

2010 - 2011

Elementary

Parent/Student Handbook

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FAITH CHRISTIAN ACADEMY

PHILOSOPHY

The philosophy of our school is based upon the Word of God, the Bible, and the belief that all learning should be related to the Bible and knowledge of God. A child's mind at peace with God and quickened by His Spirit, will be more apt to learn and be encouraged by the care, concern, and prayers of Christian teachers who are qualified, not only in academics, but in their walk with God. The error of godless education is "knowledge without God". Our goal is to produce students who "have the mind of Christ" (Philippians 2: 5). Since all truth is God's truth, we approach education as being sacred. We do not seek to reconcile subject matter with Scripture; rather we seek to teach each subject from the directives and principles of the Bible. Our purpose is to produce Christian young people who are doctrinally sound, mentally alert, socially stable, physically adept, and emotionally healthy.

The school is a part of our Church ministry. God gave education to the church (Matthew 28: 19, 20) and we are obligated to help the family whom God also gave the responsibility of the instruction of children (Proverbs 22: 6).

It is the express purpose of the school to provide a program of education which upholds a high standard of academic excellence that has its base in the wisdom of the Triune God, which fosters vital Christian living.

NON-DISCRIMINATION POLICY

It is the policy of this school to not discriminate against any student or applicant in regard to race, sex, or national origin.

SCHOOL CREED

We believe Christian Education is the best education available to man. It helps to set our standards, purify our lives, and make us better equipped to serve God in the future. We believe it is one of the most powerful forces on earth to run our lives, our families, and our nation toward God. We believe Christian education should begin in the home and the Sunday school, building up the local church to the Glory of God.

STATEMENT OF FAITH

We believe the Bible is the only inspired, infallible, authoritative, Word of God from Genesis to Revelation. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose through all ages.

We believe that there is one God, eternally co-existent in three persons, God the Father, God the Son and God the Holy Spirit.

We believe in the Deity of the Lord Jesus Christ, His virgin birth, sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His personal pre-tribulational, pre-millennial return in the rapture of His church and the great glory of His revelation.

We believe that every man is born with a sinful nature in need of salvation which can only be received by grace through the Holy Spirit of God, plus nothing and minus nothing. The conditions of salvation are repentance and faith. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.

We believe in the resurrection of the saved to eternal life and the lost unto the judgment of damnation; the everlasting conscious blessedness of the saved to Heaven and the everlasting conscious punishment of the lost to Hell.

We believe in the spiritual unity of believers in the Lord Jesus Christ and the present ministry of the Holy Spirit by whose indwelling the believer is enabled to live a Godly life.

A WORD FROM THE ADMINISTRATION

Dear Friend,

One challenge that faces each of us daily is the teaching of our children. It is a God-given duty to have our children taught in a Christ-centered environment. We feel that we can provide such an environment here at the Faith Christian Academy.

Day by day we will strive to provide the best environment for children to grow academically, spiritually, and physically. In our teaching we want to under gird the home by teaching children to obey their parents. We also will stress to the students the importance of faithfulness to God and their church.

This school is a place you can have confidence in to do what is best for your child. We at Faith Christian Academy welcome your inquiry about our school and pray God will use our school to help you train your child to serve the Savior.

Sincerely in Christ,

Jane H. Smith

ADMISSION REQUIREMENTS

Parents should request school information and carefully read the Handbook and all pertinent information. Parents should then schedule an interview with the school Administrator. It is best if both parents are present for this interview. Students are tentatively accepted into the school upon receipt of their application and registration fee (this fee is non-refundable unless the student is refused admission). New students will be accepted on a three month probationary period and then assessed for progress. All attendees at the school must abide by the rules and standards as stated in the handbook. Failure to comply with rules may result in a dismissal of the student.

AGES FOR PRE-SCHOOL

The age for our pre-school program is 3 and 4 years old. A three year old student must be three by September 30th to be admitted. Please note that all students **MUST BE TOILET TRAINED** regardless of age.

