

2010 - 2011

High School

Parent/Student Handbook

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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, color, national or ethnic 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 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

AFFILIATIONS

Faith Christian Academy is a member of the Tennessee Association of Christian Schools and the American Association of Christian Schools.

ADMISSION REQUIREMENTS

Selection of students is based upon achievement, the testing program, interview with the administration, and openings in the particular grade levels. Please note the following:

1. All students **MUST WANT** to attend Faith Christian Academy.
2. The application must be completed and returned to the school office along with the registration fee.
3. An interview between the administration, the student, and at least one parent must be held before any student will be considered registered.
4. Students in grades 9th - 12th must have permanent records transferred including a complete, official transcript showing all courses taken and credits received before being accepted.
5. New Students will be given placement tests before grade placement is finalized and acceptance determined. The administration will discuss test results and reason for acceptance or denial.
6. No student is considered registered until the registration fees have been paid in full. Note: This fee is **NON-REFUNDABLE**.
7. For a student's file to be complete the school office must also have the following:
 - a. Copy of birth certificate
 - b. Up-to-date Tennessee Student Immunization Certificate
 - c. A signed Statement of Cooperation
8. No student will be allowed to remain in school who does not cooperate with the overall purpose and program. It is understood that attendance at Faith Christian Academy is a privilege and not a right.

Faith Christian Academy feels strongly that attitude is of supreme importance in a person's life. Therefore, students who manifest an un-Christ-like attitude toward the Bible, prayer, parents, teachers, administration, etc. will not be allowed to remain in school.

Students who are pregnant, students who have children, or students who have been married may not attend Faith Christian Academy.

New students in grades 9th - 12th will be considered to be on academic probation for one semester.

HOURS OF OPERATION

Monday – Friday

8:00 a.m. - 12:00 noon

Pre-school - Kindergarten

8:00 a.m. - 3:00 p.m.

First - Twelfth Grade

FEES AND TUITION

| | |
|---------------------------|---|
| Annual Registration Fee: | \$100.00 Due with application |
| Annual Book Fee: | \$350.00 - \$ 400.00 Due before school year begins |
| Annual Lab Fee: | \$100.00 Due by October 1st |
| Senior Graduation Fee: | TBA Includes Cap, Gown, Tassel |
| Elective Fee: | Based on elective chosen |
| Achievement Test: | \$25.00 due in April for 9 th - 11 th grade only. |
| Monthly Academic Tuition: | \$210.00/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.

MULTI-CHILD DISCOUNTS

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

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.

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 BJU curriculum. Legally we can not release 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.

ATTENDANCE

Regular attendance is essential for your child to receive a quality education. Students should only be absent in the event of an emergency.

1. The following situations will be considered emergencies:
 - a. Illness of the student
 - b. Death in the family
 - c. Serious illness in the immediate family
 - d. Necessary out-of-town trips including college visits (Notification of planned absence must be in writing and filed in the school office one day before leaving. Juniors and seniors are allowed 3 excused absences for college trips.)
2. If a student is absent one or more days, he or she must bring a written excuse from home and turn in to their teacher stating the reason for the absence.
3. If a student is absent for any reason other than an emergency, the absence will be considered unexcused.

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 those 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.

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 excessive absenteeism may require administrative intervention. Excessive absences

can affect your child's grades and academic performance. If a student is absent we are kindly requesting that the parent call the school before **9:00 AM**.

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**.

It is the student's responsibility to make up any classes, tests, quizzes, etc. missed when absent and find a time that is suitable for the teacher, parent and student to do so before or after school. At any time, FCA will not allow students to take home the DVDs.

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) | |

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. High school 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.**

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.

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; this includes Tylenol, Midol, etc.

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.

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.

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.

FUNDRAISING

Faith Christian Academy endeavors to keep low tuition rates for the benefit of all parents desiring a sound Christian education for their children. For that reason, we have to operate two annual fundraising programs (fall and the spring auction) and anticipate each student's and/or parents' participation in helping us raise the additional funds needed for the operational needs of FCA. As stated before FCA receives no Federal assistance other than the tax exemption status.

ARRIVAL AND DISMISSAL

Please have your student arrive no earlier than 7:30 A.M. and remain no later than fifteen minutes at the end of the school day. There will be a teacher on duty each day from 7:30 – 7:45 a.m. **All students arriving before 7:45 A.M. should go directly to the gym and not leave unless the faculty member on duty grants permission.** At the end of the school day, we ask that students are picked up promptly at the time of dismissal. Please call the office if you are running late, so that we can send them to the daycare. You will be charged a daycare fee.

Students are **NEVER** to play in the gym without adult supervision.

