

Welcome From the Administrator

Dear Parents and Students:

Thank you for your participation in Christian education. Frederick Christian Academy (FCA) 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 FCA 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 these 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 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 important task of training children biblically.

In Christ,



David Lavoie
Administrator

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Foundations and Statement of Faith

When was FCA founded?

Using the facilities of the Odd Fellows Home on North Market Street, FCA 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 two-classroom modular building, a spacious gymnasium, and a fully-licensed commercial kitchen.

What is the mission of FCA?

To assist parents in educating their children in accordance with Biblical principles by providing high quality spiritual and academic programs while encouraging students to live Christ-centered lives.

What are the general goals of FCA?

- 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 child 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/her 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 them 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.
- To foster a love for others by developing an awareness of the needs of others and encouraging a sacrificial spirit to meet those needs.

What are the spiritual and educational objectives of FCA?

A Christian school has a responsibility to Christian society and also to its community. To the first, our program must train our children in an atmosphere of academic excellence to conform to the image of Christ. To the second, our program must harmonize with the community's system of education in such a way that our grades cover approximately, where possible, the same segment of academic material, keeping students who transfer from encountering problems. This becomes the "minimum" for the Christian school.

Having been given the responsibility by God to nurture and instruct children, we believe that God's ultimate purpose for man should be our basic principle as we seek to develop each individual to his fullest capacity, spiritually, mentally, socially, and physically. We believe this ultimate goal to be to glorify God and enjoy Him forever (I Cor. 10:31; Eccl. 12:13). The following items help to express this goal:

- To ground each child in the fundamental doctrines.
- To give every child ample exposure to realize the necessity of personal salvation and opportunity to accept Christ as Lord and Savior. It should be understood that all salvation is an act of God and therefore should not be forced.
- To seek the application of scriptural principles to all aspects of living. The necessity of personal communion by means of prayer, Bible meditation, and worship should be seen as key elements in spiritual growth.
- To develop in the child cooperation, consideration, and responsibility toward one another. To make him aware of each other's needs, feelings, and differences and recognize ways to help meet those needs.
- To help the child develop the ability to utilize basic academic skills.
- To develop in every child an awareness of the world in which we live by giving him an understanding of the culture, beliefs, and social customs of people throughout the world. As students understand the world, students should recognize man's relationship to God and develop methods of relating to the world and in order to clearly communicate the Gospel to them.
- To guide in the acquisition and utilization of accumulative subject matter.
- To develop in the child self-discipline and self-motivation toward learning and other aspects of life.

What is the doctrinal position of Frederick Christian Academy?

(Taken from the Statement of Faith from People's Baptist Church)

We believe there is only one living and true God, infinite in every excellence. In this unity, however, there is a trinity—the Father, the Son, and the Holy Spirit. Though one in being or essence, they are three distinct persons who are co-eternal in being, co-identical in nature, and co-equal in power and glory.

We believe the Father is God and is the initiator of our salvation and hears and answers prayer. He saves from hell all who come to Him through Jesus Christ.

We believe in the absolute deity of the Lord Jesus Christ; His eternal existence; His incarnation by means of the virgin birth; His sinlessness; His vicarious death through the shedding of His blood as an atonement for the remission of our sins; His literal bodily resurrection from the dead; His ascension; His present high-priestly ministry in heaven for believers; and His personal, visible return to earth.

We believe the Holy Spirit is a divine person, equal with the Father and Son and of the same nature; He convicts the world of sin, righteousness, and judgment; He bears witness to the Truth; He is the agent of the new birth; all true believers are baptized in Him into the body of Christ; He indwells and sanctifies all believers, sealing and thus securing them unto the day of redemption; He guides, teaches, and helps believers; and it is the privilege and duty of all the saved to be filled with the Spirit.

We believe in the distinct personality of Satan. As a fallen angel he is the adversary of God and slanderer of the Christian. He is the unholy god of this age, author of the powers of darkness and sin, and destined for the judgment of an eternal justice in the Lake of Fire.

We believe God created the heavens and the earth, including all life, “each after its own kind,” by direct act in six days.