AGES FOR KINDERGARTEN AND FIRST - EIGHTH

To enter our kindergarten program a child must be five years of age by September 30th. In order to enter first through eighth grades, a child must be interviewed by a qualified staff member and have successfully completed the previous grade. We also reserve the right to test any child that we deem necessary before admission into our school.

HOURS OF OPERATION

Monday – Friday

8: 00 – 12: 00 Pre-School and Kindergarten Academics

8: 00 – 3: 00 First – Eighth Grade Academics

12: 00 – 5: 00 Extended Care Hours

Note: No student may be dropped off any earlier than 7: 30 am.

ATTENTION: All Pre-school, kindergarten and enrolled daycare students must be signed in by the person dropping them off either in their classroom or in the daycare room, and signed out by the one picking them up.

TUITION/FEES

Academic Tuition: \$210.00/month based on a 10 month payment plan.

Extended Care, plus Academic Hours: \$290.00/month based on a 10 month payment plan. Tuition is expected to be paid for the entire year, regardless of early withdrawal.

The Ten-Month payment plan is to help spread the cost of tuition out into a more manageable system of payment. The first of these 10 payments is due on August 1st of each year with the last payment on May 1st of each year.

All payments are due on the 1st of every month. There is a grace period of ten days after which a \$20.00 late fee will be added to your statement. Payments that are later than

thirty days will be reviewed by the administrator with possible dismissal. You may arrange with the administrator other payment plans that fit your pay schedule, but please be advised that payment will be due on the date you choose to pay and it will be considered late one day later.

A 5% discount is offered for those who wish to pay the entire year's tuition by the end of August; this applies to elementary **ONLY**. Please be aware that we will not refund pre-paid tuition, with the exception of job relocation.

MULTI-CHILD DISCOUNTS

Each additional child enrolled will receive a 10% discount off of tuition only.

REGISTRATION FEE

A registration fee of \$75.00 must be paid upon submission of application to FAITH CHRISTIAN ACADEMY. This fee is refundable only if the student is refused admission.

There is a \$10.00 yearly cot fee for daycare use.

CURRICULUM FEES

Faith Christian Academy uses the A-Beka curriculum from Pensacola, Florida. This curriculum has proven to be an excellent academic program for Christian schools around the world and by home schoolers as well. There is a special curriculum for three year olds, as well as, for K-4 and up. The cost of the curriculum for pre-school will average \$35-\$65.00 per year. The cost of the curriculum will range from \$105-\$248.00 for Kindergarten and First – Eighth grades. The curriculum fee is due upon acceptance to the school, so as to guarantee the curriculum will be here for the first day of school.

Lost Book Policy:

If a student loses or misplaces a book for more than one week, a replacement book will be ordered and your school account will be charged accordingly. Please note you will still be required to pay for a new book even if the missing book turns up. During the time that a book is missing and it becomes necessary to make copies, you will be charged a fee of .15¢ per copy.

CURRICULUM INFORMATION

The curriculum is composed of the total program of the school, whether it be the academics, physical education, music, Bible teaching, or special events. All phases of the curriculum are directed to assist in the ultimate development of the child.

Emphasis is placed upon student **ACHIEVEMENT, MASTERY, AND UNDERSTANDING** of academic fundamentals.

Please note that Bible is a vital part of the daily curriculum.

THREE-YEAR OLD CURRICULUM

The three-year old program is designed to teach the child the shape and sound of each letter of the alphabet and number recognition. Poetry, finger plays and music are taught to enhance the preschool child's natural love of poetry and music.

The Bible lessons consist of the pledge to the flag, patriotic songs, hymns and choruses, memory verses, prayer time and the Bible stories themselves.

FOUR-YEAR OLD CURRICULUM

The four-year old program is the basis of our accelerated curriculum. This program offers pre-kindergarten training in phonics, cursive writing, spelling, art and music. Reading is taught to all children and most children demonstrate the capability to master the basics in this area of learning.

