FSCA CHAIN OF COMMAND

Teachers have autonomy in their classrooms. Parents are partners in students' education; therefore, contacting them is fundamental. Contact is to be made through Gradelink predominantly and then the business email suite, not through personal employee email accounts. (Document all contacts.) It is the teacher's job to enforce the rules/policies/requirements listed in FSCA's Code of Conduct stated in the Parent and Student Handbook as written. If you allow students to "break" these rules in "just your

class,” the Code of Conduct cannot be enforced. Through a united team effort, we will create a safe and caring learning environment. When a teacher feels that he/she cannot settle a problem, the Deans and/or Administrators will assume responsibility to work with all concerned to bring about desired results. Teachers are expected to take a proactive approach to classroom management and discipline of students.

- Academic issues will be directed to the Academic Dean (K-6), Principal (7-12)
- Discipline issues will be directed to the Principal
- Pre-school issues will be directed to the VPK Director
- Policy issues will be directed to the Principal
- Payroll issues /questions will be directed to the Director of Human Resources
- Vacation/Sick/Personal time off questions and requests will be directed to the Academic Dean (K-6) or Principal (7-12)

DRUG, SUBSTANCE AND SMOKE FREE ENVIRONMENT

It is the goal of FSCA to provide a work environment that is drug and substance free. Employees are absolutely prohibited from using, possessing, selling or transferring any controlled substance or drug while on FSCA property. Employees will be given a copy of this policy and will sign the back page and return to be filed in the employee file. Employees are prohibited from reporting to work or performing any work while impaired by or under the influence of a non-prescription controlled substance, drug or alcohol.

FSCA is a “smoke free work place”. Employees are prohibited from smoking in or on the FSCA premises at all times during the work day.

This policy also applies to volunteers, visitors, chaperones, etc.

II. POLICIES & PROCEDURES

STANDARDS FOR ACADEMY LIFE

Every community or group of individuals has rules, regulations, and standards that define and govern. These guidelines serve to define FSCA, minimize distracting behaviors, and provide a structure within which the individual can feel secure and accepted. It also presents the desired image to the public. Individuals, when joining a group, need flexibility and a willing spirit to adhere to the customs of that community. The notion of balancing our individualism with the community’s standards within which we live, is both Biblical and social, and one which will follow us all our days. Thus, as you become a part of the FSCA community, you will find some standards to govern your behavior. The immediate task is a willing compliance. The life-long task is to recognize that when you leave FSCA and join other groups they, too, will have standards for you.

PROFESSIONAL ETHICS

- Teachers know and respect the value and dignity of every person

- Essential to achievement is the freedom to learn, to teach, and guarantee of equal opportunity for all students
- The teacher's primary professional concern is for the student and for the development of the student's potential spiritually, intellectually, and physically
- Teachers understand the importance of their own professional growth and will continue to pursue their own professional growth.
- Teachers will always seek to use the best professional judgment and integrity
- Knowing the importance of maintaining the respect and confidence of one's colleagues, students, parents, and the community, teachers strives to achieve and sustain the highest degree of ethical conduct

(Adapted from The Code of Ethics of the Education Profession in Florida)

HIGH WORK ETHIC GUIDELINES

- Excellent education is marked by attentive, responsible teachers
- Being a committed FSCA employee requires devotion to the students
- Being a quality environment for students, means having the SJCA adequately staffed throughout the hours of operation

HIRING PROCESS FOR TEACHERS AND STAFF

FSCA's goal is to hire professionals who are committed to the students in their care. We have considered the cost of having a commitment to the ministry of Christian Education, and have found that if we are willing to give ourselves to the task with great enthusiasm, then the "Joy of the Lord is our strength". We trust God to remember that each laborer is worthy of his hire and that the people of God will provide monies and benefits that will help us to sustain our own lives and that of our family. We believe that hiring the correct people is essential to the expansion of God's Word as well as our school. The following process is established for hiring at FSCA:

- FSCA governing body will determine the need for additional staff, then at that time an advertisement will be placed in specific locations
- A potential applicant must submit a resume to FSCA office or online
- An accurate and complete application is to be submitted with a resume to FSCA office or online
- Governing body will review all resumes
- A phone interview will be conducted by the Director of Human Resources
- Upon review of the phone interview results, an in-person interview will be scheduled
- Interviews will be scheduled to include Director of HR, Principal, and Administration
- Either a letter of intent to the potential employee will be given (contingent upon results of background check) and 2nd interview will be scheduled which may include a teaching sample; or applicant will receive a Decline of Offer
- If selected, the applicant must first fill out a hiring packet, and complete all new teacher training

TEACHER CERTIFICATION

It is the desire of FSCA that all teachers become certified. Discussion of these requirements will be made upon hire. To ensure high quality teachers and maintain certification, teachers must accrue 120 In-service Hours (equivalent to 12 CEU's) over the course of 5 years from the date of their initial certification or certification renewal. Employee is expected to complete 25 hours (2.5 CEU's) per year while employed with FSCA.

APPEARANCE AND CONDUCT

A teacher's appearance and conduct are an important part of his/her effectiveness with parents and students. Dress should be neat and modest. The wise and judicious teacher will not let his or her appearance become a source of discussion or controversy. We encourage all faculty to dress in a professional manner that will glorify God. Professionalism in our dress creates a better identification of the teacher and respect from the parents and students.

- Staff should use "business casual" guidelines for dress
- Appropriate attire includes FSCA Polos or t-shirts tucked in, or other business casual including business styled jeans (solid and dark colored denim with no holes or graphics)
- Men's pants must have belt and shirt must be tucked in
- No joggers or athletic pants (athletic staff must change before practice, events, and PE)
- Ladies may wear Capri's, pants, dresses or skirts (modest length)
- Shorts (modest length) are prohibited except on specified days
- Clothing should not be tight fitting, or revealing
- Shoes should be sensible yet attractive. Teachers should wear a heel height that is practical
- Modest necklines, hem lengths, hair styles and make up are a reflection upon our school
- FSCA requires any body art or body piercing (excluding one small gauged set of earrings in ear lobes) be covered when teacher is present on the FSCA campus or representing FSCA or working with students or attending FSCA or Christ Family Church events. Facial and tongue piercings are prohibited, and existing facial/tongue piercings must be empty of all jewelry or other.
- Hair is to be a natural color. Men's hair is not to touch the shirt collar. And women's hair should not be a distraction to herself or students

PROFESSIONAL RELATIONSHIP BETWEEN TEACHER AND STUDENT

The teacher should keep confidential certain aspects of his/her knowledge concerning a given student and his/her background. The teacher should not reveal private information concerning students. Private information given to the administration, student's parents, doctor, pastor, and psychologist is to be kept strictly confidential. A compassionate, sensitive teacher will make the distinction between revealing and not revealing information in favor of the child's well-being. Information about a student should not be shared with other teachers, students or parents other than his own.

POSITIVE STUDENT INTERACTIONS

Students who experience a smiling face when they arrive will feel welcomed. Teachers who understand this will be settled in and ready to greet their students before their teaching shifts begins. They realize

that when a child enters a classroom, based upon how he/she is greeted and what he/she sees interesting to do; their moods and tones will be set for the day.

Students, who are spoken to respectfully will in turn, have respect for their teachers. Powerful teachers know the impact their words will have. These teachers choose their words and tones of voice with care.

In fulfilling our goal of providing a safe and loving environment, all of our teachers are aware that yelling at or speaking unkindly to their students is totally unacceptable. Each teacher must have on file in the main office a Proactive Classroom Management Plan (to facilitate a positive classroom environment).

COMPENSATION GUIDELINES

INTRODUCTORY PERIOD

An introductory period of the work relationship exists for new employees. This period is viewed as a time of adjustment as the employee gets to know us and we get to know him/her. The administration will make frequent observations during the introductory period during which there will be ongoing feedback. Teachers will be assigned a mentor to help them adjust to the FSCA culture. Upon conclusion based upon feedback, additional training will be provided.

SALARY AND HOURLY PAY

Staff expects to receive a fair wage for the work they choose to spend time doing. FSCA is committed to fairly compensating the staff. Salary and hourly rates of pay are determined by a combination of previous experience and education completed. Since quality education cannot happen without adequate coverage, employees are expected to be present, ready for their assigned job, at their assigned place for the total number of hours in their established workday and work week unless absence from their duty is authorized. Employees will be required to sign a commitment for the school year (typically 10 months).

HOURS

Teachers are expected to be in the school building from 8 am to 4 pm each day. If it is necessary to leave early on any particular day, teachers must inform their direct supervisors with a PTO turned in at least 4 days in advance. Requests will be approved/denied based upon the best interest of the students and schedules and availability of staff. Time off will not be approved during PTO blackout periods (see schedule of blackout dates).

TIME REPORTING

Work time will be calculated using a clock in/ clock out system. Staff must clock in and out every day to be paid for time worked. If an employee forgets to clock in or out, he/she will need to contact the Director of Human Resources.

The work schedule for FSCA will be arranged in such a way that overtime is not required or permitted except in the following situations:

- Where any established post of duty must be covered and a scheduled employee is not available to cover the post. Administration must approve beforehand.
- Where danger to a student's life, health or well-being would occur if an employee is not available to cover the post. Administration must approve beforehand.
- If on some occasions overtime is needed, it must be pre-approved by the Director of Human Resources/Administration or employee will not be compensated for that time.

Employees will be paid bi-weekly on Fridays. Promotions and salary increases are subject to budgetary consideration and satisfactory job performance. All salary information is confidential. Discussion of salaries between employees is discouraged.

