

## STUDENT AND PARENT ACKNOWLEDGMENT

Family Worship Christian Academy fosters a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and staff. FWCA teaches that Jesus is our Lord, Savior, and coming King. We teach Godly principles and a righteous lifestyle. We expect the students to conduct themselves based on these standards. Each student is responsible for the following:

- Attend school daily
- Prepare for each subject with appropriate materials and completed assignments
- Observe good manners and show respect towards others
- Wear full uniform daily
- Pay required fees and fines
- Know and obey all school rules in student handbook

The FWCA Discipline Plan has been written to help your son or daughter gain the greatest possible benefit from his or her school experience.

It is important that every student understands the FWCA Discipline Plan and follows the rules and regulations set forth in the plan. Please read and discuss the Discipline Plan with your child. When you have done so, you and your child must sign this form and return it to the school. Signatures of parents and student acknowledge receipt of a copy of the Discipline Plan and certify that both have read and discussed the plan.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Teacher: \_\_\_\_\_

Grade \_\_\_\_\_

Note: Form is to be placed in student's cumulative folder.

## **FAMILY WORSHIP CHRISTIAN ACADEMY**

**433 COMPRESS ROAD**

**OPELOUSAS, LOUISIANA 70570**

**(337)942-1563**

### **OUR MISSION**

**Family Worship Christian Academy is dedicated to providing academic excellence and spiritual development for its students. We are committed to the task of changing this generation one child at a time. Ultimately, it is our mission to empower our students with God's Word, provide excellent academic preparation, nurture godly standards and morals, and allow students to reach their fullest potential.**

### **PHILOSOPHY**

**We believe that all children can learn if provided with the proper resources, instructional techniques, assistance, and time. Family Worship Christian Academy is committed to providing an educational environment that maximizes the intellectual, spiritual, social, emotional, and physical development of our students.**

**We believe that Godly principles, coupled with high expectations and the basic foundations for learning, will assist us in producing spiritually balanced, academically empowered, and emotionally sound individuals who are capable of overcoming challenges.**

### **CURRICULUM**

**Curriculum is simply the plan in a school that defines the work of teachers, the content to be taught, and the methods to be used in the process. Our curriculum is designed to address categories which include core curriculum, collateral curriculum, support curriculum, and enrichment curriculum.**

**CORE CURRICULUM** consists of reading (phonemic awareness, phonics, word recognition, vocabulary development, and comprehension), written expression (grammar and composition), and arithmetic (computation, problem solving, and critical thinking). These components are the foundation for all other curriculum categories.

**COLLATERAL CURRICULUM** consists of social studies and science. These components are important and require that students apply the core curriculum subject areas.

**SUPPORT CURRICULUM** includes the skills necessary to support learning including social/emotional interaction skills, citizenship training, study skills, computer literacy, and word-processing skills.

**ENRICHMENT CURRICULUM** includes creative expression through art, band, choir, music, dance, drama, technology, fine arts, and physical education.

Family Worship Christian Academy utilizes A Beka curriculum, Eureka math curriculum, IReady Math, PhD science curriculum, Bayou Bridges, the state guidebook, and Ignitia curriculum, along with an integration of state standards recommended by the State of Louisiana based on research in developmentally appropriate practice at every level. Other research-based curriculum is also integrated offer a diverse and well-rounded curricula experience for our students. We also have a STEAM lab (science, technology, engineering, arts, and math) on both campuses to help promote better understanding of concepts as well as to build critical thinking and problem solving skills that are an integral component necessary for success in higher mathematics and science courses.

## **Parents of Family Worship Christian Academy**

The following rules and regulations are in effect for Family Worship Christian Academy:

1. No student will be allowed to leave the school grounds during the school day without being signed out in the front office by a parent or guardian or without special permission from the principal or the principal's designee.
2. Parents are not allowed to visit teacher's classrooms during instructional times. All conferences should take place during the teacher's planning period through a scheduled appointment.
3. The office shall be notified if a child is or will be absent for three (3) consecutive days.
4. Habitual tardiness is not tolerated. **Students who are tardy must be accompanied to the office by the parent/guardian to obtain an admit slip. All late check-ins (after 8:00 a.m.) takes place on the North Campus. Please keep in mind that habitual tardiness may result in a student falling behind in classes and receiving a "0" on work missed.**
5. Makeup work for absent children should be obtained from the teacher after the final dismissal on the day of absence or before 8:00 a.m. of the following day. Please make an appointment or call ahead so that work is waiting in the office.
6. If your child has any condition (medical, physical, etc.) that warrants specific consideration, please notify the principal and teacher immediately.
7. A student will not be allowed to ride home with friends or relatives unless there is **written permission from the parent(s)** and approval has been given by the principal or the principal's designee. This should be done only in case of an emergency.
8. **STUDENTS WHO ARE PICKED UP AFTER SCHOOL ARE TO BE PICKED UP IN A VEHICLE ONLY. PARENTS ARE ASKED TO DRIVE THROUGH IN A SINGLE LINE. PLEASE ABIDE BY THE POSTED SPEED LIMIT ON THE CAMPUS. THERE WILL BE AN ADULT SUPERVISING THE AREA.**
9. All students should be dropped off at their grade level campus each morning. Grades pre-k – 1 should be dropped off at our South Campus. Parents are not to stop at the street and allow a student to walk or to get out of their vehicles to escort a student into the building.

**NOTE:** The above rules and regulations are not intended to exclude parents who wish to visit and discuss concerns with the teacher and/or principal. However, we do expect the rules and regulations to be strictly followed.

## **ADMISSION/EVALUATION OF STUDENTS**

### **NEW STUDENTS**

New enrollments are accepted beginning in February of each year. A standardized test approved by FWCA **may** be used for grade placement of new students. Grade placement may be determined by the student's final report card from the previous year, previous standardized test scores, current standardized test scores, and/or recommendation of the previous school. FWCA **does not** enroll any student who was expelled from the previously enrolled school or school district for any reason.

### **RETURNING STUDENTS**

All students are eligible for re-enrollment in February/March of each year unless there have been disciplinary or other issues that have resulted in specific terms to be met by the end of the school year. In such instances, re-admission is dependent upon the student's fulfillment of the terms stated in the behavior record/plan. Any student who fails to meet the terms required in the behavior plan will not be allowed to return to FWCA the following school year.

### **COMMITTEE/FACUTLY INVOLVEMENT**

Student admissions, student evaluations, promotion and retention recommendations, and certain disciplinary issues are referred to committee members for a final decision regarding the placement and/or handling of students. Regarding discipline, faculty members are required to evaluate students who are under a behavior contract and recommend whether the student should return for the next school year. The decision of the committee members is final.

### **BEHAVIOR CONTRACTS**

Students whose behavior has warranted a behavior contract may only re-enroll in a probationary status until the end of the school year. At that time, committee members will evaluate the student's progress during the period from March to May to determine if there was significant improvement in behavior. The committee has the final decision in who returns and who departs.