FIVE-YEAR-OLD CURRICULUM

Our five-year-old kindergarten program is established on a traditional philosophy of achievement and conduct. It is this concept that enables our children to excel unlike any other kindergarten students and enables many of our kindergarten students to be able to read at the second grade level.

PHONICS-An extensive program of phonics is taught to all kindergarten students.

READING-Reading is taught to all children. Most children read on a first or second-grade level. All children must be able to read before they are passed to first grade.

WRITING-Cursive writing is taught to all children.

SPELLING-All children are taught to spell phonetically.

ARITHMETIC-Both the meaning and the writing of numbers are taught. All children must write their numbers from 1-100.

SPEECH-All children are taught how to walk, how to stand, and how to speak in front of their peers.

BIBLE-Bible verses, stories and songs help build a desire in each child to know God personally. Lessons from the Bible are used to give the children guidance for their lives at home and at school.

MUSIC-All children are taught the fundamentals of music through movement, listening, singing, and playing simple instruments.

COMPUTER-Classroom computers are available to offer enhanced learning opportunities for your child.

FIRST THROUGH EIGHTH GRADE CURRICULUM

ARITHMETIC-The language of science is arithmetic, and, as God created the universe with order, F. C. A. teaches mathematics in an orderly manner-building precept upon precept. The primary objectives of our arithmetic program will be, first, to bring about an understanding of numbers and the number system and, second, to bring about the complete mastery of the basic mathematics skills.

READING-Since reading is an essential skill, relevant to many phases of learning, we feel it is imperative to use the best possible methods and techniques in our program.

PHONICS-Phonics is a vital part of any good reading program. Through phonics, a child is able to sound out more than 80% of the words in the English language, enabling him to quickly become an effective and independent reader.

ENGLISH-We interpret this skill to mean, not only the correct formation and spacing of letters, but also the ability to write stories and ideas effectively while using correct grammatical structure and proper spelling.

SCIENCE-From insects and invertebrates to molecules and mass, students learn how man has classified and organized God's creation.

HISTORY AND GEOGRAPHY-Students study United States, state, and world history and geography; they learn how God uses men to accomplish His tasks. Children also come to realize individual responsibility and the importance of being, not only a good citizen, but also a participating citizen.

COMPUTER LAB-Computer instruction is offered to first through eighth grade students. Basic typing, writing, and research skills will be taught.

SPELLING-Our complete spelling program is phonetically centered. All children learn first; the consonant and vowel sounds, then blends and specific rules that apply to thousands of words. Instead of memorizing a list of 15 or 20 words, our students are taught the spelling rules which enable them to spell thousands of words accurately. Consequently, there is little limitation in what most of our children can spell.

BIBLE-Bible verses, stories, and songs help build a desire in each child to know God personally. Lessons from the Bible are used to give the children guidance for their lives at home and at school.

FOREIGN LANGUAGES – First grade and above will be given instruction in a foreign language.

MUSIC – All students have musical ability and should have the opportunity to develop their potential. Students will be taught to become independent music makers and thinkers through moving, listening, singing, improvising, composing and playing instruments. Music activities will be presented in a sequential manner that is developmentally appropriate.

PHYSICAL EDUCATION – All students in first grade and above are required to participate in P.E. The class will consist of exercises, sports and games. Every student will be expected to work together as a team, have good sportsman like conduct and participate to the best of their ability. Fifth grade and above will receive a grade.

RETENTION-KINDERGARTEN THROUGH EIGHTH

On the May report card, if a student receives a “D” or an “F” in Arithmetic English, Reading or Spelling, he or she may be retained the following year.

GRADING SCALE

A = 93 - 100
B = 85 - 92
C = 75 - 84
D = 70 - 74
F = 69 or below

ATTENDANCE

We strongly encourage students to be in class everyday. Regular attendance is absolutely essential to successful school work. Absences create hardships on everyone involved therefore do your best to help your child avoid them. Students who demonstrate a pattern of absences or traits may require administrative intervention. Excessive absences can affect your child’s grades and academic performance. There are no attendance requirements for pre-school, but again we strongly encourage them to be in class everyday. If a student is absent we kindly request that the parent call the school before **9:00 AM.**

ABSENCES

(Kindergarten and above)

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns from an absence.