We believe God created man, in the person of Adam, in His own image. Man enjoyed unbroken fellowship with God; however, he disobeyed God and plunged the human race into a state of condemnation and death and caused all of creation to be placed under the bondage of corruption. As a result, all human beings are guilty by nature and practice and will stand before God without excuse.

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We believe Jesus came to shed his blood and to die on the cross. His voluntary atonement for the sins of mankind was substitutionary and sufficient for all. He arose bodily the third day and now sits at the right hand of the Father, interceding for us as Mediator and High Priest.

We believe repentance from sin and faith in the Lord Jesus Christ is the only condition of salvation from sin. This salvation is wholly by God's grace. No works, however good, make the salvation any more merited or secure. All who receive Jesus are regenerated by the Holy Spirit and become children of God, and nothing prevents the salvation of the greatest sinner on earth but his personal rejection of the Gospel.

We believe in the eternal security of the believer. A true believer can never be lost because of his adoption into God's family and due to the sacrificial and high-priestly work of Jesus.

We believe in the bodily, personal, pre-millennial, and imminent return of Jesus Christ.

We believe all the souls of believers are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection. After their participation in this resurrection unto life, they will enjoy everlasting blessedness with immortal bodies in the presence of God.

We believe the souls of unbelievers remain after death in conscious misery in hell until the second resurrection. After their participation in this resurrection unto damnation, they will be judged and consigned to suffer everlasting, conscious torment in the Lake of Fire.

We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman (Gen 2:24). We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Lev. 18:1-30, Rom. 1:26-32). We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Matt. 19:4).

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union for life, as delineated in Scripture. (Gen 2:18-25.)

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

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

We believe that in order to provide a biblical role model to the Frederick Christian Academy members, constituents, and the community, it is imperative that all persons employed by Frederick Christian Academy in any capacity, or who serve as volunteers, or who enroll as students or who enroll their children in FCA agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

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

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.

What are the qualifications of FCA faculty?

Frederick Christian Academy carefully chooses faculty and staff members who have the best spiritual and academic interests of their students at heart. Faculty members have demonstrated a consistent love for God and are involved in their local churches. Faculty members are certified by the American Association of Christian Schools in East Ridge, TN. Secondary teachers have degrees in their teaching field. Faculty members regularly pursue continuing education through in-service days, Christian education conferences, and advanced degrees.

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 (90-100): Work is of superior quality; work is done neatly and accurately; the student works independently and does more than is required.
 - B** Above Average (80-89): Work is above average in quality; work is done neatly and accurately; mastery of major portions of the assigned work is evident.
 - C** Average (70-79): Work is of average quality; sufficient mastery for successful continuation of subject.
 - D** Below Average (60-69): Passable work but meeting only bare minimum requirements for continuation of the subject.
 - F** Failure (59 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 (60-100): This grade is assigned when general requirements are met.

- Grades in elementary will receive marks of Outstanding (O), Satisfactory (S), or Needs Improvement (N) in elective classes.
- Halfway through each grading period, mid-term progress reports will be issued for students in grades one through twelve.
- Students in the five-year-old Kindergarten program receive marks of Outstanding, Satisfactory, or Needs Improvement in key areas. These include math, phonics, handwriting, and Bible as well as functional skills, work habits, physical growth, personal growth, and social growth.
- Each spring, the school administers the Iowa Assessments and Cognitive Abilities Tests to students in selected grades. These tests yield scores and norms that 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.

How are tests and final examinations handled?

Students generally are given tests in each subject once every two to three weeks. Teachers will announce tests about one week in advance of the test date. In general, no more than two tests will be given in any one grade in a day, although in unusual circumstances, three may be assigned on the same day. Because we encourage faithful church attendance on Wednesday evenings, tests are generally not given on Thursdays. Students in grades 7-12 may have one test on Thursday.

Students in grades 7-12 are given final examinations during the last week of the school year. With approval from the administration, the teacher may decide to give a regular unit test during that time instead. No more than two final examinations will be given in one school day. Final examinations are usually worth 10% of a student's grade in a class for the year. Secondary teachers will give study sheets and practice exams when appropriate to help students prepare to do their best on final examinations.

At the discretion of the classroom teacher, extra credit assignments may be given to deserving students. Extra credit will not be given to students who are behind on regular assignments.

