



2015-2016 Parent/Student Handbook

ABOUT FAITH CHRISTIAN ACADEMY

Faith Christian Academy was formed by former parents and staff of Calvary Christian School (CCS) following its closure in August 2012. Although we are a new non-denominational school, we still carry within us the DNA of CCS. We believe in the importance of an excellent education grounded in the bible and centered on Christ.

We are not a remedial school. We are not a school of last resort. We are an accelerated school from grades K4 through 12. We do not use Common Core curriculum and we reject the militant secularism that has metastasized in the public schools. However, our curriculum is rigorous, our expectations are high, and our students are driven to excel.

The Gospel of Jesus Christ is the most important thing that is interwoven into your child's daily education. The life giving Word is present throughout the curriculum, in devotions, in weekly Chapel, during class prayer time, and in their relationships with their classmates, teachers, and staff.

Please join us daily as we work together to provide our children the most thorough education available- one that goes beyond academic training to join hand in hand with the Scriptures, and fills our children with the knowledge of Jesus, the author of our faith. Please pray for the staff and teachers as we train young minds for Him.

MISSION STATEMENT

The educational mission of Faith Christian Academy is based on a God centered view of truth as presented in the Bible. The purpose of the school is to raise up Jesus Christ as the standard of excellence in education as the foundation of our students' spiritual, mental, physical, and social development. Faith Christian Academy is a partner in providing this education.

VISION STATEMENT

Faith Christian Academy shall

- Provide the highest quality education in a Christ-based environment without compromising God's Word.
- Train young men and women of God by emphasizing strong Biblical values, character, and accountability
- Provide a safe learning environment free of bullying or discrimination of any kind, including that based on: race, gender, age, or denomination.

STATEMENT OF FAITH

We believe the Bible to be the inspired, infallible Word of God and our standard for faith and practice.

We believe in one God as revealed in the Bible, maker of heaven and earth. He is our eternal, heavenly Father, the author of faith, truth, and love.

We believe in the deity of the Lord, Jesus Christ, in His virgin birth, in His sinless life, in His atoning death, in His bodily resurrection, and in His second coming.

We believe in the Holy Spirit who empowers for service and reveals Jesus in us.

We believe that man is created in the image of God, fallen through disobedience, and is saved through faith in Jesus Christ.

ACADEMIC PROGRAMS

Faith Christian Academy welcomes students and families of all Christian faith traditions who are committed to academic excellence. We are building a college-track school where our tagline of “Character • Achievement • Excellence” drives all that we do. Our focus from kindergarten through middle school is to prepare our students for an extraordinary collegiate high school experience that culminates with dual high school and associate’s degrees upon graduation.

Our academic programs consist of the following areas*:

Kindergarten

- K4 (age 4)
- K5 (Age 5 and up)

Grade School

- Grades 1 through 5

Middle School

- Grades 6 through 8

Collegiate High School

- Grades 9 through 12

***Enrollment in certain grades may be restricted based on demand and availability of resources.**

Faith Christian Academy uses the A Beka curriculum. A Beka is recognized as a leading Christ-centric program for introducing learning skills earlier than the public schools. A Beka schooled students generally score above grade level on standardized testing. The coursework is rigorous and, yes, there is homework!

We are pleased to be affiliated with the Holy Family Collegiate High School (HFCHS). Qualified students will attend the 9th and 10th grade college preparatory program at the HFCHS campus. 11th and 12th grade students will be enrolled in an Associate Degree program and attend classes at the appropriate ACTC campus. Upon successful completion of the four-year collegiate high school curriculum, the student will be awarded a high school diploma and the appropriate associate degree (AA, AS or AAS).