PERSONAL TIME OFF (PTO)

HOLIDAYS

Kindergarten through twelfth grade teachers will be given 7 PTO days that must be requested in writing at least 4 days in advance, and are not within the blackout periods. Time off is to be used for Sick/Vacation/Personal Days (This applies to All Employees)

Kindergarten through twelfth grade teachers will be given 27 paid holidays for the 2018-2019 school year.

ALL Requests for time off must be given to the Academic Dean (K-6) or Principal (7-12) at least 4 days in advance. If at least 4 days' notice is not given, the request may be denied.

If teachers need to miss work for any reason PTO will have to be used. FSCA policy does not allow to take the time off un-paid if you have available sick days. If all of your sick time has been used and teachers need to miss work, they will not be paid for that time off.

If you choose to leave for any reason or if you are suspended, terminated or laid off for any reason, any remaining time is then forfeited and will not be paid.

WORKERS COMPENSATION

All employees are covered by Worker's Compensation. Any injury must be reported immediately to an Administrator, and a written report completed. If a workplace injury does occur, a drug test will immediately follow as per the workers compensation guidelines.

TEACHER EVALUATION

Evaluations are intended to encourage each teacher to bring their best into the classroom in order to promote excellence in all aspects of classroom life. Teachers are expected to adhere to all FSCA academic policies, which must be reflected in lesson plans, and teaching. The administration will hold

open, friendly, and encouraging discussions with the teacher within 72 hours after an evaluation is made.

The purpose of teacher evaluations is to develop a partnership with the administration and teachers to ensure academic excellence:

- To improve teaching (in and out of the classroom); develop an action plan (if needed)
- To determine the appropriate of teacher placement
- To validate the hiring process
- To acknowledge positive performance and coach on areas of improvement
- To provide a basis for the teacher's career planning, growth, and development.

A well-organized program of formal evaluation with clearly specified purposes should be of assistance to the teacher in his/her self-assessment and improvement.

FACULTY MEETINGS

- Staff who are well informed should feel like an important part of the team
- Faculty/Staff meetings are intended to be a positive form of communication
- Regular meetings are mandatory
- If a faculty/staff member misses a meeting, it is the responsibility of the employee to find out what information was covered
- Additional meetings may be held for training or other purposes, such as parent meetings
- Effort will be made to make faculty/staff meetings meaningful
- Teachers will be notified in advance of dates and times of all faculty/staff meetings
- If a meeting is cancelled, teachers will also be notified in advance

ABSENCES

There is no real substitute for the classroom teacher; however, if unable to fulfill teaching responsibilities because of an absence, the teacher's cooperation will provide an opportunity to continue the educational program with minimal confusion. When a teacher is absent, students are expected to continue making progress.

Sub folders must include:

- Minimum 2 days' worth of work and instructions to implement
- Class schedule
- Class roster of students
- Guidelines for classroom management
- Emergency drill information
- Lesson plans are to be displayed in a visible spot in the classroom

Teachers who are ill, need to group text the Principal, Human Resources Director, and Pastor Donnelly by 6:00 am. For absences such as personal days, professional meetings, etc. prior approval needs to be

obtained. Please gain approval before making any arrangements. Excessive absences may result in separation of the work relationship.

EMPLOYEE PERSONNEL FILES

- Confidential personnel records will be maintained on each employee. These records may include:
- A completed application
- An up to date signed contract
- Current First Aid and CPR Certificate (if applicable)
- Position and date of employment
- Signed statement that the employee understands the statutory requirements for professional reporting of child abuse and neglect
- Florida Department of Law Enforcement (FDLE) Background Screening Clearance
- Local criminal background check clearance from Sheriff's Office
- Notarized Affidavit of Good Moral Character
- Copies of training information and credentials
- Fingerprinting and FBI background check

It is the employee responsibility to provide complete and accurate information about their education, training, and to be aware of keeping all required documents up to date (e.g. CDA, CEU, degrees, CPR and First Aid). Each employee must notify the office in writing, of any changes in address, phone number or person to be notified in case of emergency, to ensure accurate and up-to-date information is in the employee's personnel records.

Personnel files will be kept locked at all times.

ACADEMICS

Through the power of God working in each individual, FSCA expects students to develop their full potential in every area.

SCOPE AND SEQUENCE

FSCA utilizes three different curriculums depending on the student's grade and learning style. Students in grades K- 6th use the ABeka curriculum. Students in 7- 12th grade use Ignitia and Math-U-See as well as track-specific curriculum for High School Computers, Pre-Med, Culinary, and Business as well as electives classes. If any other changes to curriculum are needed, a Student Study Team will be convened after an introductory period of 30 days in the designated curriculum. The curriculum include

- A Beka: A proven and widely accepted program excellent Christian education
- Ignitia: An online comprehensive curriculum which include lessons in five core subject areas and electives

- Math-U-See: A textbook/workbook and video curriculum which includes lessons in general math, Pre-Algebra, Algebra 1, Algebra 2, Geometry, and Pre-Calculus

CURRICULUM

Grade K

Math/Numbers, Letters, Phonics, Science, Social Studies, Penmanship, Bible, Fine Arts, Physical Education

Grades 1-2

Reading, Language Arts, Health, Mathematics, Phonics, Science, History, Penmanship, Bible, Fine Arts, Physical Education

Grades 3-5

Reading, Language Arts, Creative Writing, Health, Mathematics, Science, History/Geography, Penmanship, Bible, Fine Arts, Physical Education, technology

Grade 6-8

English (Grammar, Composition, Literature, Poetry, Vocabulary), Creative Writing, Health, Mathematics, Science, History, Bible, Fine Arts, Physical Education, technology

Grades 9-12

English (I, II, III, IV), Math (Alg I, Alg II, Geometry, Consumer Math, Trig/PreCal), Science (Biology, Chemistry, Earth Science, Physics), Social Studies (World History, American History, Econ/Gov.), Health/PE, Visual/Performing Arts, Foreign Language, Bible, Technology, Character Animation, Cybersecurity, Computer Coding Languages, Culinary, Horticulture, Anatomy, Medical Terminology, Psychology, Business Basics, and Leadership Essentials (Specific to High School Tracks)

GRADING POLICY

Florida State Christian Academy uses GradeLink. GradeLink is a web-based school administrative software that collects grades and comments from teachers online, and can be accessed online by students and parents. Online collection of grades and comments makes it easy to produce consolidated student report cards and school transcripts. Data from multiple teachers is automatically combined to generate a full report card for every student. Some of the features of the program are as follows:

- Teachers are expected to record attendance and grades each day or each class (hard copy and in Gradelink).
- Timeliness is a must: Attendance is to be recorded in Gradelink no later than 9am daily, and grades are to be recorded no longer than 3 days after the assignment/test/project due date
- Teachers will record all grades for classwork, homework, tests, projects, and more
- Class and school announcements are made using class newsletters, mass emails, teacher emails, mass texts, teacher texts, school newspaper, student planners, and school website.
- All teachers are expected to attend the training classes offered by the school administration
- Communication (both written and verbal) to parents must be noted on GradeLink

GRADING SCALE

Kindergarten

E - Outstanding-Working beyond expected potential

S - Satisfactory- Working at expected potential

N - Needs Improvement

U - Unsatisfactory

1 – 12th grade

Percentage grades have the following letter values and receive the corresponding number of grade points:

Number Grade	Letter Grade	Grade Points
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 and below	F	0.0

*Please note: if a student is receiving a College Prep diploma, the lowest number grade a student may earn is a 70, or a C, in any class. More information in the High School Handbook.

GENERAL PROMOTION REQUIREMENTS

In addition to Interim Progress Reports and Report Cards, parents must be notified in writing or by documented phone calls at any time during the grading period when it is apparent that the student may fail or is doing unsatisfactory work in any course or grade assignments.

The teacher must maintain all documentation of the parent contact for one year.

The opportunity for a conference with the teacher or principal must be provided for the parents or guardians of any child or an adult student who may fail and/or be retained.

Promotion Policy

Students who fail more than two or more core subjects (Math, History, English, Science) for the year will not be promoted to the next grade. Attendance with a passing grade at a summer school or satisfactory completion of the course(s) through correspondence or computer program is required to advance.

TEST TAKING

- Students will be told at least one day ahead of any test
- Students must sit one to a desk. Screens may be used in the lower grades to discourage cheating
- Students will not be allowed to have any material not required for the assessment open or available
- The classroom teacher will proctor all assessments
- Cell phones will have been turned off and placed in the assigned spots in camera view

- Students that are observed cheating or discovered to have cheated will receive a zero for that assessments and referred to administration for further disciplinary action
- All test papers will be collected after the assessment and either filed for future use or destroyed
- All answer sheets will be turned in to the teacher for marking
- No assessments may be taken home. Parents may set up an appointment to view assessments at the school

HOMEWORK

Homework will be assigned and sent home each Friday for the following week, at the discretion of the teacher.

- Students are required to take home any class work they have not finished during the day. This will be reflected in their student planners. There are certain subjects that demand homework on a regular basis to insure standard competency
- Teachers will try to keep homework from interfering with church commitments
- Students must accept full responsibility for completing all school assignments, including homework
- Students will use the FSCA planner to record homework assignments, quizzes, tests and project’s due dates, as well as upcoming activities and events
- Teachers will post homework assignments on Gradelink for parents and students to see

MAKE UP WORK

K- 12	<ul style="list-style-type: none"> ● Allowed for all absences, excused or unexcused ● Student has 1 day to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school. ● All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. *Students whose work is turned in after the end of the grading period for quarters one through three, will receive an “I” or incomplete. If the work is turned in on-time, the student will receive the grade for the work (see grade provisions for students in grades 9 -12 below) ● Incomplete grades become “F” or “0” if not replaced with the grade for the makeup work that was turned in on time
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	<ul style="list-style-type: none"> Students will take announced tests on first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence
K -5 Provisions	<ul style="list-style-type: none"> Teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments Graded at full credit
6-8 Provisions	<ul style="list-style-type: none"> Students must request makeup work; students will not be penalized for makeup work that is requested, but not provided by the teacher Upon student's request, the teacher will inform student/parent of work to be made up as specifically as plans will allow, but is not expected to develop special assignments

PROGRESS REPORTS/ REPORT CARDS

Progress reports/ Report cards are sent home following the 9th week of each quarter. Students who are failing or in danger of failing a subject at the end of the fourth week of the marking period will be notified via an interim report. The parent will be called and a conference scheduled if necessary. FSCA promotes a 'no surprise' policy and every effort will be made to contact a parent. All teachers and parents will have mandatory conferences 4 times during the school year as reflected on the school calendar.

