
WELCOME FROM THE ADMINISTRATOR

Dear Parents and Students:

Thank you for your participation in Christian education. Frederick Christian Academy exists to train young people to be conformed into the image of Jesus Christ. We consider it an honor and a privilege that God has called us to this important task of training children for future service for Him. We trust that this will be the best year of academic and spiritual growth that you have ever experienced in the educational process. We will be praying, planning, and preparing to make that happen.

Because Frederick Christian Academy is an academic institution, it is important to have standards and rules to guide us as we strive to glorify God in every area of life. It is our desire to have a school that is honoring to Christ, the One who saved us by His grace. Because our desire is to glorify Him, our goal is to have a school that is pleasing to Him through holy, separated living. II Corinthians 7:1 states that we should “cleanse ourselves from all filthiness of the flesh and spirit, perfecting holiness in the fear of God.” We also desire to glorify God by having a school that is operated in an orderly, disciplined fashion (I Corinthians 14:40). Each policy in this handbook reflects a pursuit of God’s holiness and orderliness and our desire is to demonstrate those truths to you on a daily basis.

I encourage you to read through this handbook carefully. If you do not understand a policy, please come and speak with a member of the administration. We will be glad to help in any way that we can. We will strive to be consistent and fair in enforcing these policies as each of us strives to imitate Christ in our person and our character.

I am excited about a great year of opportunity and growth. If I can be of any help to you along this road of spiritual and academic training, please do not hesitate to contact me. My door is always open as we serve together in this vital task of training children biblically.

For His glory,

Brad Parker
Administrator

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**High School Code for College
Admissions: 210-534**

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Foundations and Statement of Faith

When was Frederick Christian Academy founded?

Using the facilities of the Odd Fellows Home on North Market Street, Frederick Christian Academy first opened its doors in September 1974 with 80 students. In 1978 the school became a ministry of People's Baptist Church. An eleven-room educational building was erected on the church's 22-acre property to house the school. Since that time the church and school have expanded their facilities to include a four-classroom high school addition, a spacious gymnasium, and a fully-licensed commercial kitchen.

What is the mission of Frederick Christian Academy?

The mission of Frederick Christian Academy, functioning as an educational ministry of People's Baptist Church, is to assist parents in their God-given responsibility of educating their children in accordance with Biblical principles, by providing a high-quality spiritual and academic program while encouraging children to live Christ-centered lives and to prepare for effective service to the Lord.

What are the general goals of Frederick Christian Academy?

To teach every student enrolled an understanding of God, the priority that should be accorded His Word, and the responsibility that every person has to Him as Creator and Redeemer.

To enable each student enrolled to develop both natural and spiritual gifts and talents with the understanding that the highest goal of mankind is to use these gifts and talents to worship and to glorify God.

To develop within each student a level of basic skills achievement that will support successful functioning as a citizen of the kingdom of God and successful functioning as a citizen of this nation.

To provide both curricular and instructional systems that will enable any student to achieve at levels that will prepare him to enter the next level of education chosen, whatever the academic rigor demanded.

To leave each student enrolled with a strong sense of right and wrong, to make him aware of the spiritual blessing that comes from doing right, and to warn each student of the many wrongs that now characterize our culture and the negative consequences to be borne by those who choose those wrongs.

What is the doctrinal position of Frederick Christian Academy?

We believe the Bible to be the verbally inspired and inerrant Word of God and our absolute and final authority in all matters of faith and practice.

We believe in the unity of the Godhead, eternally existent in three persons, the Father, the Son, and the Holy Spirit. We believe in the absolute deity and humanity of the Lord Jesus Christ.

We believe in the distinct personality of Satan as the unholy god of this age, author of the powers of darkness and sin, and destined to the eternal judgment of the lake of fire.

We believe that God created the heavens and the earth, including all life, by direct act and not by any process of evolution.

We believe that man, in the person of Adam, was created in innocence but by voluntary transgression fell into sin, thus plunging the whole human race into condemnation and death. We believe that man is born in sin and is therefore separated from God and in need of a savior.

We believe that Jesus Christ died on the cross as a voluntary substitutionary sacrifice for the sins of the whole world and that He rose from the dead bodily and ascended into Heaven, where He is now our Mediator and High Priest.

We believe that faith in the Lord Jesus Christ alone is the only condition of salvation from sin. This salvation is wholly by grace. No works, however good, make the salvation more secure. We believe that once saved, the believer is eternally secure in Christ and can never again be lost.

We believe that those who die in the Lord are absent from the body but consciously present with the Lord.

We believe in the bodily resurrection of the dead, both of the just and the unjust, in the eternal conscious punishment of the lost and the eternal joy of the saved.