The collegiate high school experience is designed for the student who:

- Needs a more challenging curriculum
- Wants to earn a college degree at an accelerated rate
- Desires to concentrate studies in a specific field
- Desires to enter a career immediately upon graduation

ADMISSION POLICY

Faith Christian Academy will admit all prospective students of both sexes regardless of race, creed, color or national origin, until the enrollment limit has been reached, provided in the opinion of the school:

1. The student may profit from the program of studies and activities planned by the school, and

2. The student functions appropriately within the school environment

ENROLLMENT POLICY

Application forms are to be filled out completely by a parent or guardian and turned into the office with the Registration Fee, which is non-refundable. Upon acceptance into the school, applicants will need to complete, and have on file in the office a copy of the following:

Upon acceptance into the school, applicants must submit- and have on file in the office- copies of the following on or before the first day of class:

- Registration fee and collegiate high school instructional fee*
- Family Commitment form
- Field trip consent form
- Emergency medical form
- Electronic payment authorization form
- Copy of birth certificate
- Copy of Social Security card
- Immunization certificate
- Student records from previous school
- Current eye exam certificate
- Proof of Medical examination (upon entering school, and entering 6th grade)

*Grades 9 - 10 only

2015-2016 TUITION

Kindergarten through Middle School (K4 - 8th Grade)

First Child	\$3,200.00
Second Child (15% Discount)	\$2,720.00
Each additional (20% Discount)	\$2,560.00

Tuition may be paid in advance, in 10 monthly payments or in 12 monthly payments. Monthly payments are due no later than the 5th of each month.

- Full tuition paid by August 5 is discounted by 5% (\$3,040.00).
- The ten-month payment plan is \$320.00 per month, August through May.
- The twelve-month payment plan is \$267.00 per month, July through June. **IMPORTANT:** With this plan, tuition is not simply paid every month your child is in school. It is a part of the cost of educating your child for one school year. This option allows us to offer a more affordable payment schedule.
- Tuition for children and grandchildren of KYOVA Mall merchants and their employees is discounted by 10% (\$2,880).

Holy Family Collegiate High School (9th - 10th Grade)
Each Child \$4,000.00

- Each student shall be required to complete a FACTS application to determine his/ her eligibility for financial aid.
- The student should also complete a Holy Family Financial Need Scholarship Application to apply for tuition assistance available for special circumstances.

Holy Family/ACTC Collegiate High School (11th - 12th Grade)
Each Child \$5,000.00

- Faith Christian Academy (FCA) is liable for collection of all college tuition and fees and remitting same to Holy Family Collegiate High School (HFCHS).
- Each student shall follow the same directions as 9th-10th grade students.
- Scholarships - Applications should be made for college scholarships and any specific Holy Family scholarships that may be available as well as any similar scholarships offered by the ACTC Foundation.

2015 - 2016 FEES

Kindergarten through Middle School (K4 - 8th Grade)

A non-refundable \$150 registration and testing fee per student is due on or before July 1, 2015, for the 2014-2015 school year.

Collegiate High School (9th - 10th Grade)

A non-refundable registration fee of \$150.00 per student is required before April 13, 2015. The fee increases to \$200.00 after that date. A \$50.00 family commitment fee will hold your family's place in each classroom.

Faith Christian Academy assumes no responsibility for monies, such as tuition payments, sent to the school in the care of children.

All tuition payments and fees are NON-REFUNDABLE and NON-TRANSFERABLE. A pro-rated refund of an annual tuition payment will be issued upon early withdrawal of a student. Any use of a day in the month will be counted as using an entire month and charged accordingly. **A 25% penalty will be assessed against any refunds for early withdrawals.** Tuition must be current by the end of each quarter. Students may be prohibited from attending the next quarter until tuition and other school obligations are met.

Tuition will be paid by FACTS or by automatic ACH drafts from parents' bank accounts no later than the fifth day of each month (see enrollment packet).

Monthly payments for the Twelve Month Plan are due by the 5th of each month starting in July and ending in June. Monthly payments for the Ten Month Plan are due by the 5th of each month starting in August and ending in May. Annual payments are due by August 5. Any special arrangements for tuition payments should be addressed to the Director prior to the start of the next month due.

A \$25.00 service charge will be assessed on all NSF drafts returned by the bank.

Should payments become as much as two (2) months delinquent, the parents may be asked to withdraw the student(s).

TEXTBOOKS

Kindergarten through Middle School (K4 - 8th Grade)

To ensure that the proper textbooks are obtained for each student, and to ensure they arrive by the start of the school year, the school office will place all book orders on or about July 1. Payment is due to the school office by June 21. A Beka Text book prices vary by grade level and by the publisher's price list each school year.