Do you have an honor roll?

- Students who achieve a grade average of 4.00 (all A's) in a grading period will be placed on the Principal's List.
- Students achieving a grade average of 3.70 to 3.99 will be placed on the Distinguished Honors List.
- Students who maintain a grade average of 3.50 to 3.69 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 for elementary students. Elementary students may have a spelling test or Bible verse quiz on Thursday if there is no regular school on Friday. Students in grades 7-12 should have limited homework on Wednesday nights. Each teacher will set standards for accepting homework assignments.

How are students promoted to the next grade?

Students in grades one through eight will be promoted to the next grade based upon their final marks for the school year. A student who fails more than one academic class (math, English, history, science, or reading) will be retained in his current grade unless an exception is made by the school administrator.

How are students assigned to high school grades?

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

9th Grade:	0-6 credits
10th Grade:	7-13 credits
11th Grade:	14-19 credits
12th Grade:	20-25 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.

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How do high school students sign up for or drop classes?

Students entering grades seven through twelve may sign up for desired elective classes for the coming school year beginning in mid-July. A student may add an elective class during the first three weeks of the semester with the teacher's permission. If a student desires to drop an elective class, he must secure written permission from his parents and must drop the class within the first three weeks of the semester. After that time, the student must complete the class through the end of the school year unless special permission is granted from the administration.

What are the school hours at Frederick Christian Academy?

K3 – 6 th Grades:	8:30 a.m. – 3:00 p.m.
7 th – 12 th Grades:	8:15 a.m. – 3:10 p.m.

Aftercare is available for an additional fee from 7:00 a.m.–7:50 a.m. and from 3:30 p.m.–6:00 p.m. Additional charges apply if a child remains past 6:00 p.m.

What are the graduation requirements at FCA?

The requirements for graduation are as follows:

English	4 credits
Math	4 credits
Science	3 credits
History	4 credits
Bible	4 credits (1 credit per year)
Foreign Language	2 credits
Physical Education	½ credit
Health	½ credit
Speech	1 credit
Technology	1 credit
Electives	2 credits (including ½ credit of Personal Finance)
Community Service	75 hours

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

What courses are offered for junior high?

Students in grades seven and eight must take Bible, English, science, history, math, computer, study skills, physical education, and choir. Certain electives, such as art, home economics, and life skills may be offered.

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 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 are expected to meet with teachers in those classes they are failing in order to create an academic intervention plan. This plan will be explained to the student and must be signed by both parents. 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 is RenWeb?

RenWeb is an online gradebook and announcement system used by FCA teachers and administration. Parents and students can access their accounts using their e-mail addresses registered with the school office. All teachers in grades 1-12 post grades to the parents' section of RenWeb. Most classes will be updated at least once a week. Report cards, progress reports, school newsletters, and other announcements are also regularly posted to RenWeb. We encourage our parents to use this system to stay up-to-date with their child's progress.

What about standardized testing?

FCA administers the IOWA Academic and Cognitive Abilities achievement tests every spring to students in selected grades from K5-11th. In addition, all 10th and 11th grade students take the PSAT in October of each year. Juniors and Seniors are also offered the ability to take their SAT college entrance exams at FCA in the spring and fall.

Activities and Organizations

What organizations exist at FCA?

- The Serving Hands Committee of Frederick Christian Academy provides the foundation for most of the volunteer activities of parents. All family members and friends of FCA students are invited to be members of the Serving Hands Committee. Periodic meetings are held to organize various activities and support functions throughout the school year, including the annual Fall Fest and elementary field day.
- 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 for the enjoyment of the entire FCA family. 7th-12th grade students help run the carnival games for this event.
- A number of dramatic or musical programs are presented each year by students from various grade levels.
- FCA Family Day offers an opportunity for secondary, elementary and pre-school students to provide special presentations for their family.
- Families are invited to an annual Thanksgiving Feast and Spring Luncheon.
- Students in grades K5-6 participate in an annual field day.
- Students in grades 7-12 participate in an annual community service day.

How are fundraisers handled at FCA?