There are no **excused** absences except for:

1. Student illness
2. Death in the immediate family
3. Dental, medical, or optical appointments
4. Court appearances

5. Authorized school functions
6. Religious Day/Trip (limit 1 per school year)

In the event that a student has an extended illness (three days), he or she must obtain written permission from a physician in order to return to school. When a student cannot arrange a medical, dental, or similar appointment during non-school hours, he must obtain an excuse from the doctor's office. If a student must miss the entire school day due to an appointment, please be sure that the doctor's office indicates such on the excuse.

Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. **Unexcused absentees will not be able to make up any work** unless satisfactory arrangements were made with the administration before the absence occurred; this includes quizzes and tests which if allowed will need to be taken within three days of returning; at the teacher's convenience. **If a student has more than three unexcused absences per semester then TEN POINTS will be deducted from the subject that has the highest average for that nine weeks.** Unexcused absences during final exams will lower the semester grade one full letter. Any student who is absent 30 days or more may not pass the school year. The School board and administration will determine the action to be taken.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, we do allow up to 3 parental unexcused absences per semester but we do ask that you **please procure permission from the administration several days in advance.**

EMERGENCY ABSENCES

If an emergency should arise making it necessary for the student to leave school early, the parent is to call the school and give the time that the child will be picked up. Please do not make it a habit to pick up your child early, as he or she may miss important assignments or notes given at the end of the day.

FIELD TRIPS

All field trips are mandatory; students who do not attend will be counted as unexcused. Also any parent/volunteer attending school field trips must abide by the school dress code.

HONOR ROLL TRIP

All students making honor roll at least one quarter per semester will be eligible for a reward trip to Dollywood at the end of the year, however, they will be required to pay all their expenses. Those making honor roll all four quarters will have their admission

tickets paid for by the Honor roll sponsors. This trip will be for honor roll students only and all other students are required to be in attendance for a regular school day.

TARDINESS

Punctuality is a character trait which we desire to instill in each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student's academic progress and character development. You must come to the office and sign in when coming to school late. **A student will be considered late after 8:00 AM (in K-eighth grade). Elementary students are allowed only three parental tardies per 9 weeks. The fourth, fifth, and sixth tardies in a quarter will result in 1 unexcused absence for each tardy. Please refer to the above absence policy, which will affect your child's grade.**

MEDICAL/DENTAL APPOINTMENTS

If the occasion arises, making it necessary for a child to leave early for a medical or dental appointment please let the teacher know in advance. You will need to come to the office to sign the student out if leaving for an appointment.

IMPORTANT-At no time is a child to be picked up by anyone other than parents, guardians, or other persons authorized to do so, on your child's application. If someone other than those designated on the application comes to pick up a child, he must have a note written by the parent or guardian. The parent may call the school with a code word to be given by the person picking up the child.

COMMUNICABLE DISEASES

Upon having the following diseases or others listed by the Department of Health Services, a child must have written consent from either a physician or the Health Department to return to school:

Head Lice	Ringworm
Hepatitis	Salmonellas
Measles	Scarlet Fever
Mumps	Streptococcal sore throat
Pink Eye (Conjunctivitis)	Tuberculosis
Pinworms	Whooping Cough

A physician, Health Department official or school administrator may re-admit a child to school upon having the following diseases:

Chicken pox	Influenza
Colds	Pneumonia
German measles	
Skin diseases (Impetigo/Scabies)	

ILLNESS OR INCAPACITY

If a student has a fever or any other symptom of illness, he should not be sent to school, for it will then be necessary to call the parents to pick him up.

If for some important reason a student is unable to participate in regular school activities, the school must be notified in writing by a physician of the nature of his incapacity and the probable length of its duration.