HONOR ROLL

Principal's Honor Roll = Achievement of all A's
A/B Honor Roll = Achievement of A's and/or B's

Each quarter, the student and the parents will be invited to attend a special celebration to honor them for their outstanding academic achievements.

III. ATTENDANCE

Daily attendance is recorded on Gradelink (hard copy as well) by the teacher. For a student to be considered at school all day, the student MUST be in school until 11:30am.

Accurate documentation is necessary for student records, therefore, it is very important that attendance procedures are followed. Middle and high school teachers must take attendance in every class every day and notify the office of any discrepancies.

The official daily attendance will be taken by 9:15am.

ATTENDANCE ENFORMENT GUIDELINES

All parent contact must be noted in Gradelink for the following:

When Parent is Required to be Contacted	After each absence or absence for which the reason is unknown
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Means of Parent Contact	Contact can be by phone, email, text, or in- person by school representative
Required Documentation	<ul style="list-style-type: none"> ● Gradelink documentation noting date and time of call, official making call, family member contacted, and outcome of conversation ● Email through Gradelink or FSCA GSuite ● Personal Contact – Gradelink documentation noting date and time of meeting and outcome of conversation
Referrals to Administration	Prior to or upon the 2 nd unexcused absences in any 30-day period and after school efforts to resolve have not been successful.

IV. COMMUNICATION AND CONFLICT RESOLUTION POLICY

The purpose of FSCA is to provide a creative, loving environment for children to grow spiritually, academically, socially, emotionally, and physically. A central goal of FSCA is to function as a loving community which foster the spiritual and personal growth of all of its participants through the love and truth of God as revealed in Scripture.

MATTHEW 18 PRINCIPLE

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector (Matthew 18:15-17).

In keeping with our Christ centered mission, the administration desires a harmonious relationship between faculty, students, parents, and administration (1 Peter 3:8). Unfortunately, conflicts will occasionally arise that threaten to disrupt our relationship with one another. It is important that these be handled courteously, promptly, and through the correct chain of command.

The following steps are an application of the Biblical injunction recorded in Matthew 18:15-20 for the resolution of a problem between believers:

1. The two parties are to meet privately before anyone else is involved to seek the resolution with a spirit of reconciliation
2. If unresolved at this level, the two parties meet with the Director of Human Resources
3. If the problem is still unresolved with HR as mediator, the matter is brought before the Principal or board. The Principal and/or board will meet with all parties involved to reconcile the matter
4. If reconciliation still does not occur, the Pastor (President) and/or Academy Board makes a judgment and takes the appropriate action

It is expected that all staff agree to follow these Biblical steps for a positive resolution to problems and disagreements within the school community. Activities to be avoided at all costs include gossiping, rumors, and spreading slanderous reports. The good reputation of other persons and of the school is to be protected and promoted.

ETHICAL CONDUCT TRAINING REQUIREMENT

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

TEACHER MISCONDUCT GUIDELINES

The purpose of these guidelines is not to impose unfair restrictions or limit the rights of anyone, but to define and protect the rights of all who work here, and to ensure that all provide written guidelines that clearly explain conduct we would consider inappropriate and the resulting corrective plan of action. Below is a list of actions that may require disciplinary action such as a Professional Learning Plan (PLP). The PLP will be in place for no less than one full quarter after PLP was instituted.

- Attitude towards other staff or overall job
- Use of cellphone while teaching and/or supervising students
- Excessive absenteeism
- Tardiness or absence without notice or excuse
- Leaving a class unattended for any reason. If you leave your class alone and an accident occurs, you may be held liable in a case of negligence
- Recording the time of another employee
- Humiliating a student by action of voice that degrades, embarrasses, or ridicules
- Inefficiency or lack of application on the job documented by classroom observations and/or staff evaluations including but not limited to not following procedures and policies in this handbook, having incomplete lesson plans, not utilizing proper classroom management etc.
- Committing any action that affects the safety of equipment, students or other staff, or violating a safety rule of practice
- Failure to report unsafe conditions and fire hazards immediately if you are unable to correct them
- Inappropriate language in front of students
- Continuous negative comments about students to other teachers, student's parents to other teachers, or other teachers or staff
- Inappropriate attire

SEPARATION OF WORK

While numerous circumstances may require working with an employee to correct a standard, there are several reasons that would require immediate separation of the work relationship:

- Any kind of physical abuse of a student, or employee
- Withholding food or drink from a child as a form of punishment

- Endangering the life of a student or employee
- Failure to report professional misconduct or suspicion of child abuse
- Sleeping during work hours
- Dishonesty or removal of another employee's property without permission
- Misrepresentation of fact in seeking employment
- Failure to comply with school and classroom policy
- Failure to fulfill the terms of teacher expectations in this handbook and the teacher's contract
- Gross insubordination, including refusal to perform a duty connected with the job requested by the administration
- Violation of confidential information
- Abusive language to a supervisor or to any other employee or to a parent

EMPLOYEE VIOLATION GUIDELINES

The following three steps are to be used as a guideline in cases where a violation of SJCA policies has occurred:

Step 1: Verbal warning and discussion documented with administration

Step 2: A second verbal discussion and a written warning is placed in the employees file. A PLP may be instituted. An in-service training will be required to be completed with documentation within 10 days.

Step 3: For an incident involving the same or similar violation for which step 1 and step 2 have already been followed, a separation from the workplace may occur

Following the steps above requires considerable judgment. The above are guidelines may or may not be followed exactly in every case of a violation depending upon the severity of the incident, length of employment, attitude and intent of the employee to correct the situation, and mitigating circumstances.

We are confident the conduct of our teachers will always seek to reflect professionalism in all circumstances. We are also confident that our teachers understand and respect the need for establishing high standards of conduct. Excellent teachers support an environment that is secure and fair to all.

GRIEVANCES

If there is a situation that you need to discuss in private, please bring this to the attention of the Director of Human Resources or Principal. It is never acceptable to discuss situations with other teachers, parents, or anyone else.

If the situation cannot be resolved, then a representative from the Pastor (President) will meet with the staff member along with the Principal, Director, and an Administrator. Their decision will be final.

V. PROFESSIONAL RESPONSIBILITIES

The faculty of FSCA has at its base the belief that Christ is the center of the Academy. The first responsibility of teachers is to the students who are placed in their care. All of the professional activities of the teacher should be motivated by the primary concern of what is best for the students.

Education is constantly being bombarded with new ideas, new methods and curriculum material, “back to basics” and “excellence in education.” A professional teacher keeps informed about these developments by reading professional journals and attending professional meetings.

We trust that our Christian love and respect for one another and for our students will result in a school of warmth, friendliness, and joy. This will set us apart as a unique institution. We need to have a seriousness of purpose, freedom balanced by discipline, intellectual stimulation, and sensitivity for the welfare of each individual student. With these things in mind, our work can be for the glory of God and the “edification of the saints” (students and staff).

JOB DESCRIPTION AND RESPONSIBILITIES

GENERAL (All staff and teachers)

- Demonstrates evidence of Christian faith
- Is prepared to study in academic area
- Understands and implements the philosophies and objectives of the school
- Demonstrates love for children and young people
- Maintains honest communication with administration, faculty, and staff
- Works as a team member with a non-divisive attitude
- Seeks to resolve conflicts and difficulties directly according to the Matthew 18 principle

SPECIFIC RESPONSIBILITIES

- Teaching Techniques
- Develops an enthusiastic approach to teaching
- Develops a careful and meticulous preparation of weekly lesson plans
- Lesson plans are to be turned into Academic Deans every two weeks
- Completes and exceeds the course of study for the year as outlined in the Sunshine Standards
- Keeps record of students’ grades and corrects all papers in a timely manner
- Plans classroom time primarily for instruction
- Keeps accurate record of attendance
- Able to verbalize grading policy and course outline

CLASSROOM ENVIRONMENT

- Maintains a neat, uncluttered room appearance keeping classrooms clean, wiping down with disinfectant, trash picked up from the floor
- Keeps storage organized in an orderly fashion
- Keeps floors swept/vacuumed daily and when necessary throughout the day
- Prepares bulletin boards and displays that are educationally stimulating, creative and current. Bulletin boards are to display excellent work, and grade and age appropriate content. Bulletin boards will be changed monthly

- Strives to maintain professional, modest personal appearance
- Maintains a warm, loving and positive attitude

DISCIPLINE (see also Code of Conduct section)

- Classroom Management Plan is on file with the Administration
- Clearly defines and communicates classroom rules to students and parents
- Is consistent in the carrying out of classroom and school rules and procedures
- Communicates with parents, and documents in GradeLink when students display a habit of poor classroom behavior

VI. SCHOOL PHILOSOPHY AND POLICIES

- Adheres to school philosophies and policies regardless of personal opinions
- Makes a determined effort to integrate subject area, taught with the Word of God in a relevant way
- Implements and follows all policies and procedures regarding classroom management, lesson plans, STEAM projects, and Professional training and In-service hours
- Knows and implements FSCA’s Faculty Handbook and Student Handbook

CUMULATIVE FOLDERS

To provide students the best education, teachers are strongly recommended to view their students’ files and make any appropriate copies.