TRANSPORTATION

FCA does not offer transportation for its students. We do, however, encourage our parents to carpool with others. **Please notify the office if someone other than yourself will be picking up your child. We want to take every precaution in the protection of the students. Anyone picking up children should be prepared to show identification. We also require written permission or a phone call to the office if your child will be riding home with another student.**

STUDENT DRIVERS

Parents must notify the school office if their son or daughter will be driving to and from school. We will also need a list of anyone that will be riding with them and written permission from both sets of parents. Students may not leave school during school hours without permission from the administrator and a parent. Students must park near the far side of the gym and near the vans and playground side of the parking lot. Students are not allowed to have loud music playing while on campus or objectionable bumper stickers. **Vehicles are subject to search by the administration at any time while on school campus.**

CURRIULUM

Faith Christian Academy uses Bob Jones University Curriculum. This curriculum has proven to be an excellent academic program for Christian schools around the world. 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 and should be taken seriously.

GRADE POINT AVERAGE

GPA is based upon all the credited courses a student is taking, accumulating each semester in the 9th - 12th grades.

| <u>One credit classes</u> | <u>Grade Scale</u> |
|---------------------------|--------------------|
| A = 4 points | A = 93 - 100 |
| B = 3 points | B = 85 - 92 |
| C = 2 points | C = 75 - 84 |
| D = 1 points | D = 70 - 74 |
| F = 0 points | F = 69 or below |

GPA is then figured on the total points for each class divided by the number of credits the student has taken over the course of their high school career.

EXPLANATION OF COURSE CREDIT

1. Earned credit is based on a semester-to-semester basis. Credit is given after completion of a semester.
2. Courses taken at other institutions for summer school credit must be approved by FCA administration.
3. Bible credit must be earned every semester a student is enrolled in high school at FCA.
4. Requirements for class designation is the following:
 - Sophomore - 6 units of credit, one of which must be English
 - Junior - 12 units of credit
 - Senior - 18 units of credit

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.

GRADUATION REQUIREMENTS

TYPES OF DIPLOMAS

A general diploma will be awarded to students who (1) earn 22 units of credits, (2) make passing scores on all sub-tests of the Proficiency Test, and (3) have satisfactory records of attendance and conduct.

A college-bound diploma will be awarded to students who (1) earn 26 units of credit, (2) make passing scores on all sub-tests of the Proficiency Test, and (3) have satisfactory records of attendance and conduct.

Diplomas are awarded in the graduation ceremony. A student will not be allowed to participate in the ceremony if the student has compromised the testimony of the school in the opinion of the administration even though all academic criteria had been completed. This includes but is not limited to actions or behavior a student may exhibit on a class trip or in general preparation for the close of the school year.

GENERAL DIPLOMA

| <u>Courses</u> | <u>Units</u> |
|--|--------------|
| Bible, I, II, III, and IV ¹ | 4 |
| Language I, II, III, and IV | 4 |
| Science ² | 2 |
| Math ³ | 2 |
| American History | 1 |
| World History or World Geography | 1 |
| Economics | ½ |
| Government | ½ |
| Health Education ⁴ | ½ |
| Physical Education ⁴ | 1 |
| Additional Math, Science, or History | 1 |
| Computer Education | 1 |
| Required | 18½ |
| Electives | 3½ |
| Total | 22 |

¹ One year of Bible for each year enrolled in a member school.

² Must include General Physical Science and a Laboratory Science.

³ Must include Algebra I.

⁴ Health Education and Physical Education satisfies the wellness requirement.

COLLEGE-BOUND DIPLOMA

| <u>Courses</u> | <u>Units</u> |
|---|--------------|
| Bible I, II, III, and IV ¹ | 4 |
| Language I, II, III, and IV | 4 |
| Mathematics ² | 4 |
| Science ³ | 3 |
| Social Studies ⁴ | 3 |
| Wellness | 1 |
| Physical Education | ½ |
| Personal Finance | ½ |
| Foreign Language ⁵ | 2 |
| Fine Arts ⁵ | 1 |
| Electives Focus | 3 |
| Total | 26 |

¹ One year of Bible for each year enrolled in a member school.

² Students who enter 9th grade in 2009-10 and thereafter shall be required to achieve, by the time they graduate, at least the following: Algebra I, Geometry, and Algebra II (or the equivalents) plus one additional mathematics course beyond Algebra I. All students will be enrolled in a math class each year. Students with qualifying disabilities in math as documented in the individualized education program shall be required to achieve at least Algebra I and Geometry (or the equivalent). The required number of credits in math will be achieved through strategies such as, but not limited to, increased time, appropriate methodologies, and accommodations as determined by the IEP team.