WITHDRAWALS/DISMISSALS

We require a 30 day written notice plus 1 month tuition per child for early withdrawal. If we do not receive notice there will be an early withdrawal penalty of 2 months tuition per child that will be added to your school account. The only exceptions would be loss of income or job relocation. Upon early withdrawal, all books become the property of the school unless transferring to a similar school that uses A-Beka curriculum. Legally we can not release A-Beka curriculum for home usage. We must receive a consent form signed by a parent/legal guardian; from the new school your child will be attending in order to release records. Please remember that we will not release any school records until the account balance has been paid in full. A student may be dismissed from FAITH CHRISTIAN ACADEMY when he or she refuses to follow school rules and policies and disciplinary actions of the school. If the School board and administration feels the parents are no longer supportive of the policies or standards of FAITH CHRISTIAN ACADEMY, they reserve the right to request the parents to withdraw their child.

ADMINISTRATION OF MEDICINES

Any medication which needs to be taken during the school day should be given to the School Nurse. In case the nurse is not available, medication can be left with the child's teacher or school Administrator. A Medication Request form **must** be filled out for all prescription and over the counter medicines. These can be obtained in the office or from your child's teacher. Medicines cannot be given without a completed Medication Request form. Students are not allowed to have any medicines in their possession. (DO NOT LEAVE MEDICINE IN THEIR BACKPACKS OR LUNCHBOXES).

ADDITIONAL FEES

FEES FOR LATE PICK-UPS:

The school day ends at 12:00 PM for pre-school and kindergarten, 3:00 PM for first grade and above and 5:00 PM for students enrolled in daycare. All children are expected to be picked up at that time. We realize that occasionally things "come up" at the last minute on the job or at home and you may be a little late. However, our staff and administration have homes and families as well; therefore we will strictly enforce the following:

Any student who is picked up later than fifteen minutes after school is dismissed will be billed accordingly. A \$5.00 charge will be assessed at 16 minutes past the hour. If the

student is picked up at 31 minutes past the hour an additional \$10.00 will be assessed making the total \$15.00. An additional \$10.00 will be assessed for every fifteen minutes later the student is picked up.

Please note that we will co-operate with you in any way possible. Please be sure that you call the school if you are going to be late in picking up your child.

There will be a testing fee of \$22.00 for all students in Kindergarten and above. The fee is for the Stanford Achievement Test and the Otis-Lennon School Ability Test. These tests are required. Kindergarten also has a \$20.00 Cap & Gown fee for graduation.

The third through eighth grade will be learning and playing the hand bells for music class. There is a music lab fee of \$15.00 due at the beginning of each year, which will cover the cost of gloves, music, equipment, etc.

LUNCHESES/SNACKS

Students must bring their own snacks. One for the morning snack and one for the afternoon snack for those who stay in the daycare.

Lunches will be sold for \$3.00 including a choice of milk or juice. Students may purchase additional servings for \$.50 or drinks for \$.50 each and those who bring a sack lunch may purchase drinks for the same price. Students who plan to participate in the lunch program must purchase a meal voucher.

Lunch vouchers can be purchased from your child's teacher in two different amounts: \$15.00 and \$30.00. You may also purchase a drink voucher for \$5.00. The vouchers must be paid for by check, cashier check or money order. We will accept cash, but it has to be the exact amount. We DO NOT keep change in house. Money for the lunch program needs to be paid separately from tuition.

How the lunch program works:

Preschool and Kindergarten parents will be responsible for placing the lunch order for their child. When signing in your child each day, there will be a separate sheet to mark if your child will be receiving lunch or if they would only need milk or juice.

For 1st grade and above, the students will be responsible for letting their teacher know if they will need lunch that day, or if they would only need milk or juice.

The teachers will be responsible for punching the meal vouchers each day a student orders lunch. A note will be sent home when the voucher is low to remind the parents to purchase a new one. We will give a 3 day grace period for lunches and then the student will need to bring a brown bag lunch to school until a new lunch voucher is purchased.