- Folders are located in the main office
- Folders must be signed out on the proper log located in the main office and cannot leave the front office
- All folders must be signed back in immediately after being viewed
- Any student who is receiving a scholarship (e.g. McKay) may have special academic considerations and appropriate copies are encouraged to be made and kept in the classroom. If copies made and kept in the classroom, they are to be kept locked

LESSON PLANS

- Each teacher will create appropriate lesson plans and have them available at all times
- Lesson plans are to be submitted every two weeks to the Academic Dean/Principal for their signatures
- Teachers are to keep the lesson plans updated so that in cases where there is the need for a substitute teacher there will be no loss in subject matter being taught
- Each week, current lesson plans are to be posted in the classroom

CONFERENCES

Scheduling of conferences is done by the Teacher, Administration, or a Counselor. Conferences may be held before school, during planning time or after school. Any teacher who experiences difficulty with any parent conference should request a Counselor or Administrator to join the meeting.

4 mandatory parent-teacher conferences will be held yearly as shown on the school calendar.

HOMEROOM

It is expected that all homeroom teachers do pledges, announcements, school mission statement, devotions, and prayer each morning.

Pledge of Allegiance to the US Flag

“I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

Pledge of Allegiance to the Christian Flag

“I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands: one Savior, crucified, risen and coming again, with life and liberty to all who believe.”

Pledge of Allegiance to the Bible

“I pledge allegiance to the Bible, God’s holy word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

School Mission Statement

“It is the mission of FSCA to provide outstanding education for all students in a safe Christian environment.”

CHAPEL

Teachers are to accompany their class to every chapel unless excused by the Administration. Teachers should sit with their class to supervise behavior. All teachers are expected to attend all chapel programs. Teachers should be examples to students and, therefore, should not use this time for casual socializing or grading papers, etc.

ACADEMIC INTEGRITY

Students are expected to complete assignments (both in and out of the classroom) without unauthorized assistance

Cheating is wrongfully giving, taking or presenting academic information with the intent to deceive. Cheating includes, but is not limited to the following: copying another student’s class work, homework, projects, quizzes, tests; providing, giving, or looking up answers for the same, when permission has not been granted.

Plagiarism is intentionally representing or submitting someone else’s work or ideas as one’s own. This includes, but is not limited to, the following, copying or paraphrasing information from a magazine, book, or the Internet without giving credit to the author.

Consequences for violations may result in a zero for that assignment/test or a re-submission of the assignment/test for partial credit. Habitual cheating may lead to suspension.

CLASSROOMS

Classrooms should be left neat and orderly at the end of each day with bookshelves and tables straightened, desks in place, chairs neatly tucked in, after the room is vacuumed

The teacher's desk should be left in a semblance of order

Whiteboards should be cleaned daily

Rooms should be cleaned and tidied by the students. Check to see that they do not leave books and paper on the floors

Trash should be taken out when necessary and emptied completely each Friday

BULLETIN BOARDS

Teachers are responsible for classroom and any hallway bulletin boards

Teachers should use boards to teach a concept and/or display student work

Displays are not meant to be decorative

Classroom bulletin boards are to display relative student work with no spelling errors and content that is age and level appropriate.

FIELD TRIPS

Approval from the administration for any field trip must be obtained before planning begins. SJCA takes pride in the use of field trips for educational purposes only. Year-end trips are the exception.

When considering a field trip, please consider four things:

1. The educational value of the field trip
2. The amount of class time missed during any marking period
3. The cost involved in providing classroom instruction and the cost involved to individual students who participate in the trip
4. The effect a trip has on previously scheduled school programs and activities

A teacher must submit a completed "Field Trip Request Form" to the Administration and follow the "Field Trip Checklist" while planning for the trip. Once a copy of the signed form has been received back, the teacher may move ahead with preparations. The teacher should not communicate any field trip information to the students until the trip has been approved.

A copy of the letter to the parents needs to be approved by the Administration before it goes out. Permission slips need to be out to parents one month prior to the trip so if parents would like to chaperone they can make plans.

A field trip calendar will be kept by the front office. It would be wise to check the calendar before planning the trip to determine the number of trips already scheduled for the time proposed. The teacher should also check all other extra- curricular activities schedules in an effort to avoid conflicts.

TUTORING CLASSES

Tutoring classes are to be used in a productive manner by students. Students should bring work to tutoring. Students are not to be excused from tutoring to see another teacher unless they have a pass that was previously issued by that teacher. Hall passes should be discouraged during tutoring time.

REFERRAL FOR SERVICES

1. Identify students who are likely to need remedial instruction or speech therapy
2. Have parent fill out permission to screen
3. Follow REFERRAL FLOWCHART
4. Remember that our staff is a team and teachers/remedial instructors/therapists together are helping the student to succeed
5. Remedial instructors/therapists are part of the faculty

CLASSROOM MANAGEMENT

In order to create a positive learning environment with good classroom control, consider the following:

- Be in your classroom before students arrive (by 8:15am) and begin class promptly at 9:00am
- Do not leave your room except for an emergency. If a teacher must leave the room, radio administration or another teacher to cover the class. Students must not be left unsupervised
- Develop awareness. You need to know everything that is happening in your room
- Be prepared. Show students that you are organized
- Help each student to experience success
- Always keep your promise. Discuss consequences and follow through with them.
- Be consistent. Do not correct students one time and not the next.
- Praise publicly; reprimand privately. Limit your comments to facts related to the infraction, acceptable behavior and the penalty to be imposed.
- Use "Conscious Discipline" technique of asking questions and referring to rules

TEACHER-MANAGED BEHAVIOR (Level 1)

In most cases, concerns will be addressed by the classroom teacher. Parents are partners in students' education; therefore, contacting them is a vital part of the intervention plan. (Document all contacts.) It is your job to enforce the rules/policies/requirements listed in the Student Handbook and Student Code of Conduct as written. If you allow students to "break" these rules in "just your class," the Code of Conduct cannot be enforced. Through a united team effort, we will create a safe and caring learning environment.

ADMINISTRATIVE-MANAGED BEHAVIOR (Level 2 and higher)

When a teacher feels that he/she cannot settle a problem, the Deans and/or Administrators will assume responsibility to work with all concerned to bring about desired results. Incident Reports must be filled out and Gradelink documentation must be done when such intervention is required. Actions that may be taken include, but are not limited to:

- 3 actions=Incident Report; 3 Incident Reports=Lunch Detention; 3 Lunch Detentions=1 After-school Detention; 3 After-school Detentions=1 Saturday School; 3 Saturday Schools=1-3 Days Suspension; Suspension days can increase according to administrative discretion
- All Incident Reports and Bumps and Bruises must be documented on Gradelink as well
- Action Plan/Probation
- Detention/ Suspension/ Expulsion

If you are need of immediate assistance (ex. a fight), use a radio following FAST procedures:

Code 1 = Fight/Physical altercation

Code 2 = Extremely disruptive/upset student

Code 3 = Student leaves assigned area

Code Blue = First aid needed

No other information should be given when making the call.

NO HARASSMENT POLICY

FSCA does not and will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's age, race, religion, color, sex, sexual orientation, national origins, citizenship, or disability. Harassment is any hurtful, negative behavior that is done deliberately and is repeated especially after the victim has asked that it stop.

All FSCA staff and students have a responsibility to keep the school environment free of harassment. Students must report incidents to the Administration. When the Administration becomes aware that harassment might exist, it is obligated by law to act. FSCA will promptly investigate all reports. Any student found to have harassed a fellow student will face disciplinary action. FSCA will take no adverse action against any person for making a good faith report of alleged harassment.

BULLYING/HARASSEMENT

FSCA is committed to maintaining an environment that is free from all forms of bullying/harassment. In keeping with this commitment, the Administration will not tolerate, condone or permit bullying/harassment of or by employees or students. Anyone concerned that they are being bullied or harassed must report this concern to the Administration immediately.

- Bullying- Bullying behavior can be:
 - Verbal (name calling, teasing, abuse, putdowns, sarcasm, insults, threats)
 - Physical (hitting, punching, kicking, scratching, tripping, splitting)
 - Social (ignoring, excluding, ostracizing, alienating, making inappropriate gestures)
 - Psychological (spreading rumors, dirty looks, hiding or damaging possessions, malicious SMS and email messaging, in inappropriate use of camera phones)
- It is important to note that conflict or fights between equals and single incidents are not defined as bullying. Bullying behavior is not:

- Students not getting along well
- A situation of mutual conflict
- Single episodes of nastiness or random acts of aggression or intimidation

SEXUAL HARASSMENT

Sexual harassment may include verbal abuse, sexist remarks, inappropriate contact, leering, demand for sexual favors, and rape. Unwelcome verbal, physical, or sexual conduct, which has the effect of creating an intimidating, hostile, or offensive environment, is considered sexual harassment. Harassment tactics usually involve the inappropriate use of power. Anyone concerned that they are being sexually harassed must report this concern to the Administration immediately.

CHILD ABUSE

Florida Statute 39.201 requires “any person, including, but not limited to teachers or other school officials or personnel who knows, or has reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare shall report such knowledge or suspicion to the Department of Children and Families (DCF).” This includes suspected child on child sexual abuse. Any suspected child abuse must be reported IMMEDIATELY to the Administrator and to the Department of Children and Families and a report must be filed.