## DRESS CODE

All students in Family Worship Christian Academy are required to wear school uniforms during the school year. Uniforms must be purchased from the school-approved vendor (Sun Sports in Eunice). Only school-approved uniform items are allowed. Specifically, the following outlines the uniform policy for Family Worship Christian Academy:

1. **UNIFORM TOPS** - Plain, collared white or navy polo shirts with the school logo (either short or long sleeves). All shirts **must** be worn with the bottom **tucked in the pants, shorts, or skirt**. A plain white t-shirt is the only acceptable undershirt to be worn under the uniform shirt (**NO EXCEPTIONS**). Please note that undershirt sleeves **CANNOT** exceed the length of the school shirt sleeves.
  
2. **ACCEPTABLE UNIFORM BOTTOMS** – Khaki or navy cotton twill pants purchased from the school-approved vendor (Sun Sports). White, stonewashed, or gray colors ARE NOT acceptable. Pants must be traditional in style, **NO baggy or oversized clothes, NO pockets on lower legs, NO SKINNY PANTS**, etc. **Jeans of any color and /or type, skinny jeans, and bell-bottoms ARE NOT allowed**. A **black or brown belt must be worn with pants that have belt loops**. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. **However, K-4 - 2<sup>nd</sup> grade students may wear pants with an elastic waistband**. Sagging will not be allowed. Walking shorts (uniform colors and style) must have a finished hem and should not be more than four (4) inches above the back crease of the knee.

**GIRLS ONLY:** Skirts must be more than four (4) inches above the back of the crease of the knee. Some type of bottoms (shorts or bloomers) must be worn under skirts at all times.

\*\*NOTE: Students may not wear chain links, key chains, or other objects hanging from their belt.

3. **SOCKS-** Plain **white or black** socks (no emblem or markings) are appropriate and must cover the ankle (**crew cut**). **No-show socks are not allowed**. **Students must wear socks daily**.
  
4. **SHOES-**Tennis shoes or dress shoes are allowed. **NO** sandals, slides, flip-flops, flats, roller skate tennis shoes, slippers, or high heels are to be worn. Open back or open toe shoes are not allowed. **No shoes with wheels, lights, cartoon characters, or other devices are permitted**. **In addition, no type of boots (other than rain boots during inclement weather) may be worn at any time, regardless of the season**.

5. **OUTERWEAR**-In cold weather, students will be allowed to wear the following over their school uniform:

**Sweatshirt**-A school-approved sweatshirt must have a crew neck with no hood, must be waist length, must be plain, solid colored in navy with the school emblem or logo.

**Sweater**-Crew neck, V-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid colored in white or navy with the school emblem or logo.

**School-approved jacket- Outerwear must be the school-issued jacket only. Hats, scarves, and gloves may only be worn outdoors.** Jackets must be worn properly and **may not be worn tied around the waist at any time.**

Please note that ONLY A WHITE or NAVY LONG SLEEVE shirt may be worn under the short sleeve uniform shirt.

6. **JEWELRY**- Boys are not allowed to wear earrings at school. Small earrings are permitted for girls as long as they are not distracting or excessive in size. Medallions and/or jewelry that are distracting or excessive in size are not permitted. The school's administration may classify any jewelry as distracting or excessive in size at its discretion. Nail polish is permitted for girls; however, only basic colors are allowed. Press-on nails or **excessively long nails are not allowed.** Anything deemed as distracting will not be permitted.
7. **BOYS**-Hair should not be of a length that exceeds the collar. **Haircuts should be neatly groomed with no lines or designs in the hair.** Boys choosing to have long hair must have it neatly groomed and tied with a rubber band or similar tie. Hair styles must not be distracting and are expected to be worn neatly at all times. No caps, hats, headbands, scarves, or other head gear may be worn in the school building at any time. **Any hairstyle deemed to be distracting is prohibited. In the event a hairstyle is deemed to be distracting or unkept, the student will be required to modify the hairstyle (haircut or grooming) before returning to school. This is completely at the school's discretion. No facial hair is allowed (other than a light mustache). Beards and goatees are not allowed.**
8. No purses (4<sup>th</sup> grade and younger), bags of any type (other than approved booksacks), gadgets such as fidget spinners or other fads, trinkets, jewelry, or other objects are allowed at school. Any items of this sort will be confiscated and kept until the end of the school year. **\*\*Only clear book sacks are allowed for grades K5 and above. NO EXCEPTIONS!**

**Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of Family Worship Christian Academy will be unacceptable.**

## **Appeals Process**

Deviation from the dress code for a medical, religious and /or any other extenuating circumstances can only be granted by the School Dress Code Review Committee.

Request for an appeal hearing must be made in writing to the Administrator stating the reason for the deviation. A hearing date must be set within ten (10) working days of receipt of the request and an answer to the appeal must be rendered in writing within (10) working days following the hearing. A copy of the decision shall also be sent to the principal of the school. The determination of this committee shall be final.

Persons making the request for an appeal must be prepared to present written documentation supporting the reason for the deviation. The type of documentation required will be listed in the letter sent to them, and the date of the hearing will be stated.

## **Compliance Guidelines**

All Family Worship Christian Academy students shall comply with the dress code beginning on the first day of school. Deviations from the dress code are acceptable **only when announced by the principal**. Special attire may be allowed for programs and/or special events. In addition, **jeans may be allowed on Fridays when announced** by the principal. The **cost** when jeans are allowed is **\$1.00**. Uniform shirts or school-approved t-shirt must be worn with jeans. Jeans with holes are not allowed at any time.

\*\*Any student transferring from another school shall be given five (5) school days to purchase uniforms and comply with this policy.

## **Violators**

When there are violations with the uniform, a parent shall be contacted to bring the proper uniform to school for the child to change. A letter will be given or mailed to parents stating the violation and reminding them that further disciplinary action will result from future violations. In some instances, detention may be assigned to violators.

# **Policies Affecting Students**

## **Student Insurance**

We do not offer student insurance to parents at this time. However, FWCA does provide accident insurance coverage for all students/staff.



## **Breakfast/Lunch Information**

FWCA participates in the National School Breakfast/Lunch CEP program and provides free meals for students daily. Participation in this program is evaluated every 4 years; thus FWCA students are entitled to free meals through the 2026 – 2027 school year.

## **School Debt**

Report cards will be withheld from non-scholarship students who owe tuition, meals, or other fees. All fees are expected to be paid as outlined in the student contract. Students owing fees for meals will continue to be served meals in spite of delinquencies in meal payments. It is the school's policy that student meals will not be withheld for failure to pay meal fees. However, failure to pay outstanding fees and/or fines by the end of the school year may result in collection procedures. All tuition accounts delinquent for 30 days or more will be reviewed and proceedings will be started for withdrawal of the student from Family Worship Christian Academy. Once a debt is settled, the student will be placed in right standing and all records will be released. Tuition-paying students must maintain a credit card contract on file with the office for payment of fees in the absence of another form of payment by the 5<sup>th</sup> day of each month.

## **ATTENDANCE**

FWCA has clear expectations for student attendance. Students should arrive at school on time every school day, and they should be present and on time at each scheduled class or school obligation. Not only is regular attendance important for the individual student, but also the individual's participation is important for the group as a whole. All students must attend a **minimum of 160 days** of school per school term. After five (5) days of absences and again after ten (10) days of absences, a letter may be sent home to the parents. **Absences of 17 days or more are reported to the supervisor of Child Welfare and Attendance.** When a child has missed 17 days or more, the parents may be contacted by the Supervisor and/or District Attorney. Any exceptions will be brought to the attention of the principal for a final decision at the end of the year.