Because Frederick Christian Academy does not receive any public funding for its operation, we ask our parents to assist in several fundraising opportunities. To help provide the best spiritual and educational opportunity for our students, we have three main fundraisers during the school year:

- *ShopWithScrip*: ShopWithScrip is a gift card program where families can purchase both physical and digital gift cards for personal use and to use as gifts. FCA earns a percentage of all gift cards purchased through this program. Once a family has helped FCA to fundraise \$250 through their family's participation, all other fund raised through that family will be applied directly to their school bill!
- *Auction*: Once a year, FCA holds an auction where parents and guests may bid on products and services donated by local businesses. Items are sold through both a live auction and a silent auction.
- *Jog-A-Thon and Serve-A-Thon*: Once a year, students will ask their family and friends to sponsor them as they walk, jog, or run on a special track set up for the day. Some years secondary students will ask family and friends to be sponsors as they serve in the local community, often at a local park.
- *Other Fundraisers*: Depending on the needs and special projects of FCA, other fundraisers may also be held. Some other FCA organizations (junior and senior classes, honor society, etc.) may have other fundraisers from time to time to support their goals.

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.

When do classes have special parties?

Students in preschool through grade six have special class parties throughout the year. Each classroom teacher is responsible for organizing these classroom parties. Secondary students will have a Christmas party organized by their homeroom teachers. Birthday parties may be arranged with the classroom or homeroom teachers and must take place during lunch or recess times.

What extracurricular opportunities are available at FCA?

- FCA students may participate in Bible, fine arts, and academic competitions sponsored by the Maryland Association of Christian Schools. Students have the opportunity to compete in speech, drama, music, arts and crafts, and Bible quizzing, as well as many academic disciplines.
- Students in grades 6 through 12 can participate in volleyball, basketball, and soccer for girls and soccer and basketball for boys.
- Students present speech and dramatic productions from time to time. Participation is by tryouts, and rehearsals are held mostly during after-school hours.
- Students in grades 7 through 12 may participate in choir. Rehearsals are held during school time.
- FCA provides private piano lessons when possible. Lessons may be scheduled during the school day or before or after school and are arranged by contacting the school office.

What about class officers?

Students in grades 11 and 12 elect a class president, vice-president, and secretary/treasurer. These officers help organize class activities and fundraisers and gain valuable experience as servant leaders. Because we place them in a position of honor, we expect that they have and maintain at least a 2.0 GPA and a merit level above 25 with no serious violations.

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 a D- 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, family vacations (with advanced notice), and medical or dental appointments constitute legitimate excused absences from school.

- Please notify the school office by 9:00 a.m. via telephone or email if your child will be absent for the day. A normally excused absence will be considered unexcused until the office receives communication from the parent. If a parent is unable to notify the office beforehand, a signed note explaining the absence must be received when the student returns to school.
- It is strongly recommended that a student miss no more than five school days for family vacations. Please inform the school office at least one week in advance for family vacations.
- 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.
- Students who accumulate more than twenty unexcused absences during one school year will be required to repeat their grade, regardless of the marks they earn in their classes.
- Students who accumulate more than 30 excused absences in a school year may be required to repeat that grade.
- Any student arriving by 9:30 a.m. will be counted for a full day of attendance. Attendance records will reflect a half-day absence for any student arriving after 9:30 a.m. but before 12:00 p.m. 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.

- 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.

Is extended care available?

Extended care is available starting at 7:00 a.m. and ending at 6:00 p.m. for an additional charge. Parents are not required to sign up in advance to use this service. Students arriving before 8:10 a.m. should report directly to the school gym. Any students remaining with their teachers at 3:25 p.m. will be sent to the supervision of the extended care staff member. We recommend sending in an extra snack for those staying late.

What are the policies concerning the school office?

School office hours are from 7:30 a.m. to 3:30 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 a school e-mail account, and we encourage parents to communicate through e-mail. Parents may contact the school office for staff e-mail addresses.

What about parent-teacher conferences?

All parents with children enrolled in kindergarten through sixth grade are asked to attend one required parent-teacher conference each year at the end of the first marking period. Parents of K-4 students may attend a conference in January of each year to receive a report on their child's progress. Any parent may request a parent-teacher conference by contacting the school office. Most special meetings are scheduled immediately after school.

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.

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?