Collegiate High School (9th - 10th Grade)

An Instructional fee of \$300.00 per student is required. This defers cost of all books and materials used in classrooms.

ATTENDANCE

According to 702KAR701:125, children are to be in regular attendance at school.

Students are allowed five (5) absences on a note from the parent. Six (6) or more absences shall only be excused by a doctor's statement or by prior approval from the teacher and/or director. All other absences are unexcused.

Parents are to call the school if the child is going to be late or absent.

Absences for shopping, out late the night before, haircut, babying sitting, needed at home, etc. will be unexcused.

Parents should be advised that if a student accumulates three (3) unexcused absences, a parent conference will be scheduled with the teacher and director. **After** three (3) unexcused absences, the student will be considered truant and reported to the Boyd County Director of Pupil Personnel (DPP).

TARDY

Students who are late for any reason must sign the "sign-in" sheet in the office, with the date, time of arrival, and the reason for the tardiness.

Five (5) unexcused tardy sign-ins will be considered an unexcused absence and disciplinary action will result, as deemed appropriate by the teacher and director.

Any child arriving after 8:00 a.m. will be considered tardy.

An unexcused tardy includes, but is not limited to:

- Running late
- Couldn't find homework
- Alarm didn't go off
- Traffic (to be determined by the director)

Examples of an excused tardy include:

- A doctor's appointment (doctor's note required)
- Car accident (parent should send note to explain)
- Hazardous driving conditions (to be determined by the Director).

Students arriving after 10:00 a.m. or leaving prior to 1:45 p.m. will be considered absent 1/2 day.

All tardies, whether excused or unexcused, will be recorded on the report card.

EARLY DISMISSAL

Checking out of school early is strongly discouraged.

Parents should try to schedule all medical appointments on No-School Mondays or after school hours. However, if it is necessary for a child to be taken from school before dismissal, a request must be made in writing to the school office. Parents must go to the office to pick up their child, and sign them out. No student will have permission to leave unless accompanied by parents or other designated adult. Checking out of school early will constitute a tardy.

VISITORS

Parents or other visitors are welcome to visit the school at any time. When visiting the school, please:

FCA Facility

- Check in with the school office first; do not go directly to the classroom area.
- If you would like to observe for part of a day, arrangements must be made with your child's teacher in advance of the day of observation.
- When parents or visitors visit the school, or attend a school function, we ask that you respect the rules concerning dress, which apply to our students and set a good example for them.
- If you smoke, please do not do so on school property or on school grounds or school field trips.
- Please drive carefully on school grounds- no faster than 10 m.p.h.

Holy Family Collegiate High School Campus

- To visit a classroom requires an appointment. Please contact the principal or secretary to schedule a classroom visit.
- Catholic School's Week includes a period of classroom observations. Only school personnel or authorized individuals are permitted in the areas of the classrooms, library, and gym during school hours.
- The staff and students should report to the office any questionable person on the grounds or in the building.
- All visitors are required to sign in and out at the office.

LUNCH PROGRAM

Hot lunches for grades K-8 may be purchased from KYOVA Mall food court vendors; collegiate high school students may purchase a hot lunch from the Holy Family School cafeteria. There may be occasions when the school or a class may order from a different place, or have lunch while on a field trip. Parents will be notified on such occasions, concerning date, cost, and food.

SNOW DAYS

In the event of severe, inclement weather, the school may close. The school closings will be broadcast on WSAZ-TV, www.faithacademyashland.com, text, email, Facebook, twitter or other electronic media. Although Faith Christian Academy follows the closing days of the Boyd County School system due to inclement weather, we may choose to hold school. Should school be held on a day that Boyd County Schools are closed, parents will be notified by phone, www.faithacademyashland.com, text, email, Facebook, twitter or other electronic media.

Once the children are at school, weather-related early dismissals also follow Boyd County School system. In such cases, every effort will be made to contact you at home or work. For this reason please keep the office informed of any change in home, work or cell phone numbers.

SNOWBOUND HOME LEARNING DAYS

When weather forecasts offer sufficient advance warning of inclement weather, FCA may choose to implement a Snowbound Home Learning Day (SHLD). A SHLD shall count as a day in school and will not be included in snow days that must be made up later in the year.