It is our belief that the FWCA calendar provides ample time off for our students at strategic points of the academic year. We sincerely hope that parents will support our calendar by not removing their child from classes on days immediately preceding or following a holiday.

The principal will designate any student absence as "excused" or "unexcused" based on state and/or parish laws.

## **ABSENCES FROM SCHOOL**

1. (Reminder: The FWCA school calendar provides ample time for holidays and family vacations at strategic times during the academic year. The school

strongly discourages parents from removing students from classes on the days before and after a holiday.)

2. All absences will be considered **unexcused** until a note from a parent is received explaining the nature of the absence so the principal can make an “excused” or “unexcused” determination.
3. When a student accumulates **10** or more absences in any class, *either excused or unexcused*, there will be a review by an administrator.
4. Absences may only be excused when a written excuse is submitted within three (3) days of the student’s return to school.

## **EXCUSED ABSENCES**

Examples of absences that may be considered excused are:

- Illness reported by a parent
- Medical or dental treatment  
NOTE: Every effort should be made to schedule routine appointments (i.e. medical, dental, orthodontic) and the like during vacations and non-school hours.
- School sponsored academic, athletic, or extracurricular events
- College visits approved **in advance** by the College Counselor
- Attending a college representative’s meeting on campus with teacher’s prior permission
- Family emergencies
- Please note that excused absences count as an absence for perfect attendance purposes.

## **EXCUSED ABSENCE MAKE-UP WORK**

Students should always strive to turn in work missed or assignments due during an excused absence before they are absent (i.e. athletic trips, etc.). Generally, the student may expect to submit all work missed within the same number of days he or she was absent. Students are responsible for scheduling an appointment with their teachers to confirm assignments or to request extra help. Teachers will make every effort to schedule a help session if needed.

Absences during exams can create serious academic problems. Any student who for any reason will not be present for scheduled exams should contact the office prior to the exams.

## **UNEXCUSED ABSENCES**

Examples of absences that may be considered unexcused are:

- Family trips or vacations
- Attending an entertainment event or social function

The student is responsible for submitting all work missed during an **unexcused** absence on the day of return. Failure to submit work owed may result in the student receiving zeros on any or all incomplete assignments. Students are expected to be prepared for all

academic work that takes place the day of their return. Tests that were missed must be completed by the date designated by the teacher.

### **CONSEQUENCES FOR UNEXCUSED ABSENCES**

1. A student who receives an unexcused absence may or may not be permitted to make up the work missed in class. The individual teacher may choose to assign an appropriate grade penalty for all missed work.
2. A student who receives an unexcused absence may be placed in the disciplinary process.
3. A student who receives an unexcused absence may not participate in any athletic or extra curricular activities that afternoon or evening.

### **ANTICIPATED ABSENCES**

An anticipated absence occurs when a student will be absent for one or more days of classes for a planned non-school event. These may include, but are not limited to, such things as college visits, participation in a non-school athletic event, or special educational/leadership seminar. These absences need to be **evaluated by the school** well in advance of the intended date(s) of absence. The evaluation rests with the principal. Anticipated absences may be determined to be excused or unexcused.

#### **PROCEDURE:**

1. A parent must call or send a note to the office at least 2 days prior to the absence stating the reason for the absence.
2. The student must have all teachers fill in assignments on an assignment form for the days the student will be absent. Students should attempt to turn in all assignments before departure unless the teacher directs otherwise.
3. The student should return the original form to the office before departure.
4. A copy of the completed form will be made for the student's use.
5. Failure to follow the above guidelines may result in disciplinary action.

### **UNEXCUSED ANTICIPATED ABSENCES**

If the student and family decide to take an unexcused anticipated absence, the school will not require teachers to:

- prepare assignments for the time missed
- provide extra help to enable the student to catch up on work missed
- provide class notes or other assistance to the student

The student is responsible for submitting all work missed during an **unexcused** anticipated absence on the day of return. Failure to submit work owed may result in the student receiving zeros on any or all incomplete assignments. Students are expected to be prepared for all academic work that takes place the day of their return. This includes

tests, quizzes, papers and any homework assignments. Tests that were missed must be completed by the date designated by the teacher.

## **CONSEQUENCES FOR UNEXCUSED ANTICIPATED ABSENCES**

1. A student who receives an unexcused absence may or may not be permitted to make up the work missed in class. The individual departments may choose to assign an appropriate grade penalty for all missed work.
2. A student who receives an unexcused absence may be placed in the disciplinary process.
3. A student who receives an unexcused absence may not participate in any athletic or extra curricular activities that afternoon or evening.

## **LATE TO SCHOOL**

Any student reporting late to school must sign in at the office and will automatically be given an unexcused admit slip unless a note from a parent or doctor clearly states that the tardy was unavoidable. Please be aware that arriving after the conclusion of a class will result in the student being marked as absent from that class and tardy for the class presently in progress.

**Unacceptable** reasons for morning tardiness include:

- Oversleeping for any reason other than documented illness
- Fatigue
- Unsubstantiated traffic or car problems
- Unspecified illness or general malaise
- General notes asking that a student be excused but given no reason why
- Non-emergency personal or family errands

## **TARDIES**

All students are expected to arrive at school on time every day and arrive at all classes and obligations on time every day. While being tardy is unavoidable at times, the ultimate decision as to whether a tardy is considered excused or unexcused rests with the principal. **A student who is habitually tardy to class during the school day will be referred to the principal and may be placed in the disciplinary process.**

## CONSEQUENCES FOR TARDIES

1. A student who accumulates three tardies in a semester (tardy to school or tardy to class during the school day) may serve a work detail at the earliest convenience of the work detail supervisor. Each additional tardy that semester may result in additional work details. Tardies are recorded starting at 8:00 a.m. daily.
2. A student who receives an unexcused late check-in after 8:30 a.m. may not participate in any athletic or extracurricular activities that afternoon or evening.
3. An extended record of tardies may result in more serious disciplinary action and/or tardies being converted into absences. **Excessive absences may result in a student being retained in the current grade the next school year.**

## SIGN-IN/SIGN-OUT

1. **Arrival at School-** Students who do not use FWCA transportation are expected to be at school by 7:55 a.m. Students who arrive late to school must be signed in by a parent and receive an admit slip for class from the receptionist.
2. **Early Departure from School-** Students who must leave school for any reason other than school-sponsored events must be signed out by a parent. **Parents may not check students out after 2:20 p.m.**

**NOTE:** Unless the reason for checking out complies with the definition of “excused absence”, a student’s absence from any class due to an early departure from school shall be considered unexcused. The student may or may not be permitted to make up work and/or may suffer a grade penalty as a result of non-participation.