All lunch and drink orders need to be in by 9:00 AM. Due to the lunch schedule and food preparation, the cafeteria staff needs an exact lunch count by 9:00 AM; therefore, if a child comes to school after such time they **CANNOT** order lunch for that particular day. If you know your child will be late due to an appointment, you can call first thing in the morning to place your lunch order or place the day before.

If you choose to send a lunch with your child, it must be self-contained. We suggest freezer packs for food that needs to remain cold and a thermos for food that needs to be kept hot.

There **WILL NOT** be a refrigerator, microwave, and toaster etc. available for the students to use.

STAFF AND FACULTY

All staff and faculty are carefully screened and interviewed by the administration. All staff is expected to display high Christian morals and testimony as well as be qualified in academic excellence. They will have given evidence of their conversion experience, display maturity, and display a genuine love and care for children. Each must display a spirit of cooperation and a willingness to continue their own learning experience to make them a better teacher.

VOLUNTEERS

We welcome and appreciate parents who volunteer their time here at the school. We do require that the volunteers schedule their time through the V.I.P. Chairman, a teacher or the administrator. We also ask that you come to the office to sign in/out before going to the classrooms. Volunteers are also asked to adhere to the dress code followed by the staff.

PARENT / TEACHER CONFERENCES (Kindergarten and above)

Progress reports are sent home every six weeks, and report cards every nine weeks. Teachers will meet with every parent to discuss the student's progress, by mid year. Anytime a teacher or a parent feels it is necessary to have a conference concerning the student, one can be made at a time that is convenient for both. **Parents are prohibited from coming into the classroom at any time to discuss a student unless the teacher has given prior approval.**

CHILD ABUSE POLICY

Tennessee State Law indicates that any person having knowledge or suspicion of abuse should report such harm as soon as possible to DCS, Juvenile Court, or Police. Failure to report is a misdemeanor. It also states that persons making a report of what they, in good faith, believe to be child abuse and neglect are protected by law. "A person reporting

harm shall be presumed to be acting in good faith and shall thereby be immune from any liability, civil or criminal...”

It is a crime to knowingly fail to report child abuse or child sexual abuse.

In title 37 section 1-605 in Tennessee state law it states:

Any person who knows or has reasonable cause to suspect that a child has been sexually abused shall report such knowledge to the Department of Children’s Services and/or the local law enforcement agency.

We are not only to report if we have proof or hard evidence, but when we suspect. DCS will decide if the information is enough proof; our finding may be the missing piece for completing a case.

We are not required to inform the parents or caregivers, DCS would prefer us not too. They will notify the family if after investigation they have reason to believe there is cause for concern.

PROHIBITED ARTICLES

For the safety and protection of students and faculty members alike, certain items are prohibited from school grounds. Students are not to bring firearms, knives, fireworks, matches, lighters or any other article which might be considered dangerous. Students should not bring toys, radios, Ipods, MP3 Players or electronic games unless the teacher is having a “show and tell” day at school. **It is the parent’s responsibility to check their child’s backpack for dangerous items before sending them to school. HELP US KEEP OUR SCHOOL SAFE!**

PERMISSIBLE ITEMS

At the teacher’s discretion, walkman style CD players w/ headphones **ONLY** will be allowed in the classroom. The teacher will provide the appropriate music for the students to listen to. Cell phones are permitted, but must be turned off during school hours.

LOST AND FOUND

Students who lose items are asked to look for them in the class or on the playground or the bathroom. If something is left unclaimed and is not labeled with a child’s name then it will be donated to Hand Full of Harvest after 30 days. Many of these problems can be avoided if you remember to mark your child’s belongings.

BIRTHDAYS

Parents may bring cupcakes, cookies, etc. on their child’s birthday. The teacher must be notified in advance to arrange an appropriate time. Please be on time so as not to disrupt

our school schedule. Parents are responsible for bringing all supplies needed and for cleaning up the lunchroom or classroom after wards. Students are not permitted to pass out party invitations during school hours, this must be taken care of on own time.