In the event a SHLD is activated, teachers will send home a snow packet with assignments that are to be completed. Snow packets will be limited to one day's assignments. Teachers may require some or all

assignments to be turned in electronically during, or by the end of the normal closing time of a school day. Otherwise, all work shall be due when school resumes onsite.

Teachers shall be available to students on a SHLD via phone, FaceTime, Skype, email, text, Facebook Message, or other electronic medium. FCA may experiment with virtual classrooms in which teachers may choose to lecture via FaceTime or Skype when the students have such access at home.

FCA reserves the right to modify or end the use of SHLD if, in the judgement of staff, students are not fully invested in their assignments.

MEDICATION POLICY

Medication Given at Home

Please inform the FCA or HFCHS office in writing if your child is taking medication for any reason. Sometimes children behave differently when on medication, and it is most helpful for appropriate school personnel to be aware of such circumstances.

Medication to be Given at FCA Facility

All medications, prescription or non-prescription, must be checked into the office by a parent immediately upon arrival at school. All medication must be in the original container from the pharmacy. Non-prescription medications must also be in the original container. Containers may be placed in a zip-loc type bag labeled with the student's name. No medication will be administered without the written request of a parent/guardian, stating the medicine, dosage, and time to administer the medicine. The school office will notify the student at the proper time for the medication. No student may keep medication on his/her person or with his/her belongings during the course of the school day.

Medication to be Given at HFCHS Campus

If prescription medication is to be taken at school, it MUST be brought to the office in the original prescription container by the parent, along with a written note of specific directions for administration of the medicine. The secretary, who keeps a daily log, will dispense the medication. Children are not to medicate themselves with prescription medicine, or any other type of medication.

Student Sickness or Injury Policy

If a student becomes ill during the school day, their temperature will be taken in the office, and with a temperature, will be excused to go home. Students will not be allowed to remain throughout the day since we are not equipped with an appropriate area for them. The school office will contact a parent before the student is excused. For this reason, it is important that we have the correct home and office telephone numbers of both parents. In the cases where an injury or illness appears to be serious or life threatening, we retain the right to seek professional help immediately (i.e. ambulance, paramedics). Parents will be responsible for payment of the services obtained on the child's behalf.

SCHOOL DAY SCHEDULE

7:45 a.m.	School open for students
8:00 a.m.	School begins
9:30 - 9:40 a.m.	Snack
9:40 - 9:50 a.m.	Morning Kindergarten Recess
12:00 – 12:45 p.m.	Lunch
2:20 - 2:30 p.m.	Afternoon Recess
3:45 p.m.	Dismissal
3:50 p.m.	All students picked up by this time. A \$1.00 donation to the petty cash fund will be assessed for each minute children are picked up beyond 3:50 p.m.

ACADEMIC EVALUATION AND STANDARDS

Grading Scale

Percent	Grade	Grade	Point Meaning
100	A+	4.0	
99 – 96	A	4.0	Excellent
95 – 93	A-	4.0	
92 – 90	B+	3.7	
89 – 87	B	3.3	Above Average
86 – 84	B-	3.0	
83 – 82	C+	2.7	
81 – 79	C	2.3	Average
78 – 76	C-	2.0	
75 – 74	D+	1.0	Unsatisfactory
73 – 72	D	1.0	Unsatisfactory
71 – 70	D-	1.0	Unsatisfactory
Below 70	F	0.0	Failing
The following grades may be used in other areas, such as conduct, effort, etc.			
I – Incomplete	S – Satisfactory	N- Needs Improvement	

HONORS PROGRAM

The Honor's Program is as follows:

- Director's Commendation – Given to students with all A's.
- High Honors – Given to students with all A's and B's.
- Honors – Given to students with all B's.

Students who have the ability, but are not maintaining current grade level standards may be placed on academic probation. Staff/Administration will review each case on a continuing basis until the problem is resolved. Failure of students to put forth effort and ability may result in dismissal from the school.

In order to participate in extra-curricular activities (including non-academic trips), students must meet or surpass a C average.

MIDTERM REPORTS

Midterm reports will be sent home to any student having a "C" or below on their midterm grades. The report must be signed and returned to school.