Academics

What kind of curriculum does FCA use?

Most of our textbooks and support materials are published by either Bob Jones University Press or A Beka Book Publications.

Both of these publishers are well known for their high academic standards as well as their Biblically-based philosophy. All subject matter is presented as God’s truth and exalts God as the Creator and Sustainer of life, as well as our Redeemer.

How is academic progress reported?

- Report cards are issued every nine weeks. Grades in elementary through high school are designated with an A, B, C, D, F, I, W, and P and represent academic work as follows:
 - A** Superior (93-100): Work is of superior quality; all assignments completed on time; work is done neatly and accurately; the student works independently and does more than is required.
 - B** Above Average (86-92): Work is above average in quality; all assignments completed on time; work is done neatly and accurately; mastery of major portions of the assigned work is evident.
 - C** Average (77-85): Work is of average quality; sufficient mastery for successful continuation of subject.
 - D** Below Average (70-76): Passable work but meeting only bare minimum requirements for continuation of the subject.
 - F** Failure (69 and below): Minimum requirements for continuation of subject are not being met.
 - I** Incomplete: Some work is not finished and ready for grading.
 - W** Withdrawn: Student was withdrawn prior to the completion of sufficient work to warrant an accurate letter grade.

P Passing (70-100): This grade is assigned when general requirements are met.

- Half-way through each grading period, mid-term progress reports will be issued.
- Each spring the school administers the Stanford Achievement Tests and the Otis-Lennon School Ability Test to selected grades. These tests yield scores and norms which are based upon comparison with other students in both public and private schools across the country. Results of these tests will be sent out along with the final report cards at the end of the school year.
- Elementary parent-teacher conferences are scheduled during the fall, but any parent may call the school office to request a conference with his child’s teacher(s) at any time during the school year.

Do you have an honor roll?

- Students who achieve a grade average of 4.00 or all A’s in a grading period will be placed on the Principal’s List.
- Students achieving a grade average of 3.70 or above will be placed on the Distinguished Honors List.
- Students who maintain a grade average of 3.50 will be placed on the Honor Roll.

What about homework?

Each teacher is permitted to give homework to aid pupils in learning. As a rule, homework is for completing work started in class, drill, practice, or special projects. Cumulative homework assignments for the average student should not exceed the following:

1st Grade:	0 - 15 minutes
2nd Grade:	15 - 30 minutes
3rd Grade:	15 - 30 minutes
4th Grade:	30 - 40 minutes
5th Grade:	40 - 50 minutes
6th Grade:	50 - 60 minutes

There should be no homework assignments on Wednesday evenings. In keeping with the spirit of this policy, no tests will be given on Thursday, unless unavoidable, and then only with permission from the

administrator. Each teacher will set standards for accepting homework assignments.

How are students assigned to high school grades?

Students are assigned to high school grades based on the number of credits they have earned:

10th Grade	6 credits
11th Grade	12 credits
12th Grade	17 credits

If a student fails a required class in 9th through 12th grades, he must repeat or arrange to make up that class with school administration.

What are the graduation requirements at FCA?

While every high school student at Frederick Christian Academy is initially placed in a college preparatory program, a more general course of study may be available for those students who require it. The requirements are as follows:

English	4 credits
Math	3 credits
Science	3 credits
History, Heritage Studies	4 credits
Bible	2 credits (1/2 credit per year)
Foreign Language	2 credits
Physical Education	1/2 credit
Health	1/2 credit
Fine Arts	1 credit
Electives	2 credits

The following courses are required for the college preparatory diploma: Algebra I, Geometry, Physical Science, Biology, Health, U.S. History, and Speech.

Note: Seniors are required to take at least four credits. They must attend at least half-days but may leave at 12:30 p.m. for work or school obligations if their class schedules permit.

What about academic probation?

Although nearly all FCA students experience success in our academic program, from time to time a student may not meet the minimum standards. Students in grades 7 through 12 who have more than one F or any grades below a 60% at the end of a marking period will be placed on academic probation for the following semester.

Students on academic probation must meet with teachers in those classes they are failing to create an academic intervention plan. This plan will be explained to the student and must be signed by both parents. It will be reevaluated every three weeks to be sure the student is fulfilling the plan. In order to ensure complete focus on raising grades, students on academic probation are also strongly encouraged not to be employed on school nights. Students who remain on academic probation for more than nine weeks may not be readmitted for the following semester.

What courses are offered for junior high?

Students in grades seven and eight must take Bible, English, science, history, math, computer, study skills, and physical education, as well as participating in junior high choir. They may also try out for the handbell choir and various vocal ensembles.

What is Edline?