3. **Senior Privilege:**
  - a. Seniors who have signed permission forms are permitted to leave campus for trips to local food establishments without signing out at break or lunch. Signing out is required if seniors are leaving school and not returning **or** if seniors are leaving to go to any location other than local food establishments. Parents give this permission with the approval form. If a senior is signing out sick, FWCA will call the parent.
  - b. If a senior’s school day ends before 2:45 p.m., the senior must sign out in the office before leaving campus for the day.

## SPECIAL CIRCUMSTANCES

Special circumstances may arise during the course of the year that requires a student to miss an extended period of school or schedule a recurring medical appointment during the academic day. FWCA will make every effort to work with students and families to ensure the student does not suffer academically should this occur. To help us prepare a plan of action for student, parents should meet with the principal before any class time is missed.

### **FWCA Grading Scale**

<b>100-92</b>	<b>A</b>
<b>91-83</b>	<b>B</b>
<b>82-75</b>	<b>C</b>
<b>74-67</b>	<b>D</b>
<b>66-Below</b>	<b>F</b>
<b>Satisfactory</b>	<b>S</b>
<b>Unsatisfactory</b>	<b>U</b>
<b>Needs Improvement</b>	<b>N</b>
<b>Incomplete</b>	<b>I</b>

**K5 students receive grades of S, N, & U in all subjects. Physical Education grades are S, N, U for all grade levels except high school, which receives standard letter grades in P.E. Enrichment classes receive a grade of S, N, U in grade levels K – 8. Grades of S, N, and U are not averaged in the grade point average of any grade level.**

**Promotion Policy: K5 – second graders must pass reading and math with a grade of 75% or above in order to be considered for promotion. A student in grades 3 – 12 who receives a grade of “F” in the final nine weeks period in any subject will fail the subject for the year. In addition, any student who fails to earn 4 quality points and an average grade of 70% in any subject will fail the subject for the year.**

### **Progress Reports**

Progress reports may be periodically sent home to parents. In addition, parents may access progress reports and student grades through Teacher Ease, the school’s online academic software accessed at [www.teacherease.com](http://www.teacherease.com). Parents who provide a current e-mail address to the child’s teacher at the beginning of the school year will be enrolled in Teacher Ease and may access student information from home. Students are encouraged to record test and quiz grades in their planner throughout the nine weeks period.

### **Report Cards**

Report cards are issued to each student by the homeroom teacher at the end of each nine-week reporting period.

### **School Closure**

During inclement weather, FWCA follows St. Landry Parish’s decision to close schools. FWCA uses Class Dojo and Remind apps to notify parents of any closures or emergency messages impacting the entire school.

## Program of Studies Minimum Required Time Allotments

### KINDERGARTEN

**Half Day Schedule  
(Minimum 2 1/2 Hours)**

**Full-Day Schedule  
(Minimum 5 1/2 Hours)**

**Required Minimum Minutes**

**Required Minimum Minutes**

60	Unstructured Learning Activities	75
30	Snack, Bathroom, Rest	30
60	Structured Learning Activities	75

**Dismissal**

Lunch and Rest Period	60
Unstructured Learning Activities	50
Structured Learning Activities	50
Culmination Activities	<u>20</u>
<b>Total</b>	<b>360 Minutes</b>

**Examples of Unstructured Learning Activities Include:**

Informal Greeting of Children	Opening Exercises
Interest Center of Child's Choice (such as: arts, crafts, and blocks)	Dramatic Play Area
Sand Table	Puzzles and Games
	Indoor and Outdoor Play

**Examples of Structured Activities Include:**

Concept Development	Dramatizations
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### GRADES FIRST & SECOND

The length of the school day shall not be less than 6 hours of instructional time, exclusive of recess, lunch, and instructional planning periods.

<u>Subject</u>	<u>Periods Per Week</u>	<u>Required Minutes</u>
<b>Language Arts</b> (Reading, oral, and Written Communication and Literature)	5	175
<b>Mathematics</b>	5	75-80
<b>Social Living</b> (Social Studies, Science)	5	40
<b>Health and Physical Education</b>	5	30
<b>Music, Arts, and Crafts</b>	5	<u>40</u>
<b>TOTAL</b>		<b>360 Minutes</b>

## **Discipline Plan**

Family Worship Christian Academy has established the provision of a quality educational and spiritual development program for each student in a safe school environment. Our environment is free of disruptions that interfere with the educational process. The purpose of this Discipline Plan is to inform all students and parents of expectations regarding behavior and conduct at FWCA.

This plan was developed to protect the rights of all students by:

- providing a school-wide discipline plan
- specifying the behavior that is expected of ALL students
- describing the broad range of student misconduct and providing appropriate disciplinary consequences for each type of misconduct.

Students and parents are expected to become familiar with the FWCA Discipline Plan and to adhere to the policies set forth in this plan.

Every faculty and staff member of Family Worship Christian Academy is authorized to hold every student to a strict accountability for any disorderly conduct in class, on the playground, any facility of the school, and/or any school-related activity.

Upon arrival at school (including boarding school-provided transportation), students are under jurisdiction of the school until the time of departure. All students must behave in an orderly manner at all times respecting the rights of school authorities and the rights of other students.

Students are responsible for any damages done to school property. Students causing damage(s) will be required to pay the cost of repairs.

Every student is expected to abide by and obey all rules put forth by the school.

## **Code of Conduct**

**By enrolling at FWCA, each student agrees to abide by the school's expectations and the spirit of those expectations, and parents agree to support the school's policies.**

FWCA is a school community based on strong belief in mutual trust and self-responsibility. Students enjoy privileges and freedoms in day-to-day activities that are based on each student assuming responsibility for his or her actions.

It is important for students and parents to know the expectations for conduct set forth by the school community. These expectations grow out of genuine concern for each



student's growth and development as a happy and healthy individual guided by strong moral and ethical values.

## School Expectations

**Family Worship Christian Academy expects that every student will:**

- A. Be honest in all matters.** Lying, cheating, stealing, plagiarism and deceit are violations of integrity and honor.
- B. Respect teachers and fellow students.** Fighting with, intimidating, threatening or verbally abusing other members of the community will not be tolerated. There is to be no rude or disrespectful behaviors, inappropriate language or hazing, either physical or emotional. Any form of harassment (sexual, physical, racial, religious, ethnic, homophobic or emotional), coercion or abuse is detrimental to the school community and educational environment and will not be tolerated.
- C. Behave appropriately.** Students must respect the expectations of each teacher and of the school. Disruptive and disrespectful behavior is not acceptable.
- D. Take pride in keeping the FWCA campus a clean and beautiful place.** Students should dispose of all trash in appropriate receptacles as well as keep their area neat and clean. No food or drink is allowed in classrooms, the sanctuary, or computer lab except while under supervision of a faculty member.
- E. Meet all commitments and obligations.** All students are expected to be prompt in their attendance at all scheduled classes, study halls and activities.
- F. Not use tobacco, alcohol, drugs, or abuse prescription medications or any other substance.** Please see the Drug and Alcohol Policy.
- G. Behave in a way that reflects favorably upon FWCA.** Sportsmanship, courtesy and appropriate dress are the hallmarks of an FWCA student. Public displays of affection are not acceptable behavior.
- H. Respect and care for school property and the property of others.** Acts of vandalism, graffiti, property damage, malicious mischief and unauthorized or inappropriate computer use or use of data on a computer is unacceptable.
- I. Use common sense in their actions and consider their individual safety and the safety of others.** Weapons, fireworks, or explosives of any kind are not permitted on FWCA property or at FWCA events.