Note should be taken by the parent to aid the student if low grades appear, in order to make improvement before the grading period ends. You may request a conference with your child's teacher at any time throughout the quarter. NOTE: Midterm grades can change dramatically. Please keep in touch with your child's teacher if questions should arise.

REPORT CARDS

Report Cards are distributed during the mandatory PTF meetings held at the end of each quarter. Parents shall review the report card with their child's teacher at the PTF. We welcome parent follow-up calls or conferences concerning grades at any time.

Students with lower than a "C" average (2.3 G.P.A.) shall be placed on academic probation. Any student on academic probation may have his or her involvement in extracurricular activities limited, including participation in student council, special field trips, or other clubs.

HOMEWORK

Homework plays an important role in the education of each child. Academic reasons for homework include providing practice in needed skill areas and reinforcing concepts presented in class. Homework also promotes responsibility, proper work habits and time management. Teachers will be supportive of limited amounts of homework on church nights. Uncompleted homework is an infraction and may lower a student's grade. It is the responsibility of the student to contact the teacher if assignments will be late due to reasonable circumstances.

HOMEWORK POLICY

Homework is due as assigned and will only be accepted late under extenuating circumstances, and at the discretion of the teacher. If homework is accepted past the due date (except for illness), the grade earned will be subject to an automatic deduction of points.

Students are responsible for approaching the teacher for make up assignments.

In case of illness, the child has the number of days he/she was absent to make up the work. Normally, a student will be allowed one day to make up work for every day he/she is ill (ex. Absent for 2 days, the child has

2 make up days AFTER returning to school to complete work). In the case of illness, points will not be deducted until the assignment is late from the given make up days.

EXTRA CREDIT POLICY

Extra credit is available on individual assignments only, and then at the discretion of the individual teacher. NO EXTRA CREDIT ASSIGNMENTS WILL BE GIVEN AT THE END OF THE TERM TO RAISE GRADES. Our belief is the child should learn the self-discipline to study and prepare assignments in a timely manner. The end of the term grade should reflect the effort and preparation of the whole grading period, not just “last minute” effort that is given to raise a grade.

STUDENT CONDUCT AND DISCIPLINE

Discipline is fundamental to all education. By following a code of conduct based on Christian principles, a student develops self-discipline and good judgment. A disciplined student body can then enjoy an environment of creative learning, mutual respect, trust, and cooperation.

The teachers and the director are primarily responsible for providing and implementing guidelines for good behavior. It is assumed that parents also offer their children responsibilities and duties that foster good disciplinary habits. Together, parents and school share the goal of developing in each child a well-disciplined character. Teachers cannot be responsible for students who disregard safety regulations. Sanctions for infractions of rules and regulations are imposed with dignity, fairness, consistency, and consideration for all.

Decisions regarding disciplinary matters are made at the most appropriate level. If a student does not comply with the school's code of conduct, the following consequences will ensue:

1. The staff member speaks to student regarding the offense.
2. The staff member informs the Director and the teacher describing the incident completes a behavior notification form (see attached form).
3. The staff member notifies or confers with the parent.
4. The staff member refers the student to the Director for a repeated offense.
5. The Director, staff member and parent confer and review a repeat behavior disciplinary action form (see attached form). The form is signed by the parent, teacher, and the director.
6. The student may be suspended from classes for not less than one day or more than five days. Suspension may be served either in or away from school.
7. If offenses continue, the student is asked to withdraw or is expelled from school.

The faculty and administration consider some offenses indicative of serious problems that need immediate action. An offense may have occurred either on or off school grounds, during a school-sponsored activity, or an extracurricular program. The director will determine the method and intensity of punishment with consideration given to the age and mental acuity of the student and the severity and repetition of the misconduct. Offenses requiring immediate action are:

1. Serious immoral conduct or serious violation of civil law
2. Insubordination, defiance, disrespect or disregard of school property or personnel
3. Uncooperative attitudes or behavior
4. Intimidation or abusiveness
5. Stealing, dishonesty or cheating
6. Possession or use of any item the principal deems inappropriate in school, including cigarettes, drugs (medical or illegal), alcohol, snuff, matches, pornography, firecrackers, firearms, knives, razors or other harmful instruments.