School personnel do not need permission to make a report of suspected abuse or neglect and cannot ask someone else to make the report for them. In addition, anyone who has been told about the suspected abuse needs to have his/ her name included in the report when it is made. Reports can be made by telephone (1-800-96ABUSE), fax (1-800-914-0004), web-based chat or web-based report.

Failure to report is a felony of the third degree as described in Florida Statute 39.205. Individuals reporting suspected abuse or neglect are immune from any liability when making such reports to DCF in good faith. Section 1012.98 of Florida Statutes requires teachers in grades K-12 to participate in continuing education training provided by DCF on identifying and reporting child abuse and neglect. <http://www3.fl-dcf.org/RCAAN/>

School staff should also inform the District’s Safety & Security Department if a School Resource Officer (SRO) is not available on site that they have placed a call to the Abuse Registry. Informing the Safety & Security Department and/or the SRO does not absolve school staff of the responsibility to call the Abuse Registry. Staff have a duty to comply and cooperate with any child protective investigations. Always file a report as soon as suspected abuse or neglect becomes known.

LIABILITY PROTECTIONS

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

BATHROOM PROCEDURES

Only one student at a time should be permitted to go to the bathroom, 2 students in the same grade if needed in elementary school. A bathroom pass should be given. Middle/High School students must have the teacher sign their planners and carry them with them as a bathroom permission. Long periods of time outside of the classroom should be investigated.

HALLWAY PROCEDURES

Hallways should be monitored by each teacher as students move from one class to another. Hall passes should be issued if a student needs to be in the hallway alone. Teachers should ask to see the hall pass if a student is found in the hallway during class time. Middle/High School students must have the teacher sign their planners and carry them with them.

VII. EMERGENCY/ EVACUATION

Every school facility is inspected each year for safety issues. The following are basic procedures for keeping students and staff safe daily and in case of an emergency.

- Do not block exits, including windows.
- Do not post/hang signs, posters, student work, etc. on or above doorways or windows.
- Do not hang items from the ceiling. Storage and anything on walls should be 12" from the ceiling.
- Keep waste material from accumulating in the classroom or workroom.
- Not allowed – candles, air fresheners, hand sanitizer, anything flammable.
- Keep extension cords rolled in out of the way except during actual use.

All Staff must evacuate the buildings during a drill/emergency.

FIRE

Upon hearing the continuous sounding alarm, please observe the following steps:

1. Students immediately line up quietly at the door
2. Teacher secures class roster and red/green papers. All other materials – teacher and students' – should remain in the classroom
3. Students and teacher exit classroom according to Evacuation Map
4. All visitors and volunteers must evacuate with the class
5. Close, but do not lock the classroom door

6. Students should remain in a quiet, orderly line. Any child with a physical handicap should be assisted
7. Upon reaching the outside designated area, **the teacher will check the roster and do roll-call as well as an out-loud and visual headcount.** If any student cannot be located, the staff assigned to that area should be notified immediately by radio and the teacher holds up a red paper
8. If class is not in the assigned classroom at the time of the alarm, the teacher should follow the route posted for that specific area and do roll-call and head count (see above)
9. If alarm sounds during lunch, teachers should meet their class in the evacuation area
10. Once the all clear is given by Administration, teachers should direct students to return to class in a quiet, orderly line

CHEMICAL SPILL ON CAMPUS

1. Alert Administration of occurrence
2. Identify location in school where spill has occurred
3. Administration will assess situation and call 911 if needed
4. Evacuate affected areas

EMERGENCY SCHOOL CLOSURES

In times of severe weather or other emergencies, FSCA will follow the school closure policy of the public schools.

TORNADO WARNING

Staff will be notified of this threat over the intercom system (via phone and/or walkie). Please observe the following steps:

1. Students immediately line up quietly at the door
2. Teacher secures attendance roster and red/green papers. All other materials should remain in the classroom
3. Teacher checks that all windows are closed and locked
4. Teacher leads students to the designated area
5. Students kneel on floor – head to the wall – in the “duck and tuck” position. If additional space is needed, two lines may be used
6. **Teacher does an out-loud roll call and out-loud and visual head count**, immediately informs designated staff if any student is unaccounted for, and holds up the red paper
7. Classes on the playground/outside should immediately return to the closest hallway and get into position. Roll call and head count are done (see above)
8. Classes remain in position until all clear is announced
9. Teacher will direct students quietly into classroom

Seek shelter by moving to interior corridors. If a corridor is not available for shelter, move to the opposite side of any windows and assume the protective position.

BOMB

For any threat of an explosive device, electronic devices cannot be used and should be turned off. This includes the intercom system, radios, cell phones, and etc. In order to notify staff of this threat, a designated staff member will enter the classroom and show the teacher a notice stating “Evacuate Now”. Please observe the same steps as above (Fire Drill) to evacuate. In addition, teachers should also do a quick survey of the room for any unfamiliar or unusual items.

If you answer a call regarding a bomb threat, follow these steps:

1. Immediately notify administration (walk to them and signify the code color)
2. If caller id is available, document the name and number of the individual calling.
3. Alert the Administration or office staff in a manner that will not cause panic. Do not use a radio or cell phone.
4. If possible, complete the Bomb Threat form.
5. **Do not share the information regarding the call with other employees**

NOTIFICATION OF WEAPON ON CAMPUS-CODE RED

If you become aware of a weapon on campus, contact the Principal immediately without alerting student(s) and/or suspect(s), if possible. Suggested methods of notification:

Student Observed/Knows of a Weapon, Reports it to You:

1. Use radio, ask Principal to go to line 7, say “suspected code red at (location)”
2. If radio use is impossible, use cell phone call or text to Principal and assume code red positions for students and teacher, and if possible quietly seek help

Teacher Observed a Weapon

Immediately call Principal on radio and go to line 7 and give:

- Your name and location
- Name and description of suspect
- Information regarding the weapon’s location and type of weapon

OR

- Discretely call the Principal if the suspect is not present
- Seek assistance from another teacher in reporting the incident
- Wait for Principal response

In all cases, use extreme caution. Do not confront the suspect. It is the mission of FSCA to provide outstanding education for all students in a safe Christian environment.

IN ALL CASES, IF THE PRINCIPAL IS UNAVAILABLE CALL THE REGISTRAR OR OTHER ADMINIISTRATOR.

CALLING CODES

If a Code is called over the walkie or phone intercom system, teachers must adhere to the following procedures. The safety and well-being of the students is the primary focus. Teachers are prohibited to leave their classroom or use their phones to rely messages outside of the school.

CODE YELLOW

A Code Yellow is a serious situation that requires all students to stay in the classroom. There should be no student traffic in the hallways. Designated staff will lock and check hallways. Students in hallways will be brought to the nearest classroom. Please observe the following steps:

1. Lock the classroom door
2. Alert office of any students not in the classroom
3. Continue teaching
4. No one leaves the classroom until the Code Yellow is lifted

CODE RED

A Code Red is an extreme situation that means a danger of serious or deadly force exists on campus. This could include an unauthorized individual on campus, gun/weapon, hostage situation, or campus riot. Every teacher should remain calm and focused. Designated staff will lock and check hallways. Students in hallways will be brought to the nearest classroom. Please observe the following steps:

1. Lock the classroom door. If the door cannot be locked, escort students to nearest lockable room
2. Do not allow anyone to leave the room
3. Stop teaching
4. Move all students to corner farthest from windows and door
5. Turn off lights in classroom and workroom
6. Alert office of any students not in the classroom
7. If there is no immediate danger within your classroom, place a green sheet of construction paper with Room # ½ way under your door. Also place a green sheet with Room # in an outside window if your room has one
8. Do not unlock your door for anyone except Administration or a Police Officer with I.D.
9. If you observe anything unusual, notify the office immediately
10. If an evacuation is ordered, collect attendance documents and move to the evacuation zone in an orderly manner and follow fire drill procedures
11. Remain with students in corner until Code Red is lifted. An announcement will be made by an Administrator

MEDICATIONS

No medications may be kept in the classroom. Parents need to be referred to the office with any medication requests. This includes cough drops, ibuprofen. All medications must be given to the front office in the original bottle with dosing instructions. Students may come to the office and self-administer in the presence of the office administration or staff. An authorization form to give medication needs to be completed by the parent. There only exception is an asthma inhaler or Epi Pen.

SUPPLIES AND BUDGET REQUISITIONS

Please make requests on the designated form available at the office. This request should then be given to the administration for approval. Make sure that the information is complete – name of item, titles, publishing information, shipping charges etc. The Administration will review and sign it if approved.

BOOKS / IPADS/ MATERIALS

The teacher is responsible for all books and materials ordered for their classes. All new books should be numbered. A record should be kept of the number of the book each student receives.

If a book is damaged or lost, the student will be charged replacement cost. Please inform the administration if there is a damaged or lost book or iPad.

COPY MACHINES

There are copy machines throughout the building. Teachers must abide by the Federal Copyright Guidelines. If a staff person is available to help, a teacher may leave copying to be done in the designated mailbox. Please allow 24 hours lead time.

MEDIA MATERIALS

All media materials (VCR, CD, Web Sites) must be approved before they can be shown in the classroom. A list of all approved materials will be maintained and distributed to all teachers. Approval for any material not on the list must be submitted to the Administration for approval before being shown in the classroom.