## DISCIPLINARY PROCESS

Teachers generally handle minor infractions in the classroom, on campus, or at FWCA activities. Serious infractions of the Code of Conduct or repeated offenses of any kind may be referred to the principal or his/her designee. Students and families should be aware that any disciplinary action may be disclosed to third parties.

Disciplinary responses include but are not limited to:

- **Verbal Warning**
- **Conference with student in the hallway/private area**
- **Parent Contact- Parent must be contacted by phone or Class Dojo. Receipt of the message must be verified (if Class Dojo is used).**
- **Administrative Intervention-** Counseling with an administrator or designee.
- **Paddling-** This may occur if a student progresses through the discipline cycle and continues to misbehave. Paddling is a disciplinary option of the school unless a parent submits a written request that a student receive a different form of discipline including but not limited to suspension from school. (See Corporal Punishment policy on page 19)
- **Work Detail-** This may be assigned for missed obligations or any other behavior that requires a disciplinary response. It is a period when students will work toward the improvement of the school. Work details will be held after school, during lunch/recess, during a free period, or before school at the discretion of the principal. Parents are responsible for transportation to and from FWCA should a student receive a work detail.
- **Suspension-** A student may be suspended for a violation of the Code of Conduct, repeated violations or continued unsatisfactory behavior.
  - **In School-** The student will report to the principal upon arrival on campus. The student will be expected to attend all classes and spend all free periods, breaks and lunch with the Principal or his/her designee. Additionally, the student will spend from 3:00 – 5:00 p.m. with the principal or his/her designee.
  - **Out-of-School –** This suspension occurs only for serious offenses because FWCA does not desire for students to miss academic class time. One reason for the suspension is to give the student some time at home to discuss with parents the commitment involved within the school’s community and the obligation of meeting its expectations.
  - **Disciplinary Probation-** This is a period of trial during which the student is expected to demonstrate, through cooperative behavior and a positive attitude, that he or she truly wishes to remain a contributing part of the FWCA community and is capable of self-responsibility. Any additional major offenses

or accumulation of minor offenses could result in separation from the school.

- **Dismissal-** A student may be dismissed from the school for a violation of a school expectation, an accumulation of violations or recurring unacceptable behavior. This is a removal from the school. The student may apply for readmission after a specified length of time.
- **Expulsion-** A student may be expelled from the school for a violation of a school expectation, an accumulation of violations or recurring unacceptable behavior. The student will not be considered for readmission and may not enroll in any school in the parish during the current school year.

### **SEPARATION FROM FWCA**

Any student who withdraws from FWCA pending any disciplinary or honor action or is dismissed or expelled will not be permitted on the FWCA campus nor permitted to attend any FWCA-sponsored function unless officially readmitted to the school.

## FAMILY WORSHIP CHRISTIAN ACADEMY CORPORAL PUNISHMENT POLICY

### **Biblical Justification**

- Proverbs 13:24 “He that spareth his rod hateth his son: but he that loveth him chasteneth him betimes.”
- Proverbs 19:18 “Chasten thy son while there is hope, and let not thy soul spare for his crying.”
- Proverbs 20:30 “The blueness of a wound cleanseth away evil; so do stripes the inward parts.”
- Proverbs 22:15 “Foolishness is bound in the heart of a child, but the rod of correction shall drive it far from him.”
- Proverbs 23:1-14 “Withhold not the correction from the child; for if thou beatest him with the rod, he shall not die. Thou shalt beat him with the rod, and shalt deliver his soul from hell.”

### **Procedures for Administering Swats**

- The principal or his/her designee will administer the swat or swats in a designated area outside of the classroom and away from other students.
- A witness may be present.
- The child will be told the reason for the swat or swats.
- A wooden paddle will be used. Swats will not be administered with the hand.
- No more than five swats will be administered at one time (two for students younger than seven).
- The child will not be allowed to throw a tantrum.
- Adult(s) will talk with the child and let him/her know the reason for the correction.
- Parent(s) may request a note on TeacherEase or in the student’s planner when this form of discipline has been administered.

## **PARENT’S INVOLVEMENT**

We have read and we understand the above Family Worship Christian Academy Corporal Punishment policy, and we agree to abide by its policies and guidelines..

Parent Signature \_\_\_\_\_

**\*\*Note: While this form may be used and kept in a student’s file by FWCA, it is not a requirement prior to paddling a student as a disciplinary consequence. If a parent does not want paddling to be a consequence used for a student, a written request for an alternative consequence must be submitted and placed in the student’s file. An alternate consequence may include either paddling by the parent in a designated area of the school or suspension from school.**

## **Discipline- Authorization By Law**

### **Discipline of Students, Suspension, and/or Expulsion**

Act of 1970, Section 1, Section 223 and Subsection A of Section 416 or Title 17 of the Louisiana revised Statutes of 1950 and reenacted to read as follows:

Every teacher is authorized to hold every pupil to a strict accountability for disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. School principals may suspend from school any pupil who is guilty of willful disobedience; who treats with intentional disrespect a teacher, principal, superintendent, member or employee of the school; who use unchaste or profane language; who is guilty of immoral or vicious practices or of conduct or habits injurious to his associates; who uses tobacco or alcoholic beverages in any form in school, school buildings or on the school grounds; who disturbs the school and habitually violates any rules; who cuts, defaces, or injures any part of school buildings or any property belonging to said buildings; who writes any profane or obscene language or draws obscene pictures in or on any school material or on any school premises, or any fence pole, sidewalk, or building on the way to and from school; who is found in possession of any inappropriate item or material related to or having a sexual connotation including but not limited to magazines, drawings, condoms, etc.; who is found to be carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury; who throws missiles on the school grounds liable to injure other students; who instigates or participates in fighting while under school supervision; who violates traffic and safety regulations; who leaves the classroom during class hours or detention without permission; who is habitually tardy or absent; or who commits any other serious offense. A written notice will be provided explaining the reason for suspension. Any determinations shall be final, reserving the right of the discipline committee of the school to remit any portion of the time of suspension. A pupil suspended shall not return until payment in full has been made for such damage or until directed by the superintendent of schools.

It is not permissible to bring the following on the campus:

- a. Knives
- b. Metal Combs
- c. Radios or Electronic Games
- d. Weapons of any kind
- e. Cell Phones
- f. Fire Crackers or related items
- g. MP3 Players
- h. Toys (unless permission has been granted by teacher)
- i. Electronic devices of any kind including computers
- j. Any metal object that measures over 1.5” may be considered a weapon
- k. Computer software, apps, and/or games
- l. Vaping paraphernalia

### **Discipline Confession**

I am a disciple taught of the Lord; obedient to God's will, with great peace and undisturbed composure.

I obey God, my parents, and my teachers because they have authority over me.

I hear the voice of God and the voice of a stranger I will not follow.

I choose wise friends, and I am wise. I am ten times wiser than the children of the world. I have been blessed with exceptional wisdom and understanding. I am growing in the stature of Christ and in favor with God and man. The wisdom of God is formed in me.