- 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 will be tolerated.
- Students must keep body parts inside the bus at all times.
- Students must not throw anything while riding the bus.
- Students are not to 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.

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 with locks. 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 lockers (exceptions may be made for birthdays). 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 listening to the popular music of today's worldly culture hinders a Christian young person's spiritual growth. The purpose of pop music (rock, rap, hip-hop, modern country, etc.) is to appeal to the fleshly nature of man, including sensuality, rebellion, and self-indulgence—all goals directly opposed to what God's Word teaches and what FCA promotes. Therefore, no form of pop music or its lyrics are allowed at FCA. In addition, no form of Contemporary Christian Music (Christian Rock/Pop) or music that utilizes the worldly pop styles 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 give written approval and send it in with the medicine.
- If there is a student accident at school, school personnel will make a decision regarding the steps to take to address the situation. These steps include: contacting parents, contacting medical help, and treating the child until medical help arrives.

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 daily through the homeroom teacher.

The lunch program is on a payment-in-advance basis. Each family should put a minimum of \$20 on their lunch account. 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.

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. 9
- Radio: WFMD AM 930, WFRE FM 99.9
- TV: Channel 4 (Washington, D.C.), Channel 25 (Hagerstown)
- Email/Texts: All FCA families will receive an email and text message.

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 RenWeb emergency notification system and through local media. Parents should keep their emergency contact information current either in the school office or on the RenWeb 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

The administration 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 (Prov. 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:

- Cooperation with the school’s guidelines to develop suitable spiritual growth and development.
- Cooperation with 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. Bullying will not be tolerated.
- 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.

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- Frederick Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. Frederick Christian Academy desires to partner with parents to train Christian young men and women to impact their communities for Christ. Frederick Christian Academy believes the Bible to be the inspired Word of God and sets forth absolute truth by which Christians are to live. Frederick Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Frederick Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8–9; Lev. 18:1–30; Rom. 1:26–29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1–8; Heb. 13:4). **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.**

Statement on Gender Identity

Please see the Statement on Marriage, Gender, and Sexuality earlier in this handbook. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person. Based upon this belief, FCA students will be required to dress in conformance with that student's biological (birth) sex. FCA students must use the restrooms, locker rooms, and other changing facilities conforming with that student's biological sex. Students will only be permitted to participate in sports teams corresponding to their biological sex.

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, Snapchat, Twitter, etc.), these behaviors are subject to disciplinary action which may include warnings, probation, suspensions, or dismissal. FCA will work with the parents to deal with instances of cyber-bullying and take appropriate action as needed.

All social media sites and blogs may be monitored for content on a regular basis. Any student, including home school students, found with a site or blog that is deemed inappropriate to the purpose and mission of the Academy will be in direct disobedience to this policy and will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy.

What are the discipline goals of the Academy?

- To set standards that, 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 that will provide a model for students as they determine personal standards that are in accordance with Scripture and its principles.
- To incorporate a system that 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 or administrator 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
Unprepared for class	1	1	2	2	3
Incomplete Homework	1	1	2	2	3
Disruptive	1	2	3	4	5
Talking in class	1	2	3	4	5
Dress code violation	1	2	3	4	5
Chewing gum	2	4	6	8	10
Disrespect of peers	5	5	10	10	10
Horseplay	5	5	10	10	10
Inappropriate language	5	5	10	10	10
Cursing / Vulgarity	10	15	20	25	30
Disrespect of authority	10	15	20	25	30
Direct disobedience	10	15	20	25	30
Lying	10	15	20	25	30
Cheating	10	20	30	50	-
Defacing school property	10	20	30	50	-
Leaving without permission	10	20	30	50	-
Fighting	20	30	40	50	-
Stealing	20	30	40	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 back 1 merit point for each week he does not receive demerits. Special recognition will be granted at the end of the year to those who maintain a high level of merit points.