Edline is an online gradebook and announcement system used by FCA teachers and administration. Parents and students will receive an access code during the first week of school and should contact the school office with any questions. All teachers in grades 1-12 post grades and assignments to Edline. Most classes will be updated at least once a week. We encourage our parents to use this system to stay up to date with their child's progress.

Activities and Organizations

What organizations exist at FCA?

- The Mother's Club of Frederick Christian Academy provides the foundation for most of the volunteer activities of parents. All mothers and grandmothers of FCA students are members of the Mother's Club. Monthly meetings are held to organize various

activities and support functions throughout the school year, including the annual Fall Fest and book fair.

- The American Christian Honor Society is a student organization made up of juniors and seniors who have been selected according to specific criteria including scholarship, Christian character, leadership, and service. The organization performs various services, including tutoring other students and hosting semi-annual Red Cross blood drives at the school.

What are some activities available to students?

- Students may take field trips during the school year to various educational and historical sites. Such trips require written parental permission.
- Fall Fest is an annual carnival night sponsored by the Mother's Club for the enjoyment of our FCA elementary students and their families.
- A number of dramatic or musical programs are presented each year by students from various grade levels.
- Grandparents' Day offers an opportunity for elementary and pre-school students to provide special presentations for their grandparents.

What about a senior trip?

Each year our seniors attend a week at *The Wilds* Christian camp and conference center in North Carolina. The students raise money throughout the year to pay their expenses, and all seniors are required to attend. Any student who chooses not to attend loses a full letter grade in his fourth quarter Bible grade and forfeits the opportunity to participate in graduation activities.

What is Summer Fest?

Each summer, Frederick Christian Academy offers a summer day camp for students age 3 through entering seventh grade. Students may enroll for any single week session. Supervision is offered from 7:00 a.m. through 6:00 p.m. Activities for the summer include organized games and activities, a daily Bible lesson, field trips, crafts, wholesome movies, and supervised play. Because the school cafeteria is closed during summer months, campers must bring lunch from home each day. More information will be available from the school office and website in April of each year.

What extracurricular opportunities are there at FCA?

- FCA students may participate in Bible, fine arts, and academic competitions sponsored by the Maryland Association of Christian Educators, the Maryland Association of Christian Schools, and the American Association of Christian Schools. Students have the opportunity to compete in speech, drama, music, graphic arts and crafts, and Bible quizzing, as well as many academic disciplines.
- Students can participate in volleyball, basketball, soccer, and cheerleading for girls in grades 7-12 and soccer and basketball for boys in grades 7-12.
- Students present speech and dramatic productions from time to time. Participation is by tryouts, and rehearsals are held mostly during after-school hours.
- Choral groups on both the junior and senior high levels are available to students, as well as handbell choirs, which are by tryout. Rehearsals are held during school time.
- Private piano and voice lessons are available on a limited basis. Lessons may be scheduled during study halls or before or after school.

How is athletic eligibility determined?

There are two criteria for athletic eligibility, academic performance and conduct. Our purpose as an educational institution would not be served if we allowed athletic competition to take precedence over academic concerns. At the same time, our purpose as a Christian discipleship institution would be compromised if we allowed students to represent our school whose attitudes and behavior were contrary to our mission. The testimony of Christ and of the school would suffer harm.

- Any student whose cumulative average in a particular course falls below passing is ineligible to participate for a minimum of two weeks.
- A student may not have more than one course in which his average is below a C- to remain eligible.
- Eligibility is determined periodically each marking period based upon current grades in each class. Students become ineligible beginning the following week after reports are issued.
- Any student whose merit total falls below 25 will be immediately ineligible to participate for the remainder of the marking period,

regardless of whether his merit total can be raised above 25 during that time.

What is chapel?

A chapel time is set aside each week to help each student become aware of his personal accountability to God through singing, preaching, and testimonies. Students are encouraged to use their talents for the Lord at these times. Special speakers, ensembles, or performance groups come during the year to add variety to the chapel times. Parents are invited to attend chapel services. Several special chapel times will be announced throughout the year for special honors or awards.

Policies and Procedures

What about attendance policies?

Regular daily school attendance is not only important for success in school, but it is a great preparation for future vocational success as well. Nothing sends a clearer message to children about the importance of their education than to ensure that they are in school every day. Only illness, bereavement, family emergency, and medical or dental appointments constitute legitimate excused absences from school.