God is working in me to know His will and to do His good pleasure.

As a child, I am being trained from the Word of God in the way that I should go, and when I am older, I will Not depart from it.

The blood of Jesus protects me, and no weapon that is formed against me shall prosper.

I am blessed because I keep God's commandments. His Word is forever settled in Heaven. He performs and confirms His Word with signs following in my life.

In Jesus' name, I hold fast to my confession of faith.

### **Scripture References**

Isaiah 54:13, 17

Ephesians 6:1

Philippians 1:3

I Kings 4:29

Ephesians 1:17

Exodus 12:13

John 10

Psalms 112:1-3

Mark 16:20

Proverbs 22:6

Hebrews 10:23

Proverbs 3:4

James 1:5

Psalms 119:89

## Classroom Behavior Rules

### Students will:

Be respectful to adults and others at all times.

Report to class on time.

Keep hands, feet, and objects to self.

Raise your hand and wait to be recognized before speaking.

Refrain from using profanity, teasing others, fighting, instigating a fight, or bullying.

Follow directions the first time given.

Keep designated area clean at all times.

**These are general rules. Additional rules may be added by the classroom teacher.**

## Restroom Rules

1. A child must have a pass to use the restroom during class time.
2. Flush the toilet after using it.
3. Keep walls, floors, and ceiling clean.
4. Use the trash disposals provided in the restroom.
5. Report promptly any breakage or stoppage.
6. Use the lavatory, but do not clog the drain with paper.
7. Do not write or draw on the walls or doors.
8. If a child has a physical problem that requires frequent restroom visits, the school needs written notification **from the child's doctor**.

## Cafeteria Discipline

1. Teachers accompany classes to the lunchroom. One teacher remains with students during the lunch period until the meal is completed.
2. The following rules are to be observed in the lunchroom:
  - a. Enter the lunchroom in a single line.
  - b. Wash hands before eating.
  - c. No loud or excessive talking.

- d. Practice good table manners at all times.

### **Playground Rules**

Students will refrain from:

1. Running on the cement
2. Horseplay
3. Fighting
4. Playing with rocks or other objects not designated as objects for play
5. Littering the school yard
6. Cursing and foul language
7. Playing outside of designated area

\*The school principal or the designee may suspend from school any student, who is guilty of willful disobedience; who treats with intentional disrespect any employee of the school; who uses profane language; damages school property; who disturbs the school and habitually violates any rules; or who commits any other serious offense.



## **School Nurse**

The school nurse works with parents and teachers to help meet the student's educational and medical needs. The nurse shares information to bring about a better understanding of the student's medical problems in an effort to assure maximum achievement within the physical limitations exhibited.

The school nurse also assists with local health clinics, if needed; accepts referrals from teachers, principal, other school personnel, other agencies, such as Department of Public Welfare and Family Services, and the parish health unit; assists with preschool roundup and immunization programs; keeps records of all contacts made regarding a student's physical condition whether acute or chronic and makes follow-up recommendations; removes from school any student suspected of having a communicable disease; refers parents to a proper source for medical findings concerning the student to school personnel involved; counsels school personnel, parents, and students (when advisable) and plans action for eliminating or accepting health problems that interfere with the effective learning of the student; administers non-prescriptive medication in the school with permit of parents; and administers first aid when needed at school.

Students with a known illness or who are on special medication should notify the school nurse.

**FWCA has two licensed nurses available on an as-needed basis for student referrals.**

## **Bullying, Threatening or Violent Behavior**

Family Worship Christian Academy is committed to maintaining a safe and secure school environment. Therefore, there is zero tolerance of bullying, threatening or violent behavior exhibited on campus or at school-sponsored activities. Even if made in a joking manner, statements threatening other students, school personnel, or school property are unacceptable.

### **Threatening/ Violent Statements**

Whether written or verbal, such threats will be dealt with severely. School authorities will conduct an investigation to determine the severity of the incident. Students who have made a verbal threat overheard by a staff member or a reliable student witness will be disciplined according to the adopted school plan.

### **Bullying**

The terms harassment, intimidation, and bullying shall mean any intentional gesture or written, verbal, or physical act that pertains to a student's disability, race, religion, or sex that:

- (a) A reasonable person under the circumstances should know his/her action will have the effect of harming a student or damaging his/her property or placing a student in harm to his/her life, person or property; and
- (b) is so severe, persistent, or persuasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Any student, school employee, or volunteer who in good faith reports an incident of harassment, intimidation, or bullying to the appropriate school official in accordance with the procedures established by school policy shall be protected from any retaliation.

## **Sexual Harassment**

Sexual harassment is a form of misconduct which undermines the integrity of Family Worship Christian Academy's employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcomed sexual overtures. Sexual harassment refers to behavior which is not welcomed, which is personally offensive, which debilitates morals, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

Violation of this policy shall result in disciplinary action against any employees or student involved, including possible termination of the employee and expulsion of the pupil. Employees who fail to follow the policy or fail to investigate shall also be disciplined.

Sexual harassment is a prohibited action when it results in discrimination for or against an employee or student on the basis of conduct not related to their working or learning performance. Such practice would include any job related or academic action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures. This form of sexual harassment may be more difficult for employees or students to cope with when individuals offer or threaten to use the power of their position to control, influence, or affect the career, salary, or job of another employee, or academic status of a student in exchange for sexual favors.

It is possible for sexual harassment to occur at various levels among peers or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employee and /or students. In fulfilling our obligation to maintain a positive and productive working and learning environment, Family Worship Christian Academy will make every attempt to halt any harassment as soon as it is reported to the proper school officials.

### **Definition**

Sexual harassment may include, but is not limited to:

- a. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse.
- b. Subtle pressure or request for sexual activity.
- c. Persistent unwelcomed attempts to change a professional relationship into a personal, social-sexual relationship.
- d. Creating a hostile work or learning environment, including the use of innuendoes or overt or implied threats.

- e. Unnecessary touching of an individual, e.g. patting, pinching, hugging, repeated brushing against another person's body.
- f. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or a pupil's status.
- g. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment or a pupil's status.
- h. Sexual assault or battery as defined by current law.

### **Procedures**

1. A person who believes they have been subject to sexual harassment should discuss the problem with their immediate supervisor. Students should discuss the problem with their principal or another certified staff member.
2. If an employer's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the Bishop or Pastor.
3. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not affect the person's employment, compensation or work assignment unless it is determined that improper conduct occurred. The initiation of a complaint shall not adversely affect the job security or status of an employee.
4. If a finding of facts determines that the employee or student acted improperly, appropriate action shall be taken.
5. Strict confidentiality shall be maintained throughout the complaint procedure.

**Any person who believes he or she has been sexually harassed may file a written or oral complaint with the Director of Personnel or the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D. C. 20201.**

## **Emergency Plans**

### **Fire, Tornado Watch and Warning**

#### **Rules to Observe in Case of Fire:**

1. The warning signal for a fire is a distinctive bell sound.
2. Students and teachers will immediately evacuate the building and move to a safe area designated by the teacher.
3. Windows and doors are to be closed if possible.
4. Teachers should have their class rosters to be sure that all students have evacuated the building.
5. Students are to remain quiet at all times.
6. Students will remain in a safe area until a safe signal has been given.