EXPULSION

FCA is a non-public school. As such, expects high standards of conduct and work from students and excellent cooperation from parents.

Persistent, undesirable behavior by students will not be tolerated. Expulsion will be imposed for any immoral or illegal conduct or activity, extreme rudeness to teachers or other supervisory adults, or behavior that threatens the emotional or physical well-being of other students. Poor work habits, excessive absences and general lack of cooperation may also be grounds for dismissal. While the school identifies many rules of conduct in this handbook, the list is not all-inclusive. The school reserves the right to determine the seriousness of student actions.

The school also has the right to expect cooperation from parents. This means that parents are expected to follow the school grievance procedure in the event their child is affected by the code of conduct. The first step in the grievance procedure is for the parent to go directly to the teacher. If not satisfied, the parent should go to the director.

Parents failing to support the school or who are uncooperative or abusive to teachers or staff may be required to withdraw their children from the school. The director shall decide when this sanction is appropriate.

DAMAGE TO SCHOOL PROPERTY

It is expected that all damage to school property (other than superficial), even if accidental, will be acknowledged by the person involved and a plan for reimbursement will be made by the family.

ACCESS TO STUDENT RECORDS

The school maintains a complete record, including a cumulative academic and guidance record for each student. The records are kept in the school office. Parental permission is no longer required when authorized school personnel request records. (Family Education and Privacy Act. Final Rule on Education Records. Federal Register, June 17, 1976, Vol. 41, No. 118, page 24637) All material in these records is treated as strictly confidential and is available according to the following policy:

1. Parents or guardians have the right to review all records, files and data directly relating to their child with the director.
2. All requests to inspect official records relating to their child are to be made in writing to the administration by the parent or guardian. All records will be reviewed in the presence of the child's teacher or administrator so that any questions may be answered.
3. Student's personal records or files may only be released to any individual, agency or organization upon the written consent of the parent or guardian. The following exceptions apply:
 - a. Staff members with a legitimate educational question.
 - b. Court or law enforcement officials, if the school is given a subpoena or court order.
 - c. Certain federal, state or local authorities performing functions allowed by law.
 - d. Officials of other schools in which the student intends to enroll.

BOOSTER CLUB

The Faith Christian Academy Booster Club is an organization whose function is to strengthen FCA through financial support, social events and academic encouragement. Every parent is urged to participate in the club during fundraisers and other activities throughout the year. Every effort is made to utilize the individual talents and interests of each member.

DRESS CODE

A school uniform helps us distinguish our students as Faith Christian Academy students. It conveys our pride in our school and our desire to live in unity and community with our brothers and sisters in Christ. Students should arrive at school and leave school in the complete uniform. Exceptions are made for special event days.

Uniforms may be purchased from local retailers such as Walmart or JCPenney or online from French Toast or Amazon.com. As students outgrow their clothing, parents may donate to a uniform exchange bank. This will help lower the cost of school clothing.

Below please find a more specific listing of dress code policies:

Girls:

- Khaki dress shorts, skorts, or slacks—no contrasting stitching or outside stitched pockets. (Black or brown belt required for pants).
 - Shorts may only be worn during daylight savings months.
 - When seated, and placing finger tips on knees, shorts must touch the heel of the hand.
- Long sleeve girl's white tailored oxford shirt with FCA logo, button-down collar; must be worn on field trips.
- Short or long sleeve navy blue Polo shirt; no tailored or form-fitting shirts. Shirts must be tucked in (not folded over) at all times.
 - Short sleeve must be worn during daylight savings months.
- Navy crew socks—pulled up
- Grades K-4 Shoes:
 - Mary Janes
- Grades 5-8 Shoes:
 - Brown low cut leather shoe. Must be solid color, without any visible logos or stripes.
- Navy blue fleece jacket with FCA Logo,
- Colored shirts (other than white) may not be worn under school shirts.
- All undergarments must be white or beige.
- FCA T-Shirt is to be worn on special event days.