VISITORS

The following procedure is for all visitors to the school:

- Visitors must sign the Visitors Registry at the front office with their name, date, and time
- Visitors are to print their name and date on the visitor badge and attach it on their clothing so that it is clearly visible
- If cleared by the office staff, the visitor will be allowed access to the campus. If necessary, they will be escorted by a staff person
- Upon leaving, the visitor will indicate the time that they leave in the Visitors Registry at the front office and dispose of the visitor badge
- If you have a guest coming, please advise him/her to report to the office. It would be helpful to have you or a student greet your visitor at the office and escort him/her to your classroom

PARTIES

Invitations to individual birthday parties may be given out in the classroom if all the students in the class are to receive one. No invitations may be given out if everyone is not invited. If a parent brings in an edible or tangible item to celebrate a student's birthday, please make the parent aware of ANY dietary restrictions of any classmate and parent supplies enough for ALL students.

Any party that is to be planned must be approved by the administration. Please do not begin to plan any party without prior approval. Do not make any plans or announcements to the students prior to approval of administration.

VIII. SUPERVISION OF STUDENTS

HONOR CODE

Standards of Conduct

- Students are expected to be punctual to all assemblies, chapels, and classes
- Pupils, who use, write, distribute, or possess profane, indecent or obscene/profane language, literature, writing, or pictures shall be suspended from school. Students are expected to report vandalism.
- Students are to remain in FSCA dress code until they are off campus, unless they are involved in a FSCA sponsored activity that requires a dress change.
- Students will not chew gum in the building or on the grounds.
- Running in the building is strictly prohibited for safety reason. Horseplay and loud noise will not be permissible in the school building or on the school grounds.
- Electronic devices (exception iPads, laptops, or other device used for Ignitia), games, or toys are not to be brought on campus unless authorized for a class project by the teacher or coach. All such items will be confiscated and may be redeemed only by a parent.
- Cellular telephone may be brought on campus but remained in the off position and in a book bag. If the student is found to have the phone and using it will be confiscated and only a parent may redeem.
- Students are not allowed to fight verbally or physically.
- Participation with secular music, in any form, is not permitted. ONLY Christian music is to be played on campus.
- Students will keep themselves from being involved in any sexual immorality.
- Gambling, in any form, will not be tolerated on or off campus.
- No student will have in his/her possession (on person, in locker, or vehicle) any kind of dice, matches, lighters, fireworks, explosives, weapons, tobacco, alcohol, illegal drugs, or laser pointers. Students who smoke will be suspended from school and asked to withdraw if behavior is not corrected.
- There will be no attempting to sell or distribute any object or substance, which has not been authorized for sale or distribution by the principal.
- Cheating, lying, or stealing are not part of the school and will not be tolerated.
- When a student is suspected of cheating, the parent/guardian will be called by the teacher, reported to the principal, and a conference may be set up. Cheating or the intent to cheat may result in the following action:
 - Zero for an assignment
 - Removal from class with no credit
 - Repeated cheating will result in the student being suspended from school.
 - Scoffing, scorning, offensive slang, taunting, bullying and put--downs or disrespectful remarks and behavior are not acceptable.
 - Involvement in witchcraft, the occult, astrology, or playing computer and video games that foster these philosophies (this includes harry Potter, Pokémon, etc.) is not allowed. Students are

encouraged to guard their minds and hearts by viewing only the TV program, videos and movies that are wholesome and support a love for God, country and the family.

- The wearing of sunglasses or hats in the building is prohibited.

CODE OF CONDUCT

Our goal, and the student mission should always be to obey the Scripture which says, “So then, whatever you do, whether in word or deed, do all to the glory of God.” In the best interest of the entire school community, so that we might all live safely and in harmony, certain guidelines of conduct must be maintained by all students of FSCA, both on and off campus. Students must practice courtesy and consideration in all associations with teachers, school employees, fellow students, and visitors. Students must respect their person and their property. (Ephesians 4:28-32)

Students must respect the authority of administrators, teachers, and staff members and treat them respectfully as a demonstration of obedience as unto the Lord. (Hebrews 13:17 and I Thessalonians 5:12-13)

Behavior Expectations- Good behavior arises from good character. Partnering with parents in the development of Godly character is one of FSCA’s primary goals. As such, it is necessary to recognize and contend with misbehavior so as to discourage its frequency and intensity. We want FSCA to be characterized by a positive learning atmosphere where respect for others is common. As such, school personnel will teach students the behavioral expectations for FSCA students and assign disciplinary measures to teach students appropriate character. The accumulation of Incident Reports may be viewed as a sign that the student is unwilling to abide by the FSCA standards. The accumulation of Incident Reports will result in more serious consequences, even dismissal from the school.

Florida State Christian Academy students will:

- Abstain from the use or possession of alcoholic beverages, tobacco, drugs, pornography, gambling and other undesirable practices both on and off campus twenty-four hours per day, seven days per week. Students who do not abstain from such practices may be subject to expulsion. (1 Corinthians 6:19-20)
- Abstain from profanity, vulgar, and abusive speech, writing, texts, social media posts, or actions. This behavior is harmful to others and is not appropriate or conducive to one’s own moral and spiritual development. (Ephesians 4:29)
- Refrain from a public display of affection. Students are expected to conduct themselves in a discreet and Christian manner. While on campus, students should follow a “hands off” policy.
- Leave all unauthorized and dangerous items such as knives, weapons, lighters/matches, explosive items, or any items that could cause harm or campus disruption at home. Radios, CD players, MP3 players, iPods, or similar electronic items, are not allowed at school. Cell Phones are not to be seen or heard during school hours (9:00 AM – 3:30 PM or upon arrival) and may not be used unless requested by a teacher for educational instructional purposes (see Cell Phone Policy)

- Do his/her own work. Students must not give or receive help on tests, quizzes, projects, or homework unless the teacher has granted this privilege on a particular assignment. Cheating is considered dishonest and is a serious offense. During a test, quiz, or exam, it is the student's responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Talking during a quiz, test, or exam may be dealt with in the same manner as cheating. Cheating will result in a teacher intervention and will result in disciplinary action by Administration (see Honor Code).
- Maintain a Christ-like spirit of cooperation and harmony while doing his/her best to obey and conform to the school's policies, rules, dress code requirements, and staff directions. Students will refrain from negative attitudes and negative comments regarding school rules, school personnel, fellow students, and all efforts to incite dissension among student body or school staff.
- Demonstrate proper respect during prayer by bowing head and not creating or participating in distracting the time devoted to prayer. Demonstrate proper respect for the American flag
- No student can be legally married and be enrolled at FSCA. A pregnant student or a student with a child may not be enrolled at FSCA. A male student who is a father (unborn or born) may not be enrolled at FSCA.
- Cheating is a serious offense as it explicitly breaks the integrity of the academic process at FSCA. Cheating is defined as: Cheating is using, stealing, taking another person's work (including homework or previously written essay's or papers) and propagating/ distributing information about a test to other students for their personal benefit.
- 1st time cheating- Student will receive a zero on the assignment/ test, receive an Incident Report, will serve a Lunch Detention, and teacher/ administration contact with parent.
- 2nd time cheating- Student will receive a zero on the assignment/ test, receive an Incident Report and will serve a Saturday School, and administration contact parent.
- 3rd time cheating- Student will receive a zero on the assignment/ test, receive an Incident Report, and will be Suspended/ Expelled from FSCA.

The cheating and plagiarism policy is not class specific- if a student cheats in one class, the next time he/she cheats or plagiarizes it will be considered a 2nd/ 3rd offense regardless of the class.

Common Classroom Expectations- The following are considered common classroom expectations.

- Teachers may have additional requirements and/ or classroom expectation, or modifications to the following during their class instruction:
- When the teacher begins the class, be ready to start class with required materials
- Listen attentively to the teacher and participate in class discussion
- Request permission to speak or make comments in class
- Use class time efficiently
- Refrain from consuming beverages and food during class
- Refrain from chewing gum while on the school campus

PHILOSOPHY OF DISCIPLINE

Discipline Policy- The discipline philosophy at FSCA is based on the need for a proper working relationship between the home, the church, and the school. It is our conviction that the home was the first institution God established, and it is there the child learns patterns of behavior. In the home, the child learns a value system of right and wrong. When a child is taught proper discipline and respect at home, he/she is then ready to be educated and to develop the skills necessary to face life successfully. The church is the institution of God established for the express purpose of winning the unsaved to Christ and for the purpose of teaching/ training the saved. This includes the teaching of Biblical principles of living as found in the Bible.

The school is an institution set up by man for the purpose of partnering with parents in the educating and training of their children. The school has an obligation to provide an environment and curriculum conducive to effective learning. As a Christian school, it is our responsibility to further build and train our students in Christian character. The purpose of our discipline plan is to train each student to achieve obedience, respect, and responsibility in order to create a learning environment where students are able to attain their highest potential. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51 and Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for successful and meaningful relationships (Luke 10:36, 37, and Romans 12:18). The building of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balance and a biblical discipline learning environment for the students of FSCA, we realize that man's wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try to discipline in a way that is Biblical and teaches students the necessary lesson. As partners in the process of discipline, it is important that parents work cooperatively with the school for the good of the student. Since we teach the student to obey and submit to the parents, we find it imperative that the parent maintain that continuity by upholding and teaching the principles taught at school. Proper Christian educational and moral principles can only be attained through a well-disciplined program where there is cooperation between the parents and the school. As it relates to disciplinary decisions for disobedience to the Standards of Conduct for FSCA, the school administration will make the final decision concerning the disciplinary measures. There is not an appeal process once the decision has been made.