- The school office should be notified any time that a student is absent for the day.
- When a student returns after an absence, he should bring a signed note from a parent explaining the absence.
- In the case of excused absences, the student will have an equivalent number of days to make up any missed work. If the absence was for an extended time, teachers will work with the student to make special arrangements for completing the missed work.
- In the case of unexcused absences, the student will be required to make up the work but will not be able to receive credit for work missed.
- Parents should contact the school office in advance if they want to make arrangements for a student to be absent for other than the above reasons.
- Attendance records will reflect a half-day absence for any student arriving before 12:00 p.m. Any student arriving by 9:30 a.m. will

be counted for a full day of attendance. A student who arrives after 12:00 p.m. must be counted for a full day of absence.

- Students must be present in school for at least three hours in order to participate in any extracurricular activities scheduled for that day. Special exceptions will be made at the discretion of the administrator only.
- In cases of excessive, chronic tardiness, the administration may resort to more stringent consequences, such as after-school detentions, suspensions, or parent conferences to encourage punctuality.
- Students who drive themselves to school will lose their privilege to drive to school for a period of at least two weeks if they accumulate more than three instances of morning tardiness in 30 days.

What are the policies concerning the school office?

School office hours are from 8:00 a.m. to 3:00 p.m., Monday through Friday. Parents and visitors must report to the office before going to classrooms. Visitor passes will be issued to be worn while visiting the school. Lunches, homework, books, and so on, may be left in the office to be picked up by the student. The office phone number is 301-473-8990.

Parents who are picking up their children during the school day must sign them out at the office. The secretary will get the child out of class while the parents are signing the register.

What is the best way to contact teachers?

The start and end of the school day are very busy times for FCA teachers and administration; therefore, we ask that parents do not meet with staff members during those times. Parents should set up an appointment with their child's teacher to discuss any classroom issues. All staff members have both voice mail and e-mail, and we encourage parents to use those means to contact them.

What are the school's field trip policies?

Teachers organize field trips for their classes from time to time to enrich the academic program of Frederick Christian Academy. Parents will receive a permission slip at least one week before the field trip. This permission slip must be signed and returned or the student will not be

permitted to attend. Students will wear their regular school uniforms on most field trips.

What about solicitation on the school campus?

Frederick Christian Academy does not allow any solicitation on church or school property including the sales of tickets or candy, the distribution of political material, or the circulation of petitions. Any parents who would like to distribute announcements to an individual class or to the student body in general must have administrative approval at least one week in advance.

What are the policies regarding bus transportation?

The school reserves the right to withdraw bus riding privileges from any student who does not comply with the following rules:

- Unless a teacher is present, the students are under the sole authority of the bus driver while riding the bus.
- After boarding, students are to remain in their seats until they have reached their destination.
- Students should talk in a quiet manner; no whistling or loud talking can be tolerated.
- Students must keep hands, arms, head, and so on, inside the bus at all times.
- Students must not throw anything while riding the bus.
- Students are not to eat or chew gum on the bus.

What are the school's arrival and departure policies?

Parents should enter the parking lot from the west (second) entrance. Parents who are only dropping off or picking up their children should stop as close to the main entrance as possible and only release their children when safe to do so. Parents should not park anywhere on school property except in the marked parking spaces. Cars left unattended in the driving lanes obstruct everyone's path.

Parents of children in the preschool program (K-3, K-4, and K-5) walk their children to and from the classrooms, while older children may walk directly to or from their cars.

How about student drivers?

Any student driver who is to provide transportation to students other than his own family members must have written permission from both his own parents and the parents of those students he is to transport. This form is available from the senior class advisor along with specific student driver policies and responsibilities.

May visitors attend classes?

Parents may visit classes from time to time if prior arrangements have been made with the school administration.

It is requested that no visits be scheduled during test periods or exam times. In general no students are allowed to visit classes at FCA unless they are prospective students. Visits must be arranged with the administration at least one day in advance, and visitors are expected to conform to the FCA dress code and standards of conduct.

Do students have access to a telephone?

Office phones are intended for school business only. A pay phone is available for student use. Between the hours of 8:00 and 3:00, students must obtain permission from the office to use the pay phone. The use of the pay phone for social calls is discouraged.

Incoming messages are handled by the secretary and are forwarded to the student, who, if necessary, may make a return call on the pay phone.

What are the policies for use of the school library?

- Only teachers may remove reference books from the library.
- Students may check out two books at a time for a two-week period.
- Students are responsible for care of books. Students returning damaged library books will be fined.
- Although all materials are evaluated, the beliefs, teachings, or doctrines found in a given book may not be in accordance with those of FCA.

What are the regulations for personal books and reading materials?

Since the purpose of FCA is to provide a solid education for its students, all classes and study halls are designed for giving attention to learning. For this reason students are not to bring to school any books or magazines that do not specifically relate to class work unless otherwise instructed. A student's classroom teacher must approve all extracurricular books.

What about lockers?