#### **Rules to Observe in Case of a Tornado Watch:**

1. Teachers will be warned verbally in the event of a tornado watch.
2. Teachers will warn their students about the tornado watch.

#### **Rules to Observe in Case of Tornado Warning:**

1. The school alarm will be used as a warning system.
2. All portable buildings will evacuate to the main building.
3. The teachers should have their students sit on the floor along the interior walls away from the doors and the windows.
4. Students should lower their heads and place their hands over their heads.
5. Students should remain quiet at all times.
6. Students are to remain in instructed position until a safe signal is given.

## **DRUG AND ALCOHOL POLICY**

FWCA is committed to a drug and alcohol free environment for students at FWCA, to providing appropriate drug and alcohol education for our students, and to treating involvement with drugs and alcohol as a health issue as well as a disciplinary issue. Alcohol and drug involvement are violations of the laws of the State of Louisiana and incompatible with the school's mission and its daily operation.

### **PROHIBITION FROM CAMPUS AND SCHOOL-SPONSORED EVENTS**

FWCA expects that every student will not use tobacco or drugs, or abuse prescription medication or any other substance. Use of any of these and/or being under their influence on the FWCA campus or at any activity where FWCA is either a participant or sponsor is prohibited. In addition, the act of or the attempt to purchase, procure, possess, distribute, sell or share alcohol, other drugs and controlled substances or tier paraphernalia is prohibited. Any violation of this policy will result in disciplinary actions, up to and including separation from the school.

### **COMMUNICATION TO FAMILIES REGARDING SUSPICION OF USE**

Very often an individual's behavior, demeanor and habits will change if he or she becomes very involved with the use of drugs and/or alcohol. If any faculty member in their daily contact with a student, become suspicious regarding a student's possible use of alcohol or drugs, parents can expect to be contacted by the school to schedule a conference to develop a plan of action to address the school's concerns.

Recommendations may include:

- Referral to a family physician for a physical examination
- Referral to a professional for individual and/or family counseling
- Referral for a school approved chemical dependency assessment unit, which may include drug screening and/or psychological counseling.

### **VIOLATIONS OF THE DRUG AND ALCOHOL POLICY**

Any student in possession of drugs, alcohol or any other mood-altering substance, or any student under the influence of drugs, alcohol or any other mood-altering substance at any time on school campus, while attending a school-sponsored activity or while on school transportation is in violation of the Drug and Alcohol Policy and subject to disciplinary action. The school will contact the parent of the student immediately regarding drug and/or alcohol violations.

If a student is suspected of being under the influence of drugs, alcohol or any other

mood-altering substance during the school day, parents will be called to pick up the student from school. The student will be required to go directly to a school-approved drug-testing agency to take a drug-screening test. The school will be given the results of the drug test. If the results are positive for any drugs and/or alcohol, or if the student refuses to take the required drug-screening tests, the student may be separated from school.

FWCA reserves the right to require a drug test for any student at any time.

### **PRESCRIBED MEDICATION**

Students who have medication specifically prescribed by a physician to treat medical conditions and need to receive doses during the school day must have an Administration of Medication Form completed by the prescribing physician and on file in the main office. Students must keep their medication in the school office.

Any student who “shares,” sells, or in any other way distributes his or her prescribed medication with another member or seeks to procure same from another member of the FWCA community will be subject to disciplinary action up to and including separation from school.

### **INABILITY TO FUNCTION**

If a student is unable to function during the school day for any reason, the student’s parents will be contacted to pick the student up from school immediately. The parent, student, and the principal will meet the following morning to discuss the issue.

### **SEARCH AND SEIZURE POLICY**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Family Worship Christian Academy has the right to perform unannounced inspections and searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a threat to themselves or others. The principal and authorized staff members may search a student’s pockets, purse, backpack, book bag, gym bag or other personal property, as well as student vehicle, student lockers, desks or other school property.

No student may possess an illegal substance, object, or contraband that constitutes a threat to the health, safety and welfare of any person or persons on school property. Contraband is all substances and materials prohibited by school policy, state or federal law including but not limited to controlled substances, drugs, alcohol, tobacco products, guns, knives, multi-purpose tools such as the Leatherman, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive or a general nuisance of the mission of FWCA will

be seized. Storage, return, or destruction of such items shall be at the discretion of the principal or the principal's designee and subject to legal impoundment.

Students are at all times responsible for the contents of their locker(s), desk, vehicle, pockets, purse, backpack, book bag and gym bag, cell phone, laptop, and any and all electronic devices. Any contraband seized will be used as evidence in any disciplinary or legal proceedings.

## **SENIORS AND COLLEGE ADMISSIONS**

Any senior student who experiences a change in disciplinary status or who leaves FWCA for any reason will be given ten (10) workdays to notify the admissions offices at the colleges and universities to which he or she has applied. The College Counselor has the professional obligation to notify all admissions offices to which the student has applied that the student's disciplinary status has changed or that the student is no longer a member of the FWCA community.

## **TRANSPORTATION**

### **AUTOMOBILES ON CAMPUS**

Driving and parking on campus are privileges, not rights. Student drivers should be aware that:

1. All vehicles parked at school must be registered with the office. Every student driver must complete a Permission Form and Vehicle Registration.
2. The speed limit on campus roads is 5 MPH.
3. Students may park only in student parking areas.
4. Cars should be locked when parked on campus.
5. Cars on campus are subject to FWCA's Search and Seizure Policy.
6. Other than at times of arrival or departure, students are not permitted in the parking lot for any reason unless they have the permission of a faculty member.
7. Seniors have privileges to go to local food establishments with a signed permission form on file.
8. Students may not use their cars during the school day unless they have an authorized excuse from home.



## BUS REGULATIONS

The safety of students using FWCA transportation is very important. Therefore, students are required to follow the following regulations concerning bus transportation:

1. Students should arrive at the designated bus stop **10 minutes prior to departure.** The bus will not wait.
2. Parents should arrive at the designated bus stop **10 minutes prior to arrival.** The bus will not wait.
3. While waiting for the bus, students must conduct themselves in an orderly manner.
4. Students **MAY NOT get out of their seats, open windows, throw objects out of the window, harass other students or the driver or generally behave in a loud or disorderly manner while riding the bus.**
5. The bus driver will report any inappropriate behavior to the principal. Unacceptable behavior on the bus may result in disciplinary action including suspension/expulsion from bus service and/or suspension, dismissal or expulsion from school.
6. Any changes in the normal bus route or daily routine must be requested in writing prior to noon on the day needed. We cannot make last minute changes to a child's regular afternoon pick-up location and/or method.

## STUDENT DROP-OFF/PARENT PICK-UP

All students arriving prior to 7:45 a.m. must be dropped off at their grade level campus. Pre-k – 1<sup>st</sup> grades are located on our South Campus (across from church). 2<sup>nd</sup> – 12<sup>th</sup> grades are located at our North Campus (new building). All late check-ins require that an adult comes into the main office on North Campus to sign the student in and receive a late slip. Students should arrive no later than 8:00 a.m. Starting at 8:01 a.m., parents must sign the student in on North Campus and receive a tardy slip. **\*\*NOTE:** This handbook contains the official drop-off procedures. After 8:00, parents must go to North Campus to check the student in.