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

- 45 merits: The student will serve lunch detention for one day.
- 40 merits: The student will serve lunch detention for one week.
- 35 merits: The student will serve after-school detention for one day.
- 30 merits: The student will serve after-school detention for two days.
- 25 merits: The student will serve after-school detention for three days.
- 20 merits or less: The student will serve an out-of-school suspension (treated as unexcused absences – zeroes on assignments) for one day 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.
- 15 merits: The student will serve an out-of-school suspension (treated as unexcused absences – zeroes on assignments) for two days.
- 10 merits: The student will serve an out-of-school suspension (treated as unexcused absences – zeroes on assignments) for three days.
- 0 merits or less: The student will serve an out-of-school suspension (treated as unexcused absences – zeroes on assignments) for five days. A parental conference is required. The student may be expelled. Re-enrollment for the next semester or school year will be reviewed.

How should students care for school property?

Following the Biblical principle of stewardship, students are responsible for 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 an * must be purchased from our uniform supplier, Flynn & O'Hara or Lands' End. Information on their store location and hours is available in our school office and on our website.

Boys and Girls (General):

- 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.
- On certain special occasions students will be allowed to wear Sunday dress that conforms to the school dress code.
- FCA Administration may approve certain "school spirit" sweatshirts to be worn by students in classes on Fridays or other approved days. These sweatshirts may not be worn to class on any other day.
- No faddish haircuts will be permitted.
- Outerwear, such as jackets, coats, scarves, hats, and sweatshirts, is not to be worn during the school day with the exception of the FCA sweatshirts provided by the Honor Society.
- 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.
- 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.

Should a dress code violation occur in grades 7-12, a student will receive demerits being assessed according to the discipline code.

Should dress code violations occur in grades K-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.

Spectator Dress (These guidelines apply to all students in grades 7–12)

- Students may wear loose-fitting, modest pants that do not have rips or tears. Girls may also wear capri pants.
- All students must wear collared shirts (polo or button-up), sweatshirts, or FCA Defenders t-shirt. However, girls may wear nice tops without a collar but should not wear athletic t-shirts unless it is a FCA Defender t-shirt.
- Girls must have modest necklines (no lower than four fingers' width below the collarbone).

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.
- Boys must keep their shirts tucked into their pants throughout the school day.
- 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.
- Belts are to be worn on pants designed for a belt.

Boys (Grades K-6):

- Shirts:* Red, white, or black polos with long or short sleeves. White Oxford button-down dress shirt required on chapel days.
- Pants:* Navy Blue or traditional khakis
- Sweaters:* Black, navy blue, red, or white solid-colored Crew neck or V-neck sweaters with long sleeves
- *Ties:* Striped regulation tie for chapel on Thursday
- Socks:* Dark-colored or white socks preferred
- Shoes:* Athletic shoes or school shoes. No boots or sandals may be worn.
- Belts:* Dark in color

Boys (Grades 7-12):

- *Shirts:* Red, white, or black FCA monogrammed polos with long or short sleeves. White Oxford button-down dress shirt required on chapel days. White button-down dress shirt required on chapel days.
- Pants:* Navy Blue or traditional khakis
- *Sweaters:* Uniform navy blue
- *Ties:* Striped regulation uniform
- Socks:* Dark-colored or white socks preferred
- Shoes:* Brown or black business casual or professional shoes. No boots or athletic shoes will be allowed.
- Belts:* Brown or black

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.
- Hair must be trimmed neatly on top of the head.
- No fad haircuts are allowed; this includes 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 middle of the ear.

Girls (Grades K-12):

- On chapel days, all girls must wear a white Peter Pan collared blouse (elementary) or polo (elementary or secondary) with short or long sleeves.
- Clear or traditional colors of fingernail polish only.
- A maximum of two pairs of earrings may be worn at one time, and the size of the earrings may not exceed 1½" in diameter or length.
- No fad haircuts or colors (including artificial black) are allowed.

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Girls (Grades K-6):

Items available from Lands' End school store

- Shirts:* White Peter Pan collared blouses with long or short sleeves. Black, red, or white polo shirts worn with the navy blue or khaki skirt. Red, black, or white turtleneck may be worn except on chapel days.
- Jumpers:* Khaki or navy jumper (mid-knee length)
- Skirts:* Students may wear traditional style khaki or navy-blue skirts (mid-knee length).
- Pants:* Traditional, loose-fitting pants in navy blue or khaki
- Sweaters:* Black, navy blue, red, or white solid-colored Crew neck or V-neck sweaters with long sleeves
- Socks/Tights:* Black, navy blue, white, red, gray, or khaki solid-colored socks or tights preferred
- Shoes:* Tennis shoes or school shoes; no boots or sandals.