MEDICAL/IMMUNIZATIONS

All students must present a current shot record upon enrollment. Each student is required to be current with immunizations, TB tests, and tetanus shots. A copy of this must accompany the application and will be placed in the student's file in the school office. Birth certificate is also needed.

DISCIPLINE POLICIES

To insure a constructive and quality atmosphere for all students, certain rules of discipline must be followed:

1. Hitting, kicking, biting, shoving or any act of physical aggression will not be tolerated.
2. Students must obey teaching staff.
3. Swearing and profanity are not allowed.
4. Name calling and taunting are unacceptable behavior.
5. Students may not get out of their seats without permission.
6. Excessive talking is not permitted.
7. No cheating (cheating results in automatic zero and paddling). Parents will be notified. This policy is for elementary students only.
8. Lying will not be tolerated.
9. Destruction of school property will result in automatic paddling. This policy is for elementary students only.

Most cases of discipline problems can be handled through "time-outs" or standing in the corner, loss of privileges, and play time, etc. Positive reinforcements will always be used. However, if these methods do not bring a response, parents will be asked to come to a conference with the teacher concerning the child's behavior. Repeated disciplinary problems may require the student to be withdrawn from school. Elementary children are only spanked as a last resort punishment or for repeated offenses. When a child is spanked, it is done in a loving manner and always with a witness present. The child is talked to about the offense and prayed with and always the session ends with a hug.

PROCEDURES FOR QUESTIONS AND COMPLAINTS

From time to time there may be questions regarding school policy and teacher/administration relationships. Proper protocol should be followed when addressing any possible conflict. The proper procedure for resolving problems is as follows:

- 1st Go to your child's teacher and speak with them.
- 2nd If not satisfied; go to the principal with your concerns.
- 3rd If you are still not satisfied, go to the principal and or teacher with a neutral arbitrator.
- 4th If after following the above procedures you feel nothing was resolved, you may submit a letter to the board requesting permission to address the board.

APPEARANCE AND DRESSCODE FOR ELEMENTARY

Children in Kindergarten through 8th grade are required to wear uniforms as follows:

Boys: Navy or khaki pants or shorts. White, navy or red pullover collared polo style or button up oxford style shirts. There should not be any words on clothing, but a small crest or emblem is acceptable.

Boy's hair should not have a thick, messy appearance. If hair dyes are used, the color must be a natural hair color. Extreme styles are not permitted.

Girls: Navy or khaki skirts, jumpers, pants, shorts, skorts and capris. NO SPANDEX style clothing. White, navy, or red pullover collared polo style or button oxford style shirts. There should not be any words on clothing, but a small crest or emblem is acceptable.

Only feminine hairstyles are permitted for girls. If hair dyes are used, the color must be a natural hair color.

For comfort and modesty, students clothing must not be tight fitting. This includes any clothing worn during P.E. Clothing should not expose a student's mid-section during activity time.

If a student would like to wear a jacket or sweater throughout the day, it needs to follow the uniform color choices and guidelines. We will have available red zip up jackets with the school logo, which may be purchased through the office.

Shoes, socks, tights, etc., must also coordinate with uniforms. Color choices are as follows: Black, Brown/Tan, Navy Blue, Red or White. Tennis shoes must also follow color choices.

You may purchase these clothes from any place you choose. The only exception is you must purchase at least one red shirt from the school with the school name to be worn on fieldtrips and requested days at school.

Fridays, the children will be allowed to wear denim, but are required to wear the uniform shirts.

Uniform Purchasing Information:

Dollar Store, Wal-Mart, Sears, JCPenney, Dillard's, Proffitt's, Land's End, Gap, Old Navy, etc.