Students in grades 7 through 12 are assigned lockers. FCA is not responsible for items taken from a student locker. Lockers are subject to search at any time by school officials. Any items or substances found in a student's locker will be considered to be that student's property. Students may place personal photographs inside the locker using only sticky-tack or magnets and should never place anything on the outside of their locker. At the end of the year, students are responsible for cleaning their own lockers.

What other items are prohibited at school?

The following items are not to be brought to school: gum, toys, playing cards, TVs, radios, CD or MP3 players of any kind, hand-held games, squirt guns, noisemakers, or fireworks. If a student chooses to bring a cell phone, it must be kept turned off and put away throughout the school day unless a staff member gives that student specific permission otherwise. It goes without saying that weapons of any kind are not allowed, and that possession of a weapon on school premises will result in immediate suspension and possible arrest.

What about music standards at FCA?

We believe that certain types of worldly music, such as rock, stifle a Christian young person's spiritual growth. Therefore, rock music is not allowed at FCA. In addition, although we recognize a wide variety of musical forms and worship styles exist in our students' homes and churches, no form of contemporary Christian music may be performed or promoted at school or school functions.

What health services are available at the school?

- Hearing and vision screening is done by local health department officials during the school year for certain grades. Parents will be notified immediately if any additional diagnosis is necessary.
- Immunizations are the responsibility of the home and must be up-to-date for any student to remain enrolled at FCA.
- If a student becomes ill during school hours, the office will phone the parents to come and pick up the student. A student must be fever-free and not have vomited for 24 hours before returning to school.
- If it is necessary for a student to be given medication during the school day, the medication must be sent to school in the original container with the dosage clearly marked. In the case of over-the-counter medication, the parent must complete a non-prescription medication form and send it in with the medicine.

How does the lunch program work?

Although students do not have a microwave oven available for their use, the school offers a full menu of nutritious entrees, including snacks, chocolate or white milk, and fruit drinks. Orders are taken through the homeroom teacher daily.

The lunch program is on a payment-in-advance basis only. Each family must establish a food account before food can be given out. These may be established by putting a minimum of \$10 in a lunch account. The family will be notified when its balance falls below \$3 so that the account may be replenished. As students order, we deduct the amount from their lunch accounts.

All elementary students should have a lunch account, even those who order only occasionally or order only drinks.

What about school closings?

School closings for inclement weather or any other type of emergency will be announced as early as possible, usually before 6:00 a.m., through the following media:

- Phone: 301-473-8990 ext. 280
- Radio: WFMD AM 930, WFRE FM 99.9
- TV: Channel 4
- Internet: schools-out.com (click to trigger e-mail)

In general our school follows the school closing decisions made by Frederick County schools whenever practical since they have more extensive information at their disposal.

Whenever school is dismissed early because of inclement weather or other circumstances, the school will alert parents through the SchoolCast emergency notification system and through local media. Parents should keep their emergency contact information current either in the school office or on SchoolCast's website.

Aftercare is not available more than 30 minutes after the school closes for such emergencies.

A word about asbestos:

The buildings of Frederick Christian Academy and People's Baptist Church have been inspected and found to be free of any asbestos-containing building materials. However, in compliance with EPA regulations, a copy of our asbestos management plan is available on file for inspection at any time during regular office hours.

Standards of Conduct

Leadership and faculty of Frederick Christian Academy strongly believe that each student is created in the image of God; is possessed of worth, dignity and reason; and is capable of living his/her life making wise choices. Wise choices are those in agreement with the counsel of God. It is Jeremiah who says "*O Lord, I know that the way of man is not in himself: it is not in man to direct his steps*" (Jer. 10:23).

Therefore, the purpose of a discipline system is to teach each child to live a structured life under the counsel of God. The staff of Frederick Christian Academy strives to develop in students a disciplined lifestyle. Discipline is viewed as positive training (Proverbs 22:6) that leads to an acceptance of the need for a structure in living for God and in accepting God's authority over us and His ownership of us (Rom. 14:7-8). A disciplined life brings blessing, but there is also a negative side. Discipline also results in negative consequences and punishment. Such measures may include reprimands, loss of privileges, detention, suspension and/or expulsion.

Obedience to a few simple expectations will enable any student to avoid disciplinary probation or more severe consequences.