Girls (Grades 7-12):

- *Shirts:* Red, white, or black FCA monogrammed polos with long or short sleeves. White polo shirts must be worn on chapel days.
- Skirts:* Students may wear traditional style khaki or navy-blue skirts (knee length). Students purchasing skirts from other suppliers must have their skirts approved before wearing them.
- *Sweaters:* Uniform sweater from Lands' End
- Shoes:* Dressy flats or backless shoes or tie shoes. No outdoor boots, sandals, flip-flops, canvas, or steel-toed styles or athletic shoes of any style (except in gym class). Measuring from the bottom of the heel to the bottom of the sole, heels above two inches may not be worn to school.

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 a student whose parents have adopted an adversarial position with faculty or administration.

What is your age cut-off for new students?

A student must reach the grade-appropriate age for the class he is entering no later than September 1 of the school year.

- A student desiring to enter the three-year-old Kindergarten (K3) program must turn 3 by or before September 1 of that school year.
- A student desiring to enter the four-year-old Kindergarten (K4) program must turn 4 by or before September 1 of that school year.
- A student desiring to enter the five-year-old Kindergarten (K5) program must turn 5 by or before September 1 of that school year.
- A student desiring to enter the 1st grade must turn 6 by or before September 1 of that school year.

Starting in 2nd grade, an exception may be made based on transcripts and academic testing.

What is the admissions process at FCA?

- Complete a student application form and sign the family covenant. Students entering grades seven through twelve must also complete and sign a student cooperation agreement. Submit these documents along with a \$150 application fee to the admissions department.
- The admissions office will contact the family to set up an appointment for admissions testing, as well as an interview for older students.
- All prospective students must be present during the interview with the school administrator.
- Prospective students will be asked to take a placement test at a cost of \$40.
- If the school and parents are not in agreement on the decision to place the child at FCA, the application fee will be refunded. Otherwise, this fee is non-refundable.
- Final acceptance is based on the interview, testing results, and student application.

- Parents must submit a photocopy of their child's birth certificate.
- 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 enrolling in grades 7-12 must present a clear biblical salvation testimony during the interview with the school administrator.
- 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 that we are unable to meet. Generally speaking, if a student has a diagnosed disability with an individual educational plan, FCA would have difficulty meeting that child's needs.
- 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?

- Re-enrollment begins in mid-January of the current school year.
- To be re-enrolled for the fall, the family's account must be current and remain current through the remainder of the year.
- Families wishing to re-enroll 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 billed on August 1 and the last payment billed 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 for an additional fee from 7:00 to 8:00 a.m. and from 3:30 to 6:00 p.m.
- All families receive an itemized monthly statement by e-mail. Families can also access their statement through RenWeb.
- A fee of \$35 will be charged for any returned checks.
- All accounts must be paid in full before final grades or transcripts can be released.
- Any student whose account falls more than 45 days past due may be asked to withdraw until the account can be made current.

What about high school transcripts?

High school transcripts may be requested by completing a form on the school website or from the school office. A student's financial account must be in good standing for a transcript to be sent. Transcripts requested during the first semester will show final grades from ninth grade through the most recently completed school year. Transcripts requested during the second semester will also contain grades from the most recently completed semester.

Transcripts must be sent directly to another school or job to be marked *official*. Any records hand delivered to a student or parent will be marked *unofficial* by the school office unless enclosed in a sealed envelope. FCA does not charge for a reasonable number of transcript requests.

In the unlikely event that the school ceases to operate, per Maryland Code, the school will file copies of all secondary school transcripts for every student enrolled in grades 9-12 and all graduates with the Nonpublic School Approval Branch of the Maryland State Department of Education.

What is the policy for withdrawing from FCA?

Parents should understand that Frederick Christian Academy's program is most effective when students remain for the entire school year. However, we recognize that, under some circumstances, students may withdraw from the program before the end of the year. While tuition fees will be pro-rated based on the number of months the student attended FCA, no other fees will be refunded. All accounts (including extended care, lunch, and a \$150 withdrawal fee) must be paid in full before records will be released to any other school.