Boys

- Grades K-4: Khaki dress shorts or slacks with waist band.
 - Shorts may only be worn during daylight savings months.
 - When seated, and placing finger tips on knees, shorts must touch the heel of the hand.
- Grades 5-8: Khaki dress slacks with waist band, zipper, with black/brown belt.
 - Shorts may only be worn during daylight savings months.
- Long sleeve white tailored oxford shirt with FCA logo, button-down collar; must be worn on field trips.
- Short or long sleeve navy blue Polo shirt. Shirts must be tucked in (not folded over) at all times.
 - Short sleeve must be worn during daylight savings months.
- crew socks
- Shoes:
 - Brown low cut leather shoe. Must be solid color, without any visible logos or stripes.
- Navy blue fleece jacket with FCA Logo.
- Colored shirts (other than white) may not be worn under school shirts
- FCA T-Shirt is to be worn on special event days.
- Hair must not go below collar, must be neat and well groomed.
- No earrings

Boys and Girls:

- No body piercing of any kind. Only girls may wear earrings.
- No frosting or tinting of hair in anything but natural colors.
- No black fingernail polish.
- No body tattoos, stickers, or temporary tattoos.

- No hats.

This is not intended to be an all-inclusive list. Anything deemed inappropriate for school apparel by the staff or director will be addressed.

PARENT – TEACHER FELLOWSHIP

At the end of each quarter, the entire school meets together for a meal, a program performed by the children and review of report cards with teachers. It is a special and rare occasion when we all can get together and fellowship. It is also a very special time for the children, because hours of hard work go into preparing a program for their parents.

We may be small, but we are part of a team. When one is missing from a performance, it hurts the whole performance, and the absence is obvious.

There are times when absences are unavoidable, due to illness or a death in the family, and a call to the office will excuse the child from the program. Any other absence will be considered unexcused.

FIELD TRIP POLICY

During the school year, your child will have several opportunities to participate in field trips. FCA students may also participate in certain extra-curricular, academic and athletic activities at Holy Family School (HFS). We plan all activities to be educational, meaningful, and enjoyable. Therefore it is necessary to adopt specific guidelines that ALL students are expected to follow.

Any child who misbehaves or does not follow instruction on a field trip, extra-curricular, academic, or athletic activity will be disciplined by relinquishing his/her privilege to participate in any other offsite activity during the semester of the misbehavior.

Although parents may participate as drivers and chaperones, FCA staff or HFCHS/HFS staff (as applicable) are ultimately responsible when representing the school. Your child is expected to follow the instruction of FCA, HFCHS or HFS staff at ALL times while participating in any experience away from the FCA facilities. Poor grades, attitudes, or any other actions listed in the infractions section of the FCA Handbook may disqualify students from participation in any field trip.

These rules were developed based on past experience, and after much consideration. Your child's safety is the major concern, as well as the enjoyment of others on the trip. Also know that, as a Christian school, we are expected to display exemplary behavior at all times. We must remember that any time we are in public we represent our homes and families, our school, and most importantly, our Lord and Savior.

A field trip policy form must be on file in the office for each student.

We ask your cooperation in order to protect the safety of the children, your own peace of mind, and to bring honor and glory to the Lord Jesus during these endeavors.

PRIVATE MUSIC LESSON / BAND POLICY

Music lessons are offered during the school day as a convenience to you- but are not included in the cost of tuition. Music lessons are offered on a year-to-year basis (September - May). Once a commitment is made to take lessons, FCA strongly encourages students to complete the entire school year's instruction. The amount paid per month for music lessons must be continued September through May once a student is enrolled. Please take this into consideration before signing your child up for music lessons or band class.

SOCIAL MEDIA POLICY

This school cannot, nor does it want, to monitor home Internet use of students. However, students agree when they enroll at FCA to uphold the Biblical standards and core values of the school, both in school and in their daily lives. If a student causes disruptions in relationships at the school due to using social media sites (i.e. Facebook or Twitter) in an un-Christian or inappropriate manner, consequences will follow. Depending upon the severity, these may range from confrontation to expulsion. FCA is committed to maintaining a safe, positive, Christ-centered environment for all of our students. It is the policy of this school to **STRONGLY DISCOURAGE** misuse of social media. Students will be held accountable for their involvement.