Please note the following expectations:

- Faithfulness to the school's provisions to develop suitable spiritual growth and development.
- Faithfulness to the school's provision for suitable academic growth and development.
- Respect for the authority of the administration and the faculty. Proper titles of address should always be used.
- Respect for the personhood of all students, regardless of ethnic or racial origins, economic status of the family, academic ability or church membership.
- Acceptance of reasonable rules of behavior in classrooms, hallways, and lunchrooms as relates to loudness, physical contact between the sexes, and general rowdiness.
- Observance of the dress and hair codes.
- Rejection of the immoral practices of the current worldly culture, including behavior such as homosexuality, cross-dressing, and other such activities clearly forbidden in Scripture. **Activities such as pornography, smoking, the use of alcohol or illegal drugs, and any form of sexual immorality will be cause for immediate consequences up to and including expulsion. It should be understood that in the interest of protecting the testimony of the school, such behavior must be dealt with regardless of whether or not it occurs at school or school activities.**

What about social networking websites and other public forums?

The policies in this handbook establish guidelines for students at FCA. Because a Christian’s lifestyle must be markedly different than the world’s, students must commit to follow these guidelines in the community and on the internet. If a student is known to violate them, whether observed by a member of the community, expressed as part of a confession, or personally shared and detailed for the public in written form (e.g. through a personal website or social network such as Facebook, Xanga, MySpace, etc.), these behaviors are subject to disciplinary action which may include warnings, probation, suspensions, or dismissal.

Students who have private pages on a social networking website also commit to providing access to their pages to school administration.

What are the discipline goals of the academy?

- To set standards which, although they may not please everyone, will unquestionably uphold the principles of the Word of God.
- To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
- To furnish institutional standards which will provide a model for students as they determine personal standards which are in accordance with Scripture and its principles.
- To incorporate a system which will provide a fair and consistent evaluation of a student’s behavior.

How is discipline administered in the preschool and elementary school?

As a Christian school, we believe that it is our task to aid parents in molding Christ-centered behavior patterns. While we do not expect students to be perfect, we will use discipline to encourage children to conform to school standards. Our goal is to always point students to the importance of obeying and pleasing Christ, even through our discipline system.

In the preschool and elementary ministries, classroom teachers will create a discipline system appropriate for their grade levels and will communicate that system to the parents of their students. Teachers may

assign time-outs or other age-appropriate consequences. If the classroom problem continues in spite of those corrective actions, the teacher will first inform the parents via e-mail, phone call, or note home. The parents are encouraged to meet with the classroom teacher to discuss remedial solutions. If the behavior problem remains unsolved, the elementary principal will schedule a conference with the parents. Although very rare, in some cases where the behavior does not change or is severe, the student may be suspended or expelled after a conference with the school administrator.

How does the merit system work in grades 7-12?

The following list details offenses included in the merit system but is not meant to be all-inclusive. The administration reserves the right to make the final decision concerning the assignment of any demerits for a student’s behavior.

Offense	1st	2nd	3rd	4th	5th
Disruptive / Talking in class	1	2	4	8	10
Tardiness to class	1	2	4	8	10
Unprepared for class / Homework incomplete	1	2	3	3	3
Chewing gum	2	4	10	10	10
Disrespect of peers	5	5	10	10	10
Horseplay	5	5	10	10	10
Inappropriate language	3	5	10	10	10
Cheating	10	20	30	50	-
Defacing school property	10	20	30	40	-
Cursing / Vulgarity	10	15	20	25	30
Disrespect of authority / Direct disobedience / Lying	10	15	20	25	30
Fighting	20	30	50	-	-
Leaving without permission	15	25	25	35	-
Stealing	25	50	-	-	-

The merit system is used to monitor a student’s behavior. It is designed to reward good behavior and correct wrong behavior. A student begins the marking period with 50 merit points. If a student misbehaves, demerits will be assigned which are subtracted from the student’s balance of merit points. After dropping below 50 merit points, a student will earn 2 merit points for each week he does not receive demerits.

Special privileges will be granted to those who maintain a high level of merit points, and special recognition will be given at the end of the year.

When a student falls below certain merit levels, the following actions will occur:

- 45 merits** – The student is required to serve one week of lunch detention.
- 35 merits** – The student is required to serve two days of after-school detention.
- 25 merits** – The student is required to serve two hours of detention on a Saturday as assigned by school administration or to serve other additional consequences.
- 15 merits or less** – The student is suspended and placed on conduct probation. The parents are informed by telephone or e-mail, and re-enrollment for the next semester or school year may be reviewed.
- 0 merits or less** – The student is required to serve a 3-day, out-of-school suspension (treated as unexcused absences—zeros on assignments). A parental conference is required. Re-enrollment for the next semester may be reviewed.

How should students care for school property?

Following the Biblical principle of stewardship, students are responsible for all hardcover textbooks and school equipment issued to them. If a student damages anything he is responsible for, whether through carelessness or abuse, his parents will be billed for the replacement cost of the materials.

What is the purpose for the dress code?