Afternoon pickup is as follows: Pre-K students are picked up in the rear of the campus via the last driveway. **Parents may not begin driving past the cones until the bus(s) and/or van have departed** (usually by 2:43). Parents arriving before the bus/van has entered the campus must form a line across the street on the church parking lot until the campus is opened for vehicles to begin picking up students. Students will not be loaded into vehicles until 2:45 daily. Due to liability issues, parents are not allowed to park and walk to pick up students from the rear buildings. First grade students are picked up under the canopy on the south campus. All 2<sup>nd</sup> – HS students are picked up at the North Campus. Parents must line up in the parking lot until buses pick up on North Campus. Parents must then drive under the canopy to pickup students on the North Campus. Parents are not allowed to walk into the building to get students after 2:20 p.m.

Please keep in mind that the speed limit on campus is 5 mph. Any vehicle traveling at a higher rate of speed or caught cutting the line will be flagged and may lose the privilege of driving on campus. If this occurs, the individual must park across the street and walk to pick up students from the designated location.

## **GUESTS OR VISITORS ON CAMPUS**

Upon arrival on the school campus, guest/visitors must check in at the front office with the receptionist before attempting to go to any other part of the campus. Visitors must have a visitors tag from the office visible while on campus.

## **ELECTRONICS**

The use of any personal music devices (cell phones, MP3 players, Ipods, Ipads etc.) during the academic day is inconsistent with the mission of FWCA and is not permitted (unless provided by the school).

**At no time should students have cell phones on campus. Students may keep a cell phone in their vehicle only. Violation will result in disciplinary action including suspension.**

## **POLICY FOR TECHNOLOGIES**

Individual users of the computer network have limits; students must understand that the campus computer network should be used for academic or school-related purposes only. It is presumed that users will comply with FWCA's establishment standards.

The following list includes but is not limited to sites not permitted on FWCA computers:

- Streaming Internet audio or video that is unrelated to coursework
- Games or other entertainment Internet sites
- Uploading or downloading any type of files from the Internet
- Chat room sites of any kind
- Personal E-mail (unless authorized by a teacher)
- Instagram
- Snap Chat
- Facebook
- Twitter
- YouTube
- Tik Tok

In addition to those behaviors that would violate other school expectations for conduct, the following are specifically not permitted:

- Engaging in criminal activities such as hacking, or criminal preparation activities such as collection of hacking information or tools
- Sending, receiving, or displaying offensive or violent messages, pictures or language
- Sending, receiving, or displaying any messages containing sexually explicit content
- Damaging computers, their systems or networks, or data contained thereon
- Violating copyright laws
- Using another's log-on name or password with or without permission
- Using another's folders, work, files or e-mail with or without permission
- Employing FWCA'S network for commercial use
- Subscribing to news groups or lists without the approval of the Network Administrator
- Installing software or hardware on any workstation or server without the consent of the Network Administrator
- Open food or drink containers are not permitted in any of the computer labs on campus

Violations may result in the loss of access to technologies on the FWCA campus as well as other disciplinary action or legal action.

Files and other communications, both active and stored on local or network hard drives, may be reviewed by the Network Administrator to maintain system integrity and insure that users are using the system responsibly.

Finally, the network is provided for students to conduct research and communicate with other. Access is a privilege- not a right. Access entails responsibility.

## **STUDENT ACTIVITIES AND SERVICES**

### **“CALL TO WORSHIP”**

Call to Worship is an integral part of the school week. It is a time when the school community comes together to celebrate God's goodness, explore and nourish daily life with God and neighbor, and fellowship as a school community. In addition, students are allowed to share some of the things they are learning in their classes and display talents and special abilities. Occasionally, there are special games, activities, and/or movies for the student body to enjoy. Attendance at Call to Worship is mandatory for all students and faculty. Call to Worship is held on Fridays at 12:00 for SC and 12:34 for NC for the student body and faculty.

## ADVISING AND COUNSELING

**ACADEMIC COUNSELING:** The academic progress of each student is monitored throughout the year. Regular grade level meetings and teachers' individual contact with the principal focus consistent attention to the academic needs of each student. Monitoring a student's academic career will include an overall plan to meet the individual's academic needs, an ongoing assessment and placement in appropriate classes as a student's performance demands, and the identification of appropriate measures to help the student maximize his or her academic success at FWCA. Academic conferences with students, teachers, and parents may be arranged when appropriate.

Parents are encouraged to speak to their student's teacher, advisor, or the principal regarding concerns about the academic progress of their student.

### TEACHER EASE

[www.teacherease.com](http://www.teacherease.com)

FWCA has invested in an online program that allows teachers, administrators, and parents to access student information, student progress, payment status, behavior records, lunch menus, and other information via the Internet. Parents may provide an e-mail address to a student's teacher at the beginning of the school year in order to secure a username and password to access Teacher Ease. Parents may view class assignments, quiz and test schedules, current grades and averages, and teacher comments. Parents may also e-mail a student's teacher when needed.

### STATE APPROVAL

FWCA is fully approved by the State of Louisiana for grades Pre-K – 12. State approval affords the school the opportunity to obtain federal and state funding. In addition, state-approved private schools experience a seamless transition for students enrolling to and from public and state-approved private schools within the state. Students **enrolling into** FWCA must have met the state and parish's requirements for promotion in order to be promoted to the next grade level. **FWCA strictly follows the previous school's recommendation for grade placement. There are no exceptions.**

### State Testing

All scholarship students are required to take the mandated state exams in the spring of each year. Non-scholarship students are not required to take the exams at this time; however, parents may elect to have their child take the exams with testing students. FWCA does not require that students pass the exams in order to be promoted to the next grade; however, scores are considered, along with grades, when making promotion/retention recommendations.

Additional information about state-approved nonpublic schools may be found at [www.louisianabelieves.com](http://www.louisianabelieves.com) .

### **FINANCIAL ASSISTANCE/ECONOMIC HARDSHIP**

Financial assistance is available to students on an as-needed basis when funds are available. Funding is provided through FWCA Financial Assistance and Scholarships. In the event of an economic hardship, a parent may request a reduction and/or waiver of fees/fines. Special consideration is given to students who are experiencing financial hardships. Students who receive the La Scholarship for Excellence automatically receive a waiver of fees upon request. Applications may be obtained from the school office. Assistance may be impacted by the student's grades, behavior, and participation in school-sponsored fundraisers during the school year.

### **SOCIAL MEDIA/PUBLIC COMMENTS**

Family Worship Christian Academy does not tolerate public comments that are intended to harm and/or criticize the school, its staff, and/or its administration on any social media platform. Any parent who chooses such platforms to express negative commentary about the school can expect their child to be dismissed from FWCA immediately. We work very hard to accommodate parents through in-person meetings and/or by telephone when necessary. To publicly criticize the school and/or staff is an indication that this school is not the best fit for a student/family.