³Students who enter 9th grade in 2009-10 and thereafter shall be required to achieve, by the time they graduate, at least Biology I and either Chemistry or Physics plus another laboratory science. Students with qualifying disabilities in reading and/or math as documented in the individualized education program shall be required to achieve at least Biology I and two other lab science credits. The required number of credits in science will be achieved through strategies such as, but not limited to, increased time, appropriate methodologies, and accommodation as determined by the IEP team.

⁴The social studies curriculum shall include United States History, World History/World Geography, Economics, and Government.

⁵In exceptional circumstances, schools may waive the foreign language and fine art requirement for students who are not planning to attend the university to expand and enhance their elective focus.

DUAL CREDIT COURSES

Early admission into college may be considered for a 12th grade student who has at least a 3.5 grade point average and a minimum ACT composite score of 25 (or equivalent SAT score). A student must have written endorsement from the principal and the participating institution of higher learning. Written agreements completed by the student and the parents must be placed on file in the office of the principal.

The freshman course work taken at the participating institution will substitute for the courses that the student needed for graduation from high school. The high school principal will determine appropriateness of the content of these courses prior to the student's enrollment in college.

A student will be awarded credit for the senior year after having successfully completed the freshman year in college.

ACT TESTS

College-bound students are required to take the ACT before graduating from high school. Information will be posted on the school website. These tests are college entrance examinations that are pre-requisites for college. The ACT consists of a Social Science, Science, Mathematics, and English section. To register for these tests, go to www.ACT.org. FCA does not offer these tests on campus.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at school. **All** field trips are mandatory. Parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress and conduct as is required of the students.

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.

LUNCHESES/SNACKS

Students must bring their own snacks; however, from time to time the seniors maybe selling snacks to help raise money for their Senior Trip.

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:

The teachers will be responsible for punching the meal vouchers each day a student orders lunch. An e-mail 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 a student chooses to bring a lunch, 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. All teachers are degreed and are certified through the TACS.

VOLUNTEERS and VISITORS

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

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 gives permission.

PERMISSIBLE ITEMS

CD players w/ headphones, IPods, and MP3 players etc. will be allowed in the classroom only at the teacher's discretion. The teacher will provide the appropriate music for the students to listen to. Cell phones are permitted, but **must be turned off and put away** in backpack, purse or locker during school hours. If a student must make a phone call they must use the office phone.

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.

COMPETITIONS

There will be an on-site competition for academics and Fine Arts. The winners from here will go on to a Fine Arts competition in Knoxville. The office will be giving out more information as the dates become known.

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.

CONDUCT AND DISCIPLINE

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a good code of conduct not only for their own benefit but for the benefit of others as well. Faith Christian Academy expects full cooperation from both student and parents. Any parent or student with a suggestion or complaint is expected to present it the proper chain of authority in a respectful manner. All parents are asked to sign a Statement of Cooperation.

FCA has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at FCA is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request withdrawal of any student at any time, who in the opinion of the school, does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. This guideline is shared with a spirit of love. At FCA, there is a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ.

FCA wants to see its students grow spiritually and achieve academic excellence in an atmosphere which is Christ-honoring. We insist that proper order be maintained as well as responsibility developed and character built. One of the ways in which these goals are reached is through discipline which is administered in love.

The principal is present not only to administer correction when needed but to counsel with students, parents, and teachers. FCA has adopted certain standards which must be upheld.

1. The teacher is in full control of the classroom. Any parent or student with a legitimate complaint about a disciplinary procedure or method should talk to the teacher first before contacting the administrator. It is understood that the administrator will have no comment on a matter until the teacher has been contacted.
2. FCA places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love to the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think on those things which are godly.
3. The possession or use of drugs (any form), tobacco (any form), or any amount of intoxicating beverages (on or off campus), sexual involvement, or any criminal activity will result in immediate expulsion.
4. An attitude of respect for adults is to be maintained by the student body. The terms Miss, Mrs., Mr., or Brother should be given respectfully, regardless of

time or place. Students should always answer with "ma'am" when talking to ladies and "sir" when talking to men.

5. Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions, as well as advocating sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24, 19:5, 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6:9; I Thes. 4:1-8; Heb. 13:4)

Definition of "identifying statement"

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts. Examples: "I am gay," "I am a homosexual," "I have a homosexual orientation."

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at FCA and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

6. Profanity will not be tolerated. This includes the use of God's name in vain, "curse" words or other forms of vulgarity.
7. Fighting will not be tolerated. Furthermore, in order to provide a safe and secure atmosphere in our school, students who display violent tendencies will be closely monitored.
8. Stealing
9. Pornographic literature, rock music magazines, dirty joke books, etc., are not allowