

French Camp Academy Student & Parent Handbook

Mission Statement

French Camp Academy, a Christ-centered home and school, exists to serve young people and families for the glory of God.

Purpose of this Handbook

Therefore, if anyone is in Christ, he is a new creation; old things have passed away; behold all things have become new.

II Corinthians 5:17

- FCA desires for each student a growing relationship with Jesus Christ which motivates obedience from a transformed spirit, heart, and mind.
- FCA acknowledges that rules are not the basis of relationships but rather a necessity for defining how best we can live together. FCA expects adherence to the rules in this handbook for the safety and good of all.
- If at any time a student or parent desires to understand the intent of a rule, then s/he should ask a staff member for an explanation.
- The rules in this handbook apply to any student enrolled at or living at FCA. This includes a student who resides in campus home at any time during the year, a student who lives with his/her family in the community, or a student living with his/her staff family in campus housing.

Non-Discrimination Policy

French Camp Academy holds to Scripture as our rule for faith and practice. The Bible teaches that one should not discriminate based on outward characteristics. Therefore, French Camp Academy has an open admissions policy and accepts qualified students without regard to race, color, or creed. Based on the philosophy and commitment of the Board of Trustees, French Camp Academy will never deny a student's admission based solely on the family's ability to pay for its services. If a child needs to experience God's grace through this unique ministry, then we will embrace that child and his family with open arms.

Prohibited Practices

These actions may result in immediate dismissal from FCA.

- Engaging in inappropriate sexual activity including possession of pornographic materials
- Leaving one's home after lights out or entering a home without houseparent permission
- Possessing and/or using drugs, alcohol, or tobacco in any form including vapes and e-cigarettes
- Misusing prescription or over-the-counter drugs
- Possessing a weapon of any kind, e.g., slingshot, gun, knife, explosives, or fireworks
- Hazing, harassing, intimidating, verbally threatening, or making fun of another student
- Speaking or writing vulgar and/or profane language
- Gambling
- Showing disrespect
- Cheating or stealing
- Fighting, hitting, or roughhousing
- Being married or pregnant

Prohibited Items

Any of these found in the possession of a student is confiscated and is not returned.

- Pornographic materials
- Weapons
- Aerosols
- Tobacco/Vapes
- Drugs/Drug paraphernalia
- Personal devices, e.g., televisions, computers, music players, video games, cell phones, cameras, watches capable of connecting to internet. (See cell phone concession on page 11.)

Student Discipline Guidelines

Discipline involves training. We purpose at French Camp Academy High School to train each student to abide by practices that are in keeping with God's principles for living. A staff member is trained to not discipline in anger or in a way which humiliates the student, e.g., yelling, or public confrontation. Each staff member looks for areas where a student is behaving in a commendable manner and affirms this behavior.

The behavior standards which reflect God's principles for living are compiled in written form in this Student/Parent Handbook. Each fall these standards are reviewed orally during student orientation assemblies. Revisions and clarifications are presented as needed through email and announcements.

By enrolling at FCA, parents and students agree not only to place themselves under the authority of FCA, but also to support the rules and policies of FCA.

Suspension or Expulsion

French Camp Academy High School exists to serve young people and their families for the glory of God. There are certain actions, however, which for the greater good may necessitate either a student's suspension or expulsion; a suspended student must report to a work assignment on the campus during school hours. The following lists some of these actions:

- An unwillingness to meet FCA's expectations regarding attitudes and actions academically or behaviorally
- Possession of a weapon of any description, e.g., gun (real or fake), knife, blackjack
- Possession of fireworks of any description
- Possession, sale, or consumption of illicit drugs, alcoholic beverages, or tobacco products
- Sexual acts including indecent exposure
- Use of obscene or profane language or gestures
- Improper attire
- Fighting with or physically abusing a student or staff member
- Harassing, blackmailing, threatening, or intimidating fellow students or staff members
- Any form of disrespect displayed toward a staff member
- Unauthorized entry and/or use of school property and premises
- Destruction, defacement, or theft of school or private property
- Deliberate failure to attend classes after being present on school grounds, truancy, or excessive tardiness
- Distribution of materials not authorized by the principal
- Walking out of class or school without permission
- Repeated small violations
- Any offense otherwise punishable by law

Academic Life

French Camp Academy High School is fully accredited by the Mississippi Department of Education. We purpose in the academic department to provide a program and an environment in which each student can learn and experience success.

Placement Procedure for a High School Student

A student who is on track to graduate within the normal four-year high school program is classified:

- As a freshman if s/he has 0-5½ total credits or has no English credit.
- As a sophomore if s/he has 6 - 11½ total credits and has at least 1 English credit and 1 math credit.
- As a junior if s/he has 12- 16½ total credits and has at least 2 English credits and 2 math credits.
- As a senior if s/he has greater than 16½ total credits and at least 3 English credits and 3 math credits.

A student's classification is assigned at the beginning of a new school year in August and does not change until the next August. Each student meets with the guidance counselor annually to plan his/her academic schedule for the coming year on a program which leads toward graduation in a timely manner.

Classroom Regulations

- A student must be in his/her seat when the tardy bell rings.
- A student should not leave the classroom until the teacher dismisses the class.
- A student should not sit on the desktop or back of a desk, stand around windows, or lie/sit on the floor.
- A student should come to class with materials necessary to work and/or study.
- A student should not sleep in class.
- A student should secure a hall pass from the teacher when leaving a classroom during class.
- A student should not write or pass notes or letters in school.
- A student may bring water in a clear, non-tinted plastic container to class. Yeti type cups are not permitted.
- A student should not have candy or food in a school building except by special permission from the principal.

Grading Scale

Letter	Percent	Grade points
A	90-100	4
B	80-89	3
C	70-79	2
D	65-69	1
F	0-64	0

Class Grade Weighting

To help ensure greater consistency from class to class, all teachers use the following weighting when computing grades:

- 60% for unit tests/major projects – Class has at least two major grades before mid-term reports and at least four total each quarter.
- 25% for homework/daily – Work is collected and graded in a timely manner, so progress can be monitored on a weekly basis.
- 15% for the quarter exam – Teacher gives an exam in every class unless permission is granted by principal to do otherwise.

Progress Monitoring

The *FACTS Family* app is available for a parent or student who wishes to monitor grades, attendance, and assignments daily.

Honor Roll

Two levels of academic honors are recognized each quarter. A President's List scholar must be enrolled in at least 5 credit classes, earn at least a 3.8 GPA, and have no failing grade. A Principal's List scholar must be enrolled in at least 5 credit classes, earn at least a 3.6 GPA, and have no failing grade.

College Scholarships

A student interested in scholarship help to attend college should contact the guidance counselor by January 15 of his/her senior year for information and applications.

Academic Probation

A student who fails more than 2 classes during a semester is placed on academic probation. Failure to show improvement during the next semester may lead to a student's being asked to withdraw from FCAHS.

Attendance

Regular and punctual attendance is necessary for successful accomplishment in school. Therefore, it is important that parents not only encourage their child to attend school punctually, but also make sure that their child is in school. Only in unavoidable cases should a student be taken out of school before the close of the day.

Excused/Unexcused Absences

A student can without penalty use a parental note as an excuse for up to ten school days (5 A days and 5 B days) when enrolled in a year-long course or up to five days when enrolled in a semester course. After the maximum number of parental excuses is exhausted, only absences accompanied by a doctor's statement are considered 'excused'. Absences for legal reasons can be excused with a written statement from the court.

Any absence on exam days requires either a medical doctor's excuse or prior approval by the principal to be excused. The principal may excuse additional absences when there are extenuating circumstances.

The following are examples of excusable absences:

- Illness
- Serious illness or death in the immediate family
- Emergency medical or dental attention
- Senior college visits preapproved through the principal's office with verification from the college
- Other absences approved in advance by the principal or designee

The following are examples of unexcused absences:

- Suspension
- Trip not approved in advance
- Oversleeping
- Shopping
- Hunting, fishing, attendance at games
- Birthday or other celebration
- Gainful employment
- Family vacation

Make-up Work

- A student who is absent with an excused absence is given the opportunity to make up work missed in each class. It is the student's responsibility to obtain all make-up work from his/her teachers upon return to school.
- The make-up work must be completed within the same number of days for which the absence was excused, e.g., a student who misses 2 days should complete make-up work within 2 days of his/her return.
- In cases of severe illness and/or extended absences, the principal may allow extra time for make-up work.
- An absence does not excuse a student from responsibility for an assignment made beforehand for the day of his/her return.
- Work cannot be made up for an unexcused absence.

Tardiness

Tardiness to class is unacceptable. For some students, even one tardy or absence can be detrimental to good work. Therefore, a student who is tardy will be penalized by loss of privilege, additional work, or other discipline including corporal punishment for habitual offenders.

Checking Out

A student needing to leave school during the day for any reason must check out through the principal's office.

Telephones

Office phones are business phones. Student use is limited to emergencies only.

Chapel

All students in grades 7-12 attend weekly scheduled assemblies and sit in assigned places.

Summer School/Correspondence Courses/Credit Recovery

Summer school and correspondence course work is provided for a student who has failed or fallen behind or one who wishes to take enrichment or advanced courses. Summer school classes and correspondence course work are viewed as remedial or enrichment and not as a means to graduate early.

No student enrolled at French Camp Academy High School may attend summer school at another school without written approval from the FCAHS principal. No student enrolled at another school may attend summer school at FCAHS without written approval from the principal of his/her home school. A student may earn at most one-half unit of credit during a summer session class at FCAHS. No more than four credits earned in summer school may be counted as graduation credits.

Application for a correspondence class is initiated through the guidance counselor. No student may enroll in a correspondence class without the express consent of the counselor and the signature of the principal on the application form. No more than one correspondence credit may be counted as a graduation credit.

FCAHS may at the discretion and mutual consent of the principal and individual teacher offer a student the opportunity to complete course objectives and earn credit for a particular class through a summer credit recovery program. Only a student enrolled at FCAHS during a spring semester may complete a credit through this program. After successful completion, the student's grade will be adjusted to a 65, the lowest grade which earns a credit.

Graduation

A French Camp Academy High School diploma means that a student has successfully completed a course of study which prepares him/her to continue his/her education or to enter the work force. The principal and guidance counselor track the progress of each student as s/he moves toward graduation. They communicate with parents/guardians at least bi-quarterly regarding any senior who is in danger of not graduating.

The principal and guidance counselor certify that each graduating senior has met all requirements of the Board of Trustees and of the State Board of Education. FCAHS does not allow any student not meeting the requirements to participate in the graduation exercises. Furthermore, no student who is not current on his/her financial obligation to the school may participate.

Participation is defined as being dressed in cap and gown, sitting with the graduating seniors, or being individually recognized during the commencement ceremony.

Graduation Requirements

Current graduation requirements and college entrance requirements are available through the guidance counselor.

Early Graduation

French Camp Academy High School does not believe it is in the best interest of a student to graduate early. Any request to pursue a program which would lead to early graduation must be initiated by the parent and child through a conference with the principal. The principal then decides based upon the individual merits of the request and renders a decision.

A request to complete graduation requirements in fewer than four years is granted only to a student who falls at least two grade levels behind the class with which s/he started school in first grade. If the request is granted, the guidance counselor helps plan a program to accomplish the goal.

Withdrawal Procedure

A student who withdraws during the school year turns in his/her textbooks to the school office before leaving. The guidance counselor then initiates a withdrawal form which shows the student's current average in each class. This form along with the cumulative folder is mailed, upon request, to the school where the student enrolls. If the student is a Mississippi resident of mandatory school age and a request for academic records is not received within two weeks of his/her withdrawal, then the student is reported to the county attendance officer as a possible dropout.

The cumulative folder of a student who withdraws during the summer is mailed, upon request, to the school where the student enrolls for the fall term. If the student is a Mississippi resident of mandatory school age and a request for academic records is not received within two weeks of the start of the fall session, then the student is reported to the county attendance officer as a possible dropout.

Standardized Tests

French Camp Academy High School annually administers nationally normed tests to juniors and seniors.

- The ASVAB is the most widely used multiple-aptitude test battery in the world. It helps students get a good sense of their verbal, math, science, and technical skills compared to other juniors.
- The ACT is a standardized achievement examination accepted by almost all four-year colleges and universities in the United States for admission. The ACT consists of 4 subtests: English, Math, Reading, and Science reasoning. An optional writing test is also available. No senior may graduate from FCAHS without taking the ACT.

- ACT WorkKeys is a unique skill assessment system. It measures various job-related foundational and soft skills crucial to success in the workplace. Seniors can use the WorkKeys test to assess their own skills and get a better understanding of their strengths and weaknesses.

Transfer Students

French Camp Academy High School serves many at-risk students who come to us from a school or program which is not accredited regionally or by a state board of education. In order best to place a student in our program, FCAHS administers within 30 days of acceptance either a standardized achievement test or teacher-made special subject test(s) to determine the appropriate grade classification. A student and his/her parents/guardians are made aware of this placement policy prior to enrollment since it may require the student to repeat a class which s/he passed already in a non-accredited or home study program.

In case of high school home study program, a student must show at least 65% mastery on all teacher-made subject tests for credit to be awarded. If the student achieves at this level, then the grades which s/he earned in home study are recorded on his/her transcript.

In the case of a junior high home study program, a student must not only demonstrate at least 65% mastery on all core class subject tests and score no less than 1.5 grade levels below assigned grade level on the STAR Reading and Math tests, but also will be assigned to the age-appropriate grade level.

State Adopted Textbooks

French Camp Academy is thankful for the provision of state-adopted textbooks to help meet the academic needs of our students. The student to whom the book is issued is responsible for its care. Excessive wear and deliberate or negligent damage to a state-owned textbook incurs a fine according to the schedule set by the Mississippi Department of Education Textbook Office.

Extracurricular Eligibility

- To participate in inter-school Mississippi High School Activities Association (MHSAA) sanctioned competitions (athletic, choral, or scholastic), a student must make satisfactory progress toward graduation and have a minimum 2.0 GPA or C average.
 - FCAHS defines satisfactory progress toward graduation as having no more than one failing grade in a core class and earning sufficient credits each semester to graduate with one's class.
 - The Academic Eligibility Committee (Director of Student Life, Principal, Assistant Principal, and Academic Counselor) can rule to make an exception when extenuating circumstances exist.
 - A student must by MS Code maintain at least a 2.0 GPA or C average in all classes for the previous school year to be eligible for fall semester participation in MHSAA sanctioned competitions.
 - A student must by MS Code maintain at least a 2.0 GPA or C average in all classes for the first semester to be eligible for second semester participation in MHSAA sanctioned competitions.
- FCAHS commits not only to keep both the MHSAA satisfactory-progress guideline and the MS Code, but also to help a student gain eligibility in a timely fashion. Therefore, any student who is ineligible at the start of a semester because of the satisfactory-progress requirement may petition the principal for reconsideration at the end of a quarter if s/he has shown academic progress by pulling all year-long class averages to at least a 65.
- A student who is absent from academic classes, including those at the Choctaw County Career and Technology Center, may not play in a game that day unless the principal makes an exception for extenuating circumstances.
- Extra-curricular activities are considered an extension of the school day. Violations of FCAHS rules at these events carry the same consequences as if they occurred on campus during the school day.

Class Activities

A student in grades 9-12 may participate in various activities during the school year. Dues are collected on an annual basis to fund these activities, all of which are approved by the principal.

Student Support Services

French Camp Academy High School purposes to help each student realize the value of an education and to encourage each student to reach his/her full potential for the glory of God, for his/her personal benefit, and for lifelong service to others. Each staff member expresses prior to employment a sense of calling and conviction to work, counsel, and encourage the young people entrusted to us to these ends.

Furthermore, FCAHS employs a full-time, appropriately licensed guidance counselor to provide student support services in the areas of appraisal, academic advisement, educational and/or occupational planning, and referral. The counselor develops and implements services appropriate to the grade level of each student.

In addition, FCAHS provides personal counseling services for all students who request them or are referred by a teacher or administrator as at-risk.

Transportation Safety

French Camp Academy High School does not provide transportation services for a student to attend school here. An on-campus student walks to school and an off-campus student arrives at school in a vehicle driven by a parent, some other responsible adult, or him/herself. The principal and his/her designees monitor the drop-off and pick-up process to ensure safety.

FCAHS transports students to Choctaw County Career and Technology Center in Ackerman on a bus driven by an appropriately licensed and trained driver.

A residential student may not ride in a district student's vehicle either on or off campus.

Visitors

We desire to have a welcoming spirit for those who visit the FCA campus while at the same time exercising due caution to ensure safety to the current students and staff.

- Visitors should obtain permission from the Director of Student Life Office prior to coming on campus.
- Visitors must have a visitor's pass clearly displayed on their person while on campus.
- Visitors during the school day report to the Principal's Office for assistance. There should be no visitation in the school buildings during the school day.
- When entering the school building after school hours, please check in with the Principal's Office.
- Home visitors check in with the houseparent upon arrival and visit only in the home living room.
- Visitors should not allow a student to be in or around their vehicle.
- Visitor dress and behavior should be in line with FCA handbook standards.

Campus Dress

In general, four words - modest, clean, neat, and appropriate - cover all dress. If you have a question, ask your teacher, houseparent, or an administrator for an explanation. **FCA staff reserve the right to determine what is appropriate or inappropriate.**

School Day

- Plain white, gray, navy, or royal blue polo shirt - Designer polos with a logo or store identification are unacceptable. A girl's shirt may not be form-fitting or so short as to expose the midriff.
- Khaki pants or shorts - Pants and shorts must be properly fitted, i.e., neither skin-tight nor saggy. Cargo pants without blousy pockets and Carhart pants are acceptable. Athletic style pants or shorts with elastic at the waist and cuffs are unacceptable. Low-cut pants are unacceptable. A girl's shorts must have at least a 7-inch inseam and may not be rolled.
- Belt - A boy must wear an appropriately sized belt.
- Royal blue fleece jacket and/or gray or royal FCA-logo sweatshirt – Other jackets (e.g., letterman, cheerleader) that are school-issued are also allowed. Non-uniform jackets including all hoodies should not be worn or brought to school.
- Closed-toe shoes – No flip-flops or house shoes/slippers may be worn.

- On Friday spirit days, blue or black jeans without tears, patches, or conspicuous stitching may be worn with the current year's spirit shirt.
- If worn, an undershirt must be one of the approved uniform colors or black; it should have no design or logo. A long-sleeved undershirt may not be worn under a short-sleeved polo.
- Hats, caps, or sunglasses should not be worn or brought to school.
- **A non-dress code item will be confiscated and not returned.**

Banquets and Homecoming

- **A young lady's dress must be approved by the student life office.**
- A dress will not be approved if:
 - Strapless,
 - Inappropriately short,
 - Made of transparent fabric or fabric with holes, or
 - Designed in a way which exposes cleavage, upper thigh, or back below a normal bra strap.

Baccalaureate, Communion Breakfast, and Graduation

- A young lady wears a dress appropriate for church wear, i.e., no spaghetti strap, halter, or strapless dresses, with dress shoes.
- A young man wears dress slacks, a long-sleeved dress shirt with a tie, belt, and dress shoes.

FCA recommends that all clothing and personal belongings be marked as permanently as possible with the student's name. FCA is not responsible either for belongings left behind by a student or for stolen articles belonging to a student. Items left behind are taken to the Double Blessings Thrift Store two weeks after a student leaves.

Sunday morning Church

- A girl wears a modest dress or skirt or dress pants with an appropriate blouse or sweater.
- A boy wears a collared shirt, dress slacks with belt, and dress shoes with socks. Shirt must be tucked.
- Absolutely no blue jeans, cargo pants, flip flops, crocs, or tennis shoes are permitted.

Home, Work, Sports, and Activities

- Modest and appropriate clothing ***must always be worn*** while in the home.
- A gray FCA Panther t-shirt is required attire for the work program.
- Shorts are approved for wear in the home area, when actively participating in a recreational event, or on a work detail with the work director's approval.
- Thin, nylon-fabric shorts are appropriate only for athletic or home-area activities.
- At other times including Sunday evening church, neat jeans or acceptable shorts are appropriate.
 - Neat jeans are those that are hemmed, have no patches or tears, and are appropriately sized, i.e., neither skin-tight nor saggy.
 - Acceptable shorts are those of medium or heavy weight fabric with minimum 4-inch inseam and full, straight hem.
- A boy must wear an appropriately sized belt.

Pool and Lake

- Swimwear must be modest and above reproach.
- Every swimsuit must be approved by the houseparent before being worn. If in doubt when purchasing a suit, do not buy it.
- A swimsuit must be styled in a way which does not attract undue attention. This includes the material, the lining and support of the suit, and any marking and/or cutouts.
 - A young lady wears an appropriate one-piece suit. A two-piece suit is not approved for swimming or sunbathing either on campus or off campus on school-sponsored trips.
 - A young man wears an appropriate boxer-style suit tied at the waist.

The following dress items are NOT ACCEPTABLE:

- Clothing with patches or writing at conspicuous places
- Underwear-type shirts, muscle/tank tops, midriff shirts (those which expose skin or undershirts when arms are raised), shimmy shirts, long-john shirts, or spaghetti-strap shirts
- See-through, low-cut dresses, blouses, or tops for girls
- Any clothing with advertising, slogans, pictures, etc. which are not in keeping with the philosophy of the Academy (e.g., some bands/concerts/cartoons and any ads for alcohol/tobacco)
- Pajamas, boxer shorts, and bedroom slippers outside of the home
- Hoodies during the school day
- Sweatbands, do-rags, bandanas
- Caps or hats brought to school or church or worn inside a building
- Sunglasses worn inside a building
- **Inappropriate clothing items are taken and are not returned.**

The following are also not acceptable:

- Earrings for boys
- More than two earrings per ear for girls
- Gauging of the ears
- Body piercing

Campus Hairstyles

Neat and clean is the general rule for any student's hairstyle. **FCA staff reserve the right to make judgments concerning what is appropriate or inappropriate.**

- A student may not cut, color, or bleach his/her own or another's hair. Outlandish styles or colors are not to be worn.
- A boy's hair may not be long enough to cover the ears or shirt collar; it may not be worn in the eyes.
- A boy's hair may not be beaded or worn in a ponytail.
- A boy's sideburns may not be grown below the ear lobe.
- A boy who needs to must shave daily. Approved and neatly maintained facial hair is a senior privilege.

Relationships

God has many wonderful pictures of Himself in creation. Perhaps the most beautiful is that of marriage and the home. God gave laws to maintain the marriage relationship as good and holy.

- *You shall not commit adultery.* Exodus 20:14
- *Whoever looks at a woman to lust for her has already committed adultery with her in his heart.* Matthew 5:28
- *They are no longer two but one flesh. Therefore, what God has joined together, let not man separate.* Matthew 19:6

Great and enduring joy results from this wonderful relationship.

A beautiful life in marriage is marred if one has defiled his or her purity. The apostle Paul instructs young Timothy in his first letter chapter 4, verse 12: *Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.* In the plan of God, you already belong to the one of His choice, if marriage is His perfect plan for you. Disobeying God's law is like eating unripe fruit which in the end is always bitter.

To avoid compromising or questionable social interaction boys and girls should:

- Be together only when a staff adult is present.
- Touch only in common courtesy.
- Not sit together while traveling in school vehicles.
- Avoid inappropriate language, gestures, letters, notes, or messages

Human Sexuality

Core Value Statement: French Camp Academy affirms human sexuality as a wonderful gift from God.

Rationale:

Two foundational, biblical concepts guide our thoughts and actions regarding human sexuality. First, God created mankind in His image; this fact imparts infinite value and worth to each person. Second, God ordained marriage between one man and one woman as the context in which sex is to be enjoyed; this expression within marriage leads to ultimate flourishing and fruitful relationships. This scriptural context serves as our final authority for belief and practice.

At French Camp Academy we live in a community which upholds the moral standards defined by the Bible, the infallible Word of God. We expect all students and staff to refrain from sexual expression or sexual practice outside the moral foundation which God, our Creator, declares right and righteous. We reject the idea that culture has the right to redefine that which God ordained.

French Camp Academy's teaching and counseling on sexual identity, attraction, and behavior set forth a high standard which leads to freedom and life. They encourage each one to seek first a relationship with the true and living God. God lovingly provides the redemption necessary for relationship through the death of His Son Jesus Christ, the only Lord and Savior of mankind. Establishing and growing in this relationship with God leads one to adopt and affirm other wholesome relationships such as marriage.

Sexual Harassment Policy

French Camp Academy values the right of all students to work and study in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of French Camp Academy's policy, sexual harassment constitutes illegal educational discrimination under Federal and State statutes and the 14th Amendment of the U. S. Constitution and Title IX of the Education Reform Act Amendment of 1972.

Since God has created us with sexuality, we have the responsibility and choice to exercise purity of thought and behavior promoted by the Bible and to avoid what civil law forbids. French Camp Academy will not tolerate acts of sexual harassment, nor will it tolerate retaliatory behavior in response to a student's complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review and, if warranted, disciplinary action.

A student who feels inappropriate physical or verbal conduct has occurred should report it immediately to one of the following: the Principal, the Director of Student Life, any teacher, any adult staff member, or the President of French Camp Academy. Prompt action will be taken to investigate the situation and ensure the safety of all.

Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, regardless of where it occurs, constitute sexual harassment when:

- Such conduct has the purpose or effect of interfering with an individual's academic performance or social life or creating an intimidating, hostile, or offensive work/study environment.
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's social, spiritual, or academic program.
- Submission to or rejection of such conduct by an individual is used as the basis for an enrollment decision affecting such individual.

Sexual harassment can take place between members of the same sex as well as members of the opposite sex. Any individual may be a victim or perpetrator of sexual harassment. Examples of such behavior include, but are not limited to:

- Making threats of a sexual nature
- Touching or grabbing of a sexual nature
- Basing educational decisions or practices on submission to sexual favors
- Unwelcome sexual advances, comments, gestures, or contact
- Jokes of a sexual nature
- Subjecting others to ridicule, slurs, or other derogatory actions of a sexual nature
- Displaying sexual pictures, photographs, cartoons, or graffiti
- Making improper or suggestive comments about a person's anatomy

Reporting Sexual Harassment

Persons who believe they are being sexually harassed should:

- Tell the harasser to stop.
- Document the incident(s) to the school administration, faculty, or staff.
- Keep detailed records of the harassment in a safe place; include dates, times, places, as well as the names of witnesses and other relevant information.
- Report additional incidents if they occur.

Disciplinary Action

Sexual harassment constitutes an infraction of French Camp Academy policies. Disciplinary action may include any of the following: verbal warning, written warning, suspension, or dismissal.

The following apply to ALL students enrolled or living at FCA:

Cell Phones

As a concession for the first occasion of misuse and forfeiture of a cell phone, a student or his parent may redeem the phone for a charge of \$250. The high cost of a phone led to one-time buy-back offer.

Courtesy Titles

Students are to address all adults by Mr., Mrs., Miss, or Coach with their last name.

Insurance

A student must have health insurance, accident insurance, or Mississippi Medicaid. Current policy information must be provided to the student life office.

Physicals

If a student participates in team sports, an annual physical, concussion form, and parental permission form are required.

Athletic Fees

These fees are required in most sports and must be paid prior to the first day of practice.

Professional Appointments

A student who misses school must have a written excuse from the doctor, lawyer, or counselor for an excused absence.

Dining Hall

Mealtime should be a time of thanksgiving, quietness, and relaxation.

1. A student enrolled in grades 7-12 must go to the dining hall at lunch even if bringing food from home.
2. Do not push or run when entering or lining up inside the dining hall. Saving places in line is prohibited.
3. Remember the 'golden rule' - treat all workers as you wish to be treated if you were serving.
4. Use good table manners and comply willingly with matters brought to your attention.
5. Immediately clean up any spilled food or drink.
6. A residential student must go through the line and get a lunch.
7. A district student that desires to eat lunch in the dining hall must purchase in advance a semester meal plan and check daily with the host/hostess on duty.
8. A student is responsible for hearing and heeding announcements made from the podium.
9. When attention is called for the blessing, a student stops eating and drinking and sits quietly.
10. A student is dismissed from lunch after prayer and announcements.
11. Chewing gum is not allowed.
12. Push chair under the table, pick up trash on or around your area, and clean/sanitize your table before you leave.
13. Food or drink **may not** be taken out of the dining hall except with special permission from the dietician.
14. Only a student assigned to work in the kitchen or serving line is permitted in the kitchen/dish pit area.

Student Report Form

A staff member will complete a student report form and send a copy to the department head and parent or house parent informing them of a student attitude or action above that which is required (*praise*), an attitude or action which warrants a precautionary warning (*observation*), or a rule infraction with discipline given (*misconduct*).

Discipline Restrictions

- *Area restrictions* - Student is not allowed in a given area, e.g., pool or gym, to participate in activities.
- *Social restriction* - Student may not have written or verbal communication with students of the opposite gender, may not attend social functions or recreational activities, and must wear a school-issued name tag around his/her neck over the outer garment when going to school or the dining hall.
- *Home restriction* - Student is restricted to his/her home except for required activities.
- *Room restriction* - Student is restricted to his/her room except for required activities.

Discipline Measures

- *Extra work* - Student is assigned duties in addition to regular work responsibilities.
- *Corporal punishment* - Student is paddled in a discreet way as deemed necessary by the director of student life or the principal.
- *Fines* - Student is charged for certain infractions of rules or for damage done to FCA facilities or property.
- *Suspension* – Student is prohibited from attending classes and must report to work at the school outside of the academic area during the days s/he is suspended.
- *Probation* - The student usually has one more opportunity to remain at FCA, and if s/he abuses it, s/he will be asked to withdraw.
- *Dismissal* - The student must withdraw from FCA. The parent/guardian is responsible for removing the child from FCA in a timely manner or for covering public transportation costs if public transportation is necessary. (See Due Process - p 16)

Search and Seizure

As a condition and in consideration of your enrollment in this school, you and your parents/guardians on your behalf agree to your having your person, property and/or assigned areas on the campus, including but not limited to automobiles, storage areas in your room, suitcases, clothes, bags, and lockers located anywhere on school property or carried and used while on school-connected activities, searched from time to time and at any time by houseparent, teachers, administrators, or any other agent of the school as deemed proper by the Administration of the school for the enforcement of the rules and regulations of the school. It is understood that items not allowed by the rules and regulations of the school will be confiscated, will not be returned, and may be destroyed by the Administration. Further, unlawful items or items reasonably thought to be unlawful may be turned over to the local legal authorities for such action as they may deem proper.

Network Access

Network access and especially internet privilege is a vital part of French Camp Academy High School's fulfilling its mission so that each student has a complete education. In general, network access shall be viewed as another avenue with which to glorify God by accessing knowledge that would otherwise not be readily available. This privilege has attendant responsibilities.

The following items and any others of like character will be considered unacceptable, inappropriate, or illegal use of a computer at French Camp Academy. At the least, a violator will lose computer privileges for a month.

1. Violating any law of the State of Mississippi or the United States, e.g., copyright infringement; installation and/or use of unauthorized software; creating a forged document or otherwise committing forgery; altering documents or records; music or movie piracy.
2. Creating, posting, publishing, or displaying materials which harass or hurt another.

3. Accessing, submitting, posting, publishing, transmitting, receiving, printing, or displaying pornographic, obscene, lewd, indecent, or vulgar pictures, graphics, or language.
4. Using the internet for personal or commercial advertising and/or financial gain.
5. Gaining unauthorized access to resources or information, e.g., others' files or records; confidential information; outside internet accounts.
6. Invading the privacy of others, including revealing their personal addresses, e-mail addresses, or telephone numbers.
7. Circumventing security and/or identification measures, e.g., using another user's account or password; attempting to use the internet while access privileges are denied, suspended, or revoked.
8. Posting anonymous messages and/or falsifying one's identity.
9. Posting materials created by another person.
10. Using the internet in any way that will disrupt its use by others; uploading or creating computer viruses; infecting or destroying another user's data.

The following are unique to District Students:

Driving

Once a student arrives on campus in the morning, s/he parks in the designated area and moves to the front of the school. A student does not return to his/her car until ready to leave campus unless permission is secured in the principal's office. A day student is not to loiter in the parking area, sit in parked car, or transport a residential student.

- Posted speed limit on the campus is **15 mph**.
- Unsafe driving practices are grounds for suspension of the driving privilege.
- Any student who drives on campus must have a valid driver's license. Driving with a learner's permit is unacceptable.
- Music may not be played loud enough to be heard outside of vehicle. Playing music too loudly is grounds for suspension of the driving privilege.
- FCA reserves the right to search any-and-all vehicles on our premises.

Activities

A currently enrolled district student in good standing at FCA is welcomed and encouraged to participate in planned activities on the campus.

Access to the Campus

A district student is not to be in or around campus homes without the houseparent's permission.

Cell Phones

A district student's cell phone should be left in his/her vehicle or turned in to the Principal's Office each morning. It remains there until school dismisses for the day. A phone confiscated for failure to follow this policy is not returned. (See cell phone concession on page 11.)

Weapons

A district student is cautioned that the weapons' restriction policy also applies to guns being carried in his/her vehicle for hunting.

A Reminder

A district student involved in an FCA-sponsored event, whether on or off campus, is subject to the conduct rules in this handbook.

The following are unique to Residential Students:

Activity Leave

A student is still accountable to FCA conduct rules while away from campus on leave or while participating in organized off-campus events (e.g., sports, music, drama).

Emergency Notification

In the event of an emergency during the business day, a parent/guardian who needs to notify his/her child contacts the student life office first; after hours, contact the houseparent.

Basic Home-life Rules

1. Each home has some regulations of its own which will be posted in the home.
2. The student life office and/or houseparent reserve the right to make roommate changes as deemed necessary.
3. TV is viewed only when acceptable programs/video tapes/DVDs are on.
4. A student may not:
 - a. remove screens or enter/exit through a window.
 - b. enter the room of another student.
 - c. be in or sleep in the bed of another student.
 - d. leave the home for any reason after lights out.
5. All socializing must take place in the home's common areas.
6. FCA discourages loaning and borrowing between students. Therefore, we are not responsible for lost or damaged items that have been loaned or borrowed.

Items that should NOT be brought to FCA:

- TV
- Computer
- Any music player or tapes, CDs, or DVDs,
- Any hand-held gaming device
- Weapons including fireworks
- Walkie talkie
- Aerosols
- Blacklight
- Clock radio
- Appliance of any kind (e.g., refrigerator, toaster, microwave)

Care of the Home

The student's home on campus should be kept orderly and clean.

- **Room decorations** should be in good taste and appropriate to a Christian home. Houseparent/student life office approves all posters, pictures, hang-ups, and the method of hanging decorative items. No nails, tacks, or staples are allowed in walls or furniture. Students are not to remove or exchange furniture without houseparent consent.
- **Damage** in an individual room is the responsibility of the students who live there. If damage occurs, fines will be assessed to repair the damage or replace the items.
- **Damage** done in the bathrooms, lobbies, hallways, or exterior may be assessed to all the students living in that home. In homes with suites, both rooms are responsible for damage in the common area.
- **Room inspection** is conducted daily by the houseparent and frequently by the Student Life Office. White glove weekends will be scheduled, and inspections done on a semester basis.

Home Study Hall

- During study time, a student must be quiet, in his/her room, at their desks, or in assigned area.
- Studying with another should be kept to a minimum and take place in common areas, not in students' room.
- Permission to visit a teacher's home or classroom requires approval from both the teacher and the houseparent.
- Additional study time and loss of privileges are assigned for poor academic performance.

Medicines

All prescription and nonprescription medicines must be turned in to the houseparent upon arrival on campus. The houseparent is responsible for keeping it secure and having a schedule for dispensing.

Enrollment Change

A residential student may not change enrollment status to be a district student unless the family moves into the local district.

Running Away

If a child runs away, FCA is not responsible. We notify parents/guardians immediately about the child's leaving. As required by law, local law enforcement officials are also contacted.

Elementary School Students

A French Camp Academy K-6 residential student attends the public elementary school and is expected to abide by FCA rules/standards. S/he should be in the high school area only in passing and not loiter in the morning or after school.

Home Telephone Usage

- A student should only use the phone in the home in which s/he lives.
- Parents are responsible for scheduling with the houseparent a time to call their child. Calls are to be received only when the houseparent is on duty.
- Only parents or guardians may call in to the homes. A student may receive one phone call each week. If parents are divorced, a student may receive one phone call per parent each week. These calls are normally limited to fifteen minutes.
- Emergencies should be discussed with the student life office or the houseparent before speaking to the child.
- Intra-home calls made student-to-student are limited to academic needs.
- A student may call a staff member as time permits.
- Misuse or abuse of the phone privilege results in loss of the privilege.
- A new student must be here one month before receiving calls.

Cell Phone Usage

Cell phones have become an important tool in our society. French Camp Academy desires to help students and their families learn healthy ways to handle such a powerful tool. It is our responsibility as the staff/house parents to filter as much as we can of what goes into a child's mind while they are under our care. Considering this, FCA has set up standards to produce an environment where cell phones can be a blessing to your child rather than a hindrance to their growth. FCA will continue to modify these standards as technology and culture change. It is our desire to partner with parents to teach your child to glorify Christ with their phone in accord with the following standards:

- The parents can choose to allow or not to allow a phone at FCA. They can also choose a plan that only includes calling and texting especially if their child has previously acted inappropriately with his/her phone.
- If you choose to bring your child's phone to FCA, then you should put the phone, charger, and passwords/pins in a ziploc bag labeled with the child's name and personally handed to the houseparent.
- A student's cell phone must have its own plan. A student may not use a hot spot or wireless connection.
- A cell phone can only be used by a student in grades 9-12.
- All inappropriate materials, e.g., pictures, videos, and music, must be removed from phone before arrival.
- Social apps Tik Tok, and Snapchat should be uninstalled. There may not be any hidden apps.
- For approximately a week after any break the student will not be allowed to use their phone until the houseparent has had an opportunity to review it.
- There will be a 3-week waiting period before a new student can use his/her phone.
- Appropriate communication via text, calling, and social media (Facebook and Instagram) are all avenues that are allowed. A student will be encouraged to communicate with his/her family.
- A student is not allowed to record videos or take pictures with his/her phone unless specifically approved by the houseparent.
- A student may not use another student's phone.
- Any attempt to delete histories, social media activity, or texts will be an automatic loss of the cell phone privilege.
- Any game played on the cell phone must comply with FCA's video game guidelines.
- If a student misuses his/her phone, s/he will lose the privilege of using it for a designated time.
- If a student brings another phone to hide and use, it will be confiscated and not returned, if found. (See one time concession on p 11.)

Houseparents' Role and Responsibilities:

- The cell phone privilege will be earned and maintained at the houseparents' discretion.
- The houseparent will have full access to the phone with passwords and pins. The houseparent will be able to set the parental controls and monitor the student's usage of the phone.
- A phone may be used at a set 30-minute time determined by the houseparent and monitored in a set place, e.g., 7:30-8p.m. Sunday-Thursday in the common room. A phone may not be taken to a child's room.
- The student's phone will be labeled and stored securely.

For your child to have his/her cell phone at FCA both parent and child must sign and date a usage agreement that affirms agreement with the standards.

Home Visits

- Boys and girls are not to be at or around the others' homes except by assignment or special permission.
- Homes will be closed except for emergencies during school and work hours. A student may not return without houseparent permission.
- A district student or staff child must first secure permission from the houseparent to visit in the home. Visiting is limited to the home common area and may not be in a student's rooms.
- When leaving a home for anything except required activities, a student must have permission from the houseparent.

Recreation/Equipment

- A student is not to be in any buildings without staff supervision. S/he may use equipment/facilities only for authorized activities at specific times.
- Work areas such as barns and shops, the challenge course, the lodge, and offices are off limits without staff supervision.
- For free-time recreation, proper protective gear and/or equipment such as helmet and pads for roller blading and scooters and life preservers for boating and certain swimming activities are required.
- A student is not allowed in a boat without a life jacket or to swim in the pool or lake without approved adult supervision.
- No bicycle or weight-lifting equipment is allowed inside the home. A student is not to loan his/her bicycle. Neither FCA nor its staff is responsible for lost or damaged bikes that have been loaned. Bicycles may not be ridden off campus without adult supervision.
- A residential student may not have a motorized vehicle.
- A residential student may not have a pet.

Campus Visitors

- FCA welcomes parents/guardians to attend music, athletic, and drama events.
- A visitor may not stay overnight in the student homes.
- A visitor may go to a home only with permission from the student life office during the week or from the general duty man on the weekends.
- A visitor checks in with the houseparent upon arrival at the home and limits the visit to the home living room.
- The campus of French Camp Academy is alcohol, drug, and tobacco-free. Violators will be asked to leave and may be referred to law enforcement officials.
- Student travel in guest's vehicles must be pre-approved by the student life office and houseparent. A student should not be in or around a visitors' vehicle without houseparent approval.
- All FCA rules regarding conduct and modest dress apply to any visitor.
- A graduate or former student who desires to visit campus must secure permission from the student life office. Call, write, or email prior to the visit.
- Any campus visitor must have a visitor's pass from the student life office.
- Visitors during the school day must report to the principal's office for assistance.
- An expelled student may neither return to campus nor communicate with a present student, except a sibling.

Parent Reminders

Financial Responsibility

Tuition

- A school year is 10 full months; there are NO partial months.
- Parents are required to download the *FACTS Family* app and to use the *Financial* tab of the app to set up their payment plan option. Tuition and student spending payments are due in accordance with the plan.
- Checks are made payable to *French Camp Academy* with the student's name noted in the memo space.
- If the payment includes monies for varied items, e.g., tuition, spending, school or sports' pictures, or a trip, clearly note how payment is to be split.
- Entrance fees and tuition fees are **non-refundable**. Entrance fees are used for medical supplies, school supplies, and student activities.

Student Spending

- The parent's/guardian's financial responsibility includes providing your child's weekly depository.
- Do not send money directly to your child. All monies must go through his/her depository account in the student life office.
Money received other than through depository is taken by the houseparent and deposited into the child's account.
- When a student's depository account is depleted, no money is issued until additional funds are placed in the account.
- We suggest keeping extra money in your child's account. There are situations where money is needed on short notice. Also, there may be a month or two in which depository is issued five times.
- Withdrawals are made weekly by the houseparent. All requests for additional money must be made through the houseparent.
- Any large withdrawals must be approved by the director of student life.
- Fines incurred in the home area are taken from student accounts and put into a general fund for student activities.

Weekend/Vacation Leave

1. Mailed or emailed notices from parents/guardians designating who will pick up and return their child for a weekend pass **must be in by Thursday noon** prior to the leave time. They may be mailed (Attn: Student Life Office, French Camp Academy, One Fine Place, French Camp, MS, 39745) or e-mailed (mwatkins@frenchcamp.org).
2. Weekend leave begins Friday at 3:00 p.m. and ends Monday at 5:00 p.m. for Labor Day (September), end of 1st quarter (October), MLK day (January), and Presidents' day (February).
3. During March, May, August, November, and December, there are no weekend passes. An email is sent to parents or guardians concerning spring, summer, Thanksgiving, and Christmas breaks.
4. A parent or other approved adult must pick up and return the student from/to campus. A residential student may not drive on campus.
5. Once a student leaves the campus, s/he should not return until leave is over.
6. A currently enrolled residential student is not permitted to stay at the Bed & Breakfast, the Lodge, or other campus accommodations during a weekend pass or break.
7. An off campus visit to another student's home is not allowed.
8. Transportation is provided to and from Jackson Airport for a \$30.00 fee per child each way, payable in advance.
9. After weekends or holidays, a residential student must check in with his/her houseparent by 5:00 p.m. Consequences are given for late arrivals. Upon his/her return to campus, a student is immediately under all school rules and is not to leave again.

Medical Trips

- As much as possible, a parent/guardian is responsible for taking his/her child to the doctor. Parents are contacted by the houseparent when the need arises.
- A residential student who has a highly contagious disease or who has an extended illness must go home to recover.
- Routine dental appointments, orthodontist visits, and eye exams are scheduled during times when the student is home.
- When we take a child to Kosciusko Medical Clinic or Trace Medical Clinic in Kosciusko, we pay only the insurance co-pay.

The doctors' office files insurance claims and then bills parents for the balance.

- Parents who are delinquent in paying clinic bills or reimbursing FCA for co-pays and prescriptions will be responsible to come and take their child to the doctor for future visits.

Emergency Contact

When an emergency arises concerning a residential student and the parents need to visit or the student needs to go home, please contact the student life office during business hours or the houseparent after hours **prior** to contact with the child.

Letters

Parents are encouraged to write to their child. Address mail to:

Child's name
c/o French Camp Academy
Child's home name
One Fine Place
French Camp, MS 39745

Due Process

Parents/guardians of any student dismissed from French Camp Academy have ten (10) working days (Monday-Friday) to submit a written request for review of the decision made by the Administration under the direction of the President.

1. The President oversees all activities and decisions at FCA. The President delegates to the Director of Student Life oversight of home life and to the Principal oversight of academic life.
2. Our unique Christian school-home atmosphere requires all students to adhere to all the rules of the Academy. Failure to comply at any point can and may require immediate dismissal from the campus.
3. Whenever feasible, the student and his/her parents, guardians, or sponsor will be forewarned of possible or probable dismissal.

Annual Asbestos Notification

In accordance with Code of Federal Regulations, Title 40: Protection of Environment, Part 763—ASBESTOS, Subpart E—Asbestos-Containing Materials in Schools, section c, regard this statement as French Camp Academy's annual notification to all workers, students, parents, and or legal guardians that French Camp Academy continues to maintain its Asbestos Management Plan (AMP) which documents all performed or planned asbestos related inspections, response action, and post-response action activities, including periodic reinspections and surveillance activities, within the district. A copy of this AMP is available for your review and inspection at the high school principal's office.

FCA Phone Numbers – All are area code 662.

Student Life Office	547-6484	Elementary School	547-7102
Principal's Office	547-6113	Bed & Breakfast Inn	547-6835
Accounting	547-6482		

Boys' Homes

Barrett	547-6045
Day	547-6444
Flowers	547-6260
Moriah	547-6669
Taylor	547-6779
Turpin	547-5087

Girls' Homes

Buchanan	547-6857
Cook	547-9479
Griffin	547-6894
Heidelberg	547-6690
His Way/WFCA	547-5265
Spencer-McCain	547-6678