DEFINITION OF TERMS

1. **Positive Reinforcement**- The intentional recognition and rewarding of students whose behavior is deemed admirable with school personnel giving oral recognition and written recognition.
2. **Bullying**- Bullying behavior can be:
3. **Verbal** (name calling, teasing, abuse, putdowns, sarcasm, insults, threats)
4. **Physical** (hitting, punching, kicking, scratching, tripping, splitting)
5. **Social** (ignoring, excluding, ostracizing, alienating, making inappropriate gestures)
6. **Psychological** (spreading rumors, dirty looks, hiding or damaging possessions, malicious SMS and email messaging, in inappropriate use of camera phones)
7. It is important to note that conflict or fights between equals and single incidents are not defined as bullying. Bullying behavior is not:

8. Students not getting along well
9. A situation of mutual conflict
10. Single episodes of nastiness or random acts of aggression or intimidation
11. **Detention**- The time of the detention may occur during lunch or after school. A detention is assigned by a teacher or administrator. Failure to serve an assigned detention will result in a repeat detention assigned and a \$10 fee assessed. No cell phones will be allowed and must be turned in to the detention monitor at the start. Failure to attend the required day and time will result in additional detentions and/or Saturday School.
12. **Lunch Detention**- is served during the 30 minute assigned lunch time. Lunch is to be eaten in silence. The student is not dismissed until the end of the lunch time.
13. **After School Detention**- is served from 3:30 PM until 4:30 PM in an assigned classroom on Tuesdays and Thursdays. Failure to attend After School Detention will result in a repeat detention assigned and a \$10 fee assessed. If the student is a bus rider then the parent will be responsible for picking up the child no later than 4:30 pm or arrange for After Care which will incur a fee of \$10 per child.
14. **Dismissal from Class**- If a teacher finds it necessary to dismiss a student from the classroom due to disruptive behavior, the teacher will radio for Administrative/ Pastoral assistance to retrieve the student from class.
15. **Saturday School**- Students may be assigned Saturday School for disciplinary instruction. He/ She must attend school from 8:00 am -11:00 am on a Saturday doing assigned school work. Failure to attend will result in \$30.00 fee for students assigned to Saturday School, and a rescheduled Saturday School. All school policies and rules (including Dress Code) are in effect for Saturday School. Students are to arrive prior to 8:00 AM and need to make provision for their own transportation at the conclusion of the Saturday School; and must be picked up no later than 11:15 am. Staying later than 11:15AM will result in a \$5.00 per 5 minute fine.
16. **Suspension**- A student forfeiting his/ her privilege to attend school for a stated number of days may not report to school or attend any school-related activity that is on or off campus. A fee may be assessed for the suspension. All assignments, tests, quizzes or exams missed during the suspension must be completed; and will be graded as a late submission.
17. **Expulsion**-When a student completely forfeits his/her privilege to attend FSCA and is expelled from school, the student may not attend any school-related activity. After one-year, the parents of the students may request the student be given permission to attend school-related activities. School Administration will make the decision and inform parents. When a student is expelled, his/ her grades at the time of expulsion will be calculated and assigned as the grades earned on the day of expulsion. The student's school records will be marked with expulsion from school.

DISCIPLINARY INSTRUCTION

Category 1: Acts of Misconduct: Students behavior that interrupts the instructional environment of a class and/or the orderly operation of the school. These actions include, but are not limited to:

Classroom disruption, disorderly behavior, and failure to follow a teacher's directive, disrespect for other students, and unprepared for class, off-task behavior, and chewing gum, out of dress code, inappropriate displays of affection, and inappropriate parking lot conduct. **Instruction:** Teachers are to

note in GradeLink and verbally warn. After 3 redirects, and Incident Report will be sent home. The second Incident Report will have the consequence of a lunch detention, the third an after-school detention, the fourth a Saturday school, and the fifth an out of school detention.

Category 2: Actions of Misconduct: Student behavior that is either planned misconduct, and/or a more severe level of disobedience and insubordination towards a staff member, or disrespect to staff member and/or peer student. These actions include, but are not limited to:

An offense requiring immediate removal from class, skipping class, leaving class/ campus without permission, disrespect/ insubordination, destruction/ defacing school or other's property. **Instruction:** Teachers are to note in GradeLink and an Incident Report will be sent home with an assigned lunch detention. The second Incident Report will have the consequence of an after-school detention, and the third a Saturday school, and the fourth an out of school suspension.

Behavior that also includes, but not limited to:

Threats, bullying/ harassment, profanity or profane gestures/signs, profanity/ lude language, rumors, taking God's name in vain, visual or auditory presence of a cell phone. **Instruction:** Teachers are to note in GradeLink and an Incident Report will be sent home with an after-school detention. The second incident will have the consequence of a Saturday school, the third an out of school suspension (1-3 days), and the fourth a 10 day suspension with return dependent upon board review.

Category 3: Acts of Misconduct: Student behavior that is clear and severe violations of school rules, threaten the safety of students/ staff/ school and may break laws. These actions include, but are not limited to:

Assault/ fighting, tampering with safety equipment, theft, inappropriate exposure, repeated or continued bullying, and placing themselves or others in an unsafe or "at-risk" situation. **Instruction:** Possible disciplinary measure from category 2. Teachers are to note in GradeLink and an Incident Report will be sent home with an assigned Saturday school. If necessary, student will immediately be removed from the classroom, and if necessary a report will be filed with the proper law enforcement agency. If student is reported to law enforcement, he/she will be suspended and subject to board approval before returning to school. Otherwise, the second incident report will have a consequence of a suspension (3 days) from school, the third a 10 day suspension from school, with student return subject to board approval.

Category 4: Acts of Misconduct: Student behavior as defined in Categories 2 and 3, but the offense is more severe in nature and compromised the safety of others. These actions include, but are not limited to:

Use/ possession of or involvement in tobacco, alcohol, drugs/ chemical substances, sexual harassment, possession of or involvement in pornography, public indecent exposure and any criminal act classified as a misdemeanor. **Instruction:** Teachers are to note in GradeLink and immediately remove the student from the classroom and an Incident Report will be sent home with an assigned suspension (3-10 days) from school, with the removal of the student from school organizations, activities, and leadership positions, and report to proper law enforcement agency if necessary. . If student is reported to law enforcement, he/she will be suspended and subject to board approval before returning to school.

Otherwise, the second incident report will have a consequence of a suspension (3 days) from school, the third a 10 day suspension from school, with student return subject to board approval.

Category 5: Actos of Misconduct: Student behavior that is clearly defined as severe disobedience to school policies and/or unlawful. The behavior includes, but not limited to:

Possession of a weapon, firearm, explosive device on school campus or at a school-sponsored event, threatening to or actually bringing physical harm to any student/ staff member/ or volunteer, repeated use or possession of tobacco, alcohol, drugs or any chemical substance, involvement with sexual immorality, and any criminal violation classified as a felony. **Instruction:** Teachers are to note in GradeLink, immediate removal from the classroom; administration will administer a suspension or expulsion, and if necessary, report to proper Law Enforcement Agency.

PROBATION

Students may be placed on a probationary status when attitudes and actions are not consistent with the purpose and standard of SJCA. The administration will set the terms of the probation. The student, parent, and Administrator must sign the probation statement. Students must exhibit a change in behavior and attitude during the probation period. If there is no obvious change, then the student will be suspended or asked to withdraw and transfer to another institution. Types of probation are as follows:

- Academic – Insufficient academic progress
- Attitude – A rebellious spirit which is unchanged after repeated interventions by teachers and administration.
- Action – Continued deliberate disobedience
- Breach of conduct
- Failure of the parents to comply with the disciplinary procedures of SJCA

RE-ADMISSION

If any student is expelled from FSCA, they cannot apply for re-admission. Please note: if a student has been expelled from FSCA, they cannot visit campus for any reason. This includes field trips, Friend Day, etc.

In accordance with State of Florida regulations, discipline shall not be associated with food, rest, or toileting, Spanking or any other form of physical punishment is prohibited. Teachers who fail to follow those guidelines at any time, will experience a separation of the work relationship. We are confident that all of our teachers have adequate understanding of this important policy and FSCA'S dedication to upholding it.

REVIEW

All students who enroll for the first time with FSCA will be placed on a review. This will last for the first quarter. Should a student violate the Honor Code or engage in behavior that is unacceptable as a student at FSCA they may be asked to transfer to another institution.

HEALTH AND SAFETY POLICY

The following policy governs FSCA's Health and Sickness policy and also our Accident policy.

HEALTH AND SICKNESS POLICY

- Students must obtain permission from their teacher before coming to the administration if they are feeling sick.
- Prescription medications brought to the school by the parent or guardian must come in the original container and include the name of the physician and student, and directions for administering the medication clearly marked on the container and contain times the medication can be given and the correct dosage and frequency of administering medication. The parent or guardian must sign the instructions. Prescription medications will be kept in the storage cabinet and may be accessed only by the administration staff.
- A record of date, time, and dosage of any prescription medication given to any student will be recorded. The staff person administering the medication will initial that they dispensed the medication.
- Over-the-counter (OTC) medications cannot be freely given by the school unless there is a doctor's note or signed parental agreement. These include (and not limited to) aspirin, aspirin substitutes, antacids, cough suppressants (liquid or solid), etc.
- If the sickness is such that the administration staff determines that the student should be sent home the parent or guardian shall be called to pick up their student.
- The administration staff will ask the student the nature of their sickness and make a judgment as to whether it warrants calling a parent or guardian or can be remedied by medication.
- Parents or guardians must provide a note stating that the student is well enough to return to school following an absence from school due to sickness.

ACCIDENT/INJURY REPORTING POLICY

Emergencies and accidents happen quickly and require calm teachers who know exactly what to do. As a professional, we know that you will want to be prepared for any circumstance. Remember, students will be counting on you!