TECHNOLOGY BROUGHT TO SCHOOL

Except as part of a classroom instructional activities, students are not permitted to use cell phones, iPads or other electronic devices (iPods, cameras, pagers, etc.) while at school. This policy will be effective during all school day functions, both on campus and off campus (ex: field trips, After School Program, recess, restroom breaks, athletic practices, etc.) The school will not be responsible for any electronic equipment that is lost or stolen from any student while at school.

Any student carrying a cell phone, pager, beeper or other electronic device, or using one during the school day will have the electronic device confiscated. The consequence will be the same whether the device is ON or OFF. The parent will be responsible for picking up the confiscated device from the school office at the end of the day. Multiple offenses may result in more serious consequences, which will be at the discretion of the Director.

HIGH SCHOOL STUDENTS COMMUNITY SERVICE GUIDELINES

In recent years, the need for students to acquire community service hours for graduation requirements has been implemented across the country. This requirement is viewed as a way to ensure that our educational institutions prepare not only excellent students, but also excellent citizens, who realize that in a democratic society it is the duty of each of us to play a role in making that society better. How much more we as Christians need to be aware of the important role we play in society.

The Bible knowledge students receive in class comes alive outside of it. The principles we teach at FCA from the Bible, and other lessons, have real world application. We desire the love and knowledge received at FCA to propel each student to a life of love and service. We need to give our knowledge and the richness of what we receive hands and feet ("when you have done it unto the least of these, you have done it unto me.")

For this reason, each high school student is required to work at least 15 community service hours per year of school (grades 9 through 12). Community service hours do not count if they fall under the following categories:

- CASH: Any action for which you were paid.
- FAMILY: Service that benefits your immediate family only.
- SCHOOL: Any activity you do, or are asked to do at FCA to help with the school or functions by the school (possible exceptions at director discretion).

Hypothetically possible examples include: visits to your local nursing home, helping a food pantry or homeless shelter, giving free baby-sitting service to a family who really needs it, organizing support for raising funds for a charity, etc. If you have any doubts, check with the office.

CLOSING

We thank you for your confidence in Faith Christian Academy to meet the educational needs of your children. If you have a care, concern, or a prayer request our doors are always open. Please do not hesitate to visit the office. Please keep the school and staff in your prayers as we endeavor to bring glory to Him during the process of educating young minds.



Behavior Notification Form

Student Name: _____ Grade: _____

Date: ___/___/___ Teacher: _____ Location: _____ Time: _____

Behavioral Expectations:

- | | |
|--------------------|---------------------------------|
| Prepared for Class | Cooperative/respectful attitude |
| Attentive | Class participation |
| Alert | Good study skills |
| Neat | Positive Attitude |
| Homework completed | Truthfulness in work/speech |

Your child has been corrected for the following inappropriate school behaviors. Please speak to your child regarding your expectations for his/her daily behavior. Please call if you would like a conference or more information regarding your child’s behavior and how we can best help him/her to be successful.

- | | |
|----------------------------------|--|
| _____ Argumentative | _____ Discourteous |
| _____ Clowning for attention | _____ Destruction of Property |
| _____ Talking during instruction | _____ Verbal disrespect |
| _____ Ignores class directions | _____ Out of place |
| _____ Unbecoming language | _____ Inconsiderate of others feelings*
(excessive teasing, bullying or taunting) |

Such misbehaviors may result in the loss of playground privileges, field trip participation and/or morning detention, etc. If an effort is not shown to improve classroom behavior, then the student stands to lose his/her privilege to participate in the extracurricular activities offered by the school community.

Please respond, sign and return this notification form the following day.

How was this notification addressed at home?

Parent Signature: _____

Date: ____/____/____

Disciplinary Action Form For Repeat Behavior

Student Name: _____ Grade: _____

Date: ___/___/___ Teacher: _____ Location: _____ Time: _____

Describe Incident: _____

DIRECTOR'S REPORT

Summary of Student's Statement: _____

CONSEQUENCES ASSIGNED BY DIRECTOR

Director's Signature: _____

Date: ____/____/____

Teacher Signature: _____

Date: ____/____/____

Student Signature: _____

Date: ____/____/____

Parent Signature: _____

Date: ____/____/____