EXTENDED DRESSCODE FOR ELEMENTARY:

1. Clothing must be clean, neat and modest. Neat attire makes one have a sense of self-worth and confidence.
2. Shoes must be worn. Girls and boys may wear sandals during warmer weather. PLEASE DO NOT WEAR SHOES WITHOUT BACKSTRAPS; THEY ARE HAZARDOUS FOR PLAY.
3. During P.E. we require the students in first grade and above to wear gym shoes and girls wear shorts under their skirts or dresses. Any student not wearing the proper attire will not be allowed to participate in activities, students in fifth grade and above, may receive a 0 for their daily grade.
4. It is strongly recommended that all articles of clothing, jackets, coats etc. be clearly marked with a laundry pen.
5. As the children are maturing with each year that passes, we want to teach them to be modest in their appearance. We ask that shorts, dresses and skirts be no shorter than four inches above the knee. No midriff, off the shoulder, or spaghetti strap shirts should be worn to school.

The policy for not following the dress code is as follows:

First offense - The student will be given a warning and a copy of the dress code policy will be sent home.

Second offense - The students' parent/guardian will be called to bring uniform clothing immediately.

SCHOOL SUPPLIES

Students are expected to bring their own supplies which will be left at school with their name clearly marked on everything.

PLEASE DO NOT SEND PENCIL SHARPENERS!

Pre-school and Kindergarten:

- Safety scissors (Fiskar brand recommended)
- **White** glue in the bottle and a glue stick (Elmer's brand recommended)
- Crayons (Crayola recommended)
- Pencils (3 or 4 to start with)
- **Small Supply Box** (The large supply boxes do not fit in the student's desks)
- Large Tissue Box
- Back Pack or book bag to carry papers home etc.
- Change of clothes (In case of accidents of all kinds)
- Disinfectant Wipes (Clorox, Lysol, etc.)
- Rental cot fee of \$10.00 for nap time. (**For those enrolled in Daycare**)
- **Small** blanket or towel and **small** pillow for naptime (**For those enrolled in Daycare**)

First and Second Grade:

- Safety scissors (Fiskar brand recommended)
- **White** glue in the bottle and a glue stick (Elmer's brand recommended)
- Crayons (Crayola recommended)
- Pencils (3 or 4 to start with)
- **Small Supply Box** (Large supply boxes do not fit in the student's desks)
- King James Version Bible to leave in desk
- Notebook Paper (Wide rule only)
- Ruler with standard and metric sides
- Erasers
- Small dictionary
- Back Pack or book bag to carry papers home etc.
- Large Tissue Box
- Disinfectant Wipes (Clorox, Lysol, etc.)

Third and Fourth Grade:

- Scissors with comfortable handles
- **White** glue in the bottle and a glue stick (Elmer's brand recommended)
- Colored pencils (Box of 12 in sufficient)
- Pencils (3 or 4 to start with)
- **Small Supply Box** (The large supply boxes do not fit in the student's desks)
- King James Version Bible to leave in desk
- Journal
- Notebook Paper (Wide rule only)
- 3x5 index cards
- Ruler with standard and metric sides
- Erasers
- Student dictionary
- Back pack or book bag
- Large Tissue Box
- Disinfectant Wipes (Clorox, Lysol, etc.)

Fifth through Eighth:

- Scissors with comfortable handles
- **White** glue in the bottle and a glue stick (Elmer's brand recommended)
- Colored pencils (Box of 12 in sufficient)
- Pencils (3 or 4 to start with)
- **Small Supply Box** (Large supply boxes do not fit in the student's desks)
- King James Version Bible to leave in desk
- Journal
- Notebook Paper (Wide rule only)
- Mechanical Pencils
- Protractor
- Safety compass
- 2- 3in. - 3 ring binder with dividers for eight subjects
- Two pocket folder (For 2nd semester research report)
- 3x5 and 4x6 index cards
- Ruler with standard and metric sides
- Erasers
- Student dictionary
- Combination lock for locker
- Back pack or book bag
- Large Tissue Box
- Disinfectant Wipes (Clorox, Lysol, etc.)