- Specified staff is required to have current CPR and First Aid training
- Emergency numbers for students should be available in case of emergency in GradeLink
- First aid kits are located at the Front Desk and in the hallways
- When an accident occurs, it is extremely important that the Dean/Administration be made aware. If the accident occurs and the Dean/Administration is out, be sure to inform them when they return or first thing in the morning. Without having adequate information, it is difficult to respond. Most times, parents simply want reassurance their child received appropriate care and comfort
- All accidents require a bumps and bruises form located in teacher folders and front office

IX. CELL PHONE USAGE

Center telephones are intended for business purposes. Professional staff, knowing and respecting that, refrain from using the telephone for personal use except for emergencies and extenuating circumstances. Cell phones usage is prohibited in the classroom and playground at any time unless it is an emergency. Your focus needs to be with the children.

Cell phone usage is only permitted by administrative approval.

Students may not text or call others on their phones during the school day. All phone calls are to be made through the school office with the permission of the administration. If parent needs to reach a child, please call the office and the message will be relayed.

STUDENTS AND CELL PHONES

Cell phones have become a part of our society. Therefore, we understand that every student may have a cell phone. All cell phones are to be completely powered off during school hours, unless a teacher/ administrator give specific permission. Students may not text or call others on their cell phones during the school day. All cell phone calls are to be made through the school office with the permission of the administration. If a parent needs to reach a child, please call the office and the message will be relayed. For consequences of cell phone violations please see the Student Code of Conduct.

X. ARRIVAL AND DISMISSAL

STUDENT ARRIVAL

Morning arrival for all FSCA students should be no later than 8:50am unless officially enrolled in Morning Club

The school cannot be held responsible for students on campus prior to this time

Students enrolled in our morning club may be dropped off at any time between 7:00am – 8:15 am

There will be a charge of \$5.00 per 30 minutes before 8:15am

STUDENT DISMISSAL

- School hours are 9:00am to 3:30 pm
- Students not enrolled in aftercare must be picked up by 3:30pm and no later than 3:45 pm
- Students that who are not enrolled in the After-Care Program and are not picked up will be charged \$10 per child after 3:45 pm
- No students should be in the hallways after 3:45pm

STUDENT TARDINESS

- Students will be held accountable to arrive in class at the appropriate time
- Teachers must be consistent to the tardiness policy
- All students must be seated before 9:00 am

- If a child is brought in after 9:00am, both parent and student will be required to check in at the front office. The child will be sent to class with a tardy stamp in his/her planner to show to the teacher. No stamp means the student must return to the front office
- Tardies will be recorded and after 3 recorded tardies the teacher will report it to the academic dean/Principal and the parent will be contacted.

XI. FACILITIES HEALTH AND SAFETY

STUDENT SEARCH

- School personnel shall have access to school lockers, desks, and other school property to properly supervise the welfare of the students
- School lockers, desks and other school facilities may be opened and examined by school staff at any time and no reason shall be necessary for such a search
- School personnel have the authority to detain and search or authorize the search of any FSCA student or property in the possession of the student when the student is on the school premises, is in transit under the authority of the school, or is attending any school sponsored or school authorized function
- The school has the right to search any vehicle brought on campus if there is a reason to suspect that a school policy has been violated
- School personnel shall have access to school lockers, school desks, and other school property to properly supervise the welfare of the students. School lockers, desks and other school facilities may be opened and examined by school staff at any time and no reason shall be necessary for such a search. School personnel have the authority to detain and search or authorize the search of any FSCA student or property in the possession of the student when the student is on the school premises, is in transit under the authority of the school, or is attending any school sponsored or school authorized function. The school has the right to search any vehicle brought on campus if there is a reason to suspect that a school policy has been violated

PUBLIC DISPLAY OF AFFECTION (PDA)

- Students are to refrain from holding hands, embracing, kissing or showing outward sign of affection to other students of FSCA or students or friends from other schools while attending FSCA or any FSCA or Christ Family Church function or athletic event
- If students are found to be displaying PDA then the consequences are as follows: (1) day suspension for first offense, (3) day suspension for second offense, (10) day suspension with a pending admission hearing

PLAYGROUND SAFETY

Playground Safety is an important component of FSCA. To ensure that our playground is safe and stimulating, our staff must see the need for interacting and observing students during outside playtime.

- Students are never left alone on the playground

- Chatting with colleagues or sitting uninvolved is not appropriate during working hours. Interacting with children is our primary focus. Remember the cardinal rule of safety is eyes on kids!
- With a proactive staff, interventions can often stop accidents before they happen
- When accidents do happen, visibility will be increased and appropriate documentation can be supplied when completing the accident form

We are confident that your cooperation with these guidelines will prevent potential pain and suffering to a student. It will ensure every student has many happy hours of safe outdoor play while SJCA. Please remember that it is your responsibility to ensure that the playground is left tidy when you take your class back inside. This will help to prevent accidents and maintain a standard of excellence.

XII. ATHLETICS AND FINE ARTS

The athletic fine arts programs at FSCA are an extension of the classroom and exist primarily to teach essential Christian values such as teamwork, personal discipline, commitment, sportsmanship, patience, physical and mental endurance, acceptance of authority, the rewards of hard work, and the value of setting and achieving goals.

ATHLETIC CODE OF CONDUCT

Student athletes will demonstrate kindness, friendship, and courtesy to team members and members of opposing teams. No gestures, language, or conduct that looks or sounds unsportsmanlike will be tolerated. Coaches will immediately remove offenders from the game or program.

ELIGIBILITY

Students must maintain a C average in order to be eligible for athletic competition or fine arts attendance and performance, and must be in good standing with FSCA's Honor Code. Behavior of each student and a recommendation from the teacher or academic mentor is also part of the process of eligibility. Eligibility for all students will be re-evaluated at the end of each 9-week marking period.

Any student who is ruled as ineligible during or prior to any 9-week period will not be allowed to attend or participate in practices or performances.

PHYSICAL EDUCATION

Physical education is a required course. If a student cannot participate in a Physical Education (PE) class, a signed excuse from the parent or doctor must be given to the PE teacher. This excuse must explain why the student cannot participate in class. High School students are required to take 0.5 credits of PE and 0.5 credits of Health in order to graduate. All incoming 9th graders will be assigned these classes.

HANDWASHING/ PERSONAL HYGINE

- You should wash your hands with non-abrasive soap and running water. If skin or mucous membranes come in direct contact with blood or other body fluids, wash or flush the area with water as soon as possible
- Where hand washing facilities are not available, such as on the playground, use an antiseptic hand cleaner. Use these as a temporary measure only. You must still wash your hands with soap and running water as soon as possible
- Minimize splashing, spraying, spattering and generation of droplets when attending to an injured student or co-worker, especially where blood is present
- Don't eat, drink, smoke, apply cosmetics or lip balms, or handle contact lenses where there is likelihood of exposure

If you clean up blood or body fluids:

- Wear appropriate Personal Protective Equipment
- Use a solution of one-part bleach to 100 parts water or one-fourth cup bleach to one-gallon water
- Disinfect mops and cleaning tools after the job is done
- Disposable gloves are available in the maintenance room, in the office, and in all first-aid kits
- All blood-soaked materials should be placed in a separate bag for disposal.

As important as wearing gloves is, you are not protected unless you remove them correctly:

- With both hands gloved, peel one glove off from the top to bottom and hold it in the gloved hand
- With the exposed hand, peel the second glove from the inside, tucking the first glove inside the second
- Dispose of the gloves promptly. Never touch the outside of the glove with bare skin
- Every time you remove your gloves, wash your hands with soap and running water as soon as possible

LICE/ HEALTH INSPECTIONS/ COMMUNICABLE DISEASES

If a student has any health problems, it needs to be reported immediately to the front office. Health inspections are for lice, bruises, cuts, pink eye, fever, stomach problems, excessive coughing, and runny nose. When two or more children have a communicable disease, we need to post that information on your classroom door.

GOOD HOUSEKEEPING

Good housekeeping is everyone's responsibility, since it protects you and the students in addition to the regular daily cleaning schedule. Clean and disinfect all equipment and working surfaces daily.

XIII. INTERNET POLICY

In order for a student to have Internet access on the FSCA campus, the student and his/her parent/guardian must agree with the FSCA Internet Policy..

Students having Internet access on campus are bound by the following rules:

1. Students will not “surf” for entertainment, play games, enter chat rooms, nor use the computer for personal emails, etc
2. Students must not intentionally search for offensive sites or enter offensive sites. Those who do, may lose their privilege to use the computers, and may be subject to additional disciplinary action
3. Students will not change anything on the system
4. Students may not “share” or let their classmate “borrow” computer or share passwords
5. STUDENTS ARE GIVEN ASSIGNED PASSWORDS. IF PASSWORDS ARE CHANGED IN ANY WAYS STUDENTS MAY LOSE INTERNET PRIVILEGES AT FSCA
6. Students who violate any of these rules will have their Internet privileges suspended. Students may not change any settings on the computers in the lab or in the classroom. This will constitute a detention
7. Students will only use student internet privileges and will not have access to staff internet. Students using staff internet or sharing passwords will be in violation of the Honor Code.

EMPLOYEE ACKNOWLEDGEMENT STATEMENT

If for any reasons the work place relationship is terminated or resignation is tendered, employee will return all FSCA or SJCA owned equipment the day of termination/resignation, including but not limited to:

- Laptops, tablets, or electronic devices
- All FSCA owned teacher manuals, lesson plan binders, radios
- All student/Academy Data and/or trade secrets

If applicable, any outstanding childcare or Tuition balance will be deducted from my final paycheck.
_____ (initial) I have read and understand this policy.

Signature: _____ Date _____ Date of Employment: _____

Signature of Director of Human Resources: _____

I have read the Employee Handbook and agree to adhere to the policies. I understand that these policies are subject to change, and that I will be notified by memo if a change is made.

Employee Signature Date

Principal Signature Date