Because dress strongly influences behavior, attitude, and the students' efforts, FCA has clearly defined dress standards. The school's dress code is intended to guide students toward clean, neat, and modest fashion, which reflects self-respect, as well as manliness in boys and femininity in girls. Clothing and hairstyles of all students must conform to the school dress code at all times.

What is the dress code policy?

All items marked with a * must be purchased from our uniform supplier, Educational Outfitters. Information on their store location and hours is available in our school office and on our website.

Boys (Grades K-12):

- On chapel days, boys must wear a white dress shirt and a uniform tie.
- Boys are required to wear socks at all times.
- No jewelry may be worn except a ring on a finger and a wrist watch; necklaces, chains, and bracelets of any type are not acceptable.
- Outerwear jackets, coats, or sweatshirts are not to be worn during the school day with the exception of the FCA sweatshirts provided by the Honor Society.
- Belts are to be worn on pants designed for a belt.

Boys (Grades K-6):

- Shirts:* Polo-style, long or short sleeves; any solid color. White Oxford button-down dress shirt required on chapel days.
- Pants:* Navy
- Sweaters:* V-neck cardigan, long sleeve; may be any solid color.
- *Ties:* Striped regulation uniform
- Socks:* Dark dress socks or white socks
- Shoes:* Athletic shoes or school shoes; no boots or sandals
- Belts:* Dark in color

Boys (Grades 7-12):

- *Shirts:* FCA monogrammed polo-style shirts; long or short sleeves; burgundy or white. White button-down dress shirt required on chapel days.
- *Pants:* Khaki (with or without pleats)
- *Sweaters:* Uniform blue with white stripe V-neck cardigan
- *Ties:* Striped regulation uniform
- Socks:* Dark dress socks or white socks
- Shoes:* Brown, black, cordovan leather loafers or tie shoes. No boots or athletic shoes will be allowed.
- Belts:* Brown, black, or cordovan

Boys' Hair Code:

All boys must have their hair cut in accordance with the following guidelines:

- Hair must be trimmed above the shirt collar and above (not touching) the ears.
- Hair must be cut above (not touching) the eyebrows.
- No fad haircuts are allowed; this includes spiking or dyeing of any kind; the hair must be tapered.
- Boys must be clean-shaven (no mustaches or beards) and sideburns may not extend below the bottom of the ear.

Should a dress code violation occur in grades 7-12, a conference will be held with the student with the expectation that the violation will be corrected the next day. If no correction is made, a letter will be sent to the parents. Any continuing disregard for the dress code will be considered an act of direct disobedience and will result in demerits being assessed according to the discipline code.

Should dress code violations occur in grades K5-6, teachers will counsel with the children; a note may be sent home with the student if the correction is not made in a reasonable length of time.

Girls (Grades K-12):

- On chapel days all girls must wear a white school blouse. The blouse may have either short or long sleeves.
- Outerwear jackets, coats, or sweatshirts are not to be worn during the school day with the exception of the FCA sweatshirts provided by the Honor Society.
- Clear or white fingernail polish only.
- Only one pair of earrings may be worn at one time, and the earrings may not be excessively large (larger in diameter than a quarter).
- No fad haircuts or colors are allowed.
- Sixth grade girls may wear the plaid jumpers or the navy skirts with white uniform shirts.

Girls (Grades K-6):

- Blouses:* White; Peter Pan collars; long or short sleeves.
**Jumpers:* Regulation uniform
Sweaters: V-neck long sleeves; crew-neck cardigan long sleeves; may be any solid color.
Socks: Red, navy, white, green, yellow bobby socks or knee socks

- Tights:* Red, navy, white, green, and yellow
Shoes: Tennis shoes or school shoes; no boots or sandals.

Girls (Grades 7-12):

- *Blouses:* FCA monogrammed polo-style shirts; long or short sleeves; burgundy or white. White polo shirts must be worn on chapel days.
**Skirts:* Regulation uniform (to mid-calf)
**Sweaters:* Uniform blue with white stripe
Socks: Knee socks, pantyhose, or bobby socks.
Shoes: Dress flats, tie shoes, or loafers. No outdoor boots, sandals, canvas, or steel-toed styles or athletic shoes of any style (except in gym class).

Boys and Girls (General):

- On certain special occasions students will be allowed to wear Sunday dress that conforms to the school dress code.
- A student whose dress is deemed immodest will be required to go home and change or to have suitable clothing brought from home. The student will not be allowed to attend class while waiting to change.
- No faddish haircuts will be permitted.
- Although girls may have pierced ears, no tattoos or body piercing is allowed for students of either gender.
- Uniforms must be worn to and from school; the only exceptions will be announced or must be approved by the administration.
- Because of our commitment to keep our students from the evil in the world, they may not wear sweatshirts, hats, or other clothing with vulgar, worldly associations to any school activity, including field trips, athletic contests, and the senior trip. Because of the unusual degree of antagonism Abercrombie & Fitch and its subsidiary Hollister have demonstrated toward the name of Christ and because of their displays of wickedness in their advertisements, we cannot allow articles displaying their logos at FCA.
- All elementary and secondary students attending evening school activities are expected to wear clothes that comply with the school dress code. Girls may not wear pants to any evening activity except for sports events.

Elementary and secondary spectators to athletic contests may not wear jeans or shorts. (Girls are permitted to wear loose fitting, modest pants.) They may wear their school uniform or may wear another loose-fitting

polo shirt or sweatshirt that does not contain any objectionable writing or symbols, but may not wear any type of T-shirts. The neckline for shirts should be no lower than four fingers width below the collarbone. Students whose dress does not meet spectator dress code will be asked to change back into their school uniforms.

How should parents seek to resolve a problem with teachers or administration?

We desire to promote the spirit of unity within the ministry of the school by following the Matthew 18 principle. That is, parents who have a problem related to the school commit to always first contacting the person involved in the problem at school (rather than those not concerned) who can best help and then, if necessary, continue up the proper chain of command until the problem is remedied. The senior pastor of People's Baptist Church serves as the superintendant of Frederick Christian Academy and will be the final contact person in resolving all disagreements.

Admissions and Finances

Attendance at Frederick Christian Academy is a privilege. The school reserves the right to dismiss any student that is found to be uncooperative or resistant to the policies and procedures employed at the school, or any student whose parents have adopted an adversarial position with faculty or administration.

What is the admissions process at FCA?

- Complete a pre-registration form and submit the processing fee, along with any previous school records that are available, including a copy of the most recent report card.
- Submit a photocopy of the student's birth certificate.
- The admissions office will contact the family to set up an appointment for admissions testing, as well as an interview for older students.
- If the student is accepted for admission, a final registration form must be submitted along with the non-refundable registration fee. This fee will hold the student's place until August 1, when the first payment of the new year is due.

- The state of Maryland requires all students to submit a current immunization record and birth certificate prior to the start of the school year.
- Transfer students should complete all paperwork with the admissions department. Once this paperwork is complete, the school office will request records directly from the student's previous school.
- All new students are accepted on a probationary status, and new seniors are accepted only under special circumstances. Very rarely are students accepted for admission after January, particularly in grades 9-12.
- Students transferring into grades 9-12 will only be accepted from a home school or another Christian school unless a special exception is made by the administration.
- Since Frederick Christian Academy does not operate a special education program, we cannot accept students who have academic needs which we are unable to meet. Generally speaking, if a student has a diagnosed disability, which has generated an individual educational plan, FCA would have difficulty meeting that child's needs.
- Note that since Frederick Christian Academy's primary mission requires a distinctively Christian environment, those students who have been suspended or expelled from other schools generally cannot be admitted to FCA. In addition, married or pregnant students or students involved in inappropriate sexual behavior cannot be accepted.
- Junior and senior high students and their parents are required to sign a statement of cooperation each year.
- All students are required by Maryland law to have on file in the school office a record of their Maryland state immunization records. Failure to submit this form will result in the student not being able to attend FCA until one is received in the school office.
- **Frederick Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.**

What is the re-enrollment process at FCA?

- Reenrollment begins at the start of the second semester of the previous school year.
- To be reenrolled for the fall, the family's account must be current and remain current through the remainder of the year.
- Families wishing to reenroll their children should complete the re-registration forms and submit the re-registration fee to the school office.

What are the financial policies of the school?

- A cost sheet is available from the school office or on the school website with exact amounts of tuition and fees for each school year.
- There is a non-refundable registration fee due each school year.
- Tuition is usually paid on a 10-month plan, with the first payment due on August 1 and the last payment due on May 1. All fees and the first month's tuition must be paid by the first day of school for the child to be able to attend classes for the school year.
- Frederick Christian Academy utilizes the services of FACTS Tuition Management Company to help simplify the collection of all tuition payments. Enrollment forms are available in the school office.
- Before and after school care is available from 7:00 a.m. to 8:00 a.m. and from 3:30 p.m. to 6:00 p.m.
- Day care is also available for a daily charge on many of the days that school is not in session.
- All families receive an itemized monthly statement either by mail or on the internet.
- A late fee will be charged after the fifth of each month.
- A fee will be charged for any returned checks.
- All accounts must be paid in full before final grades or transcripts can be released.
- Delinquent accounts that are more than 30 days past due will receive a notice of delinquency from the business office. Any student whose account falls more than 45 days past due may be asked to withdraw until the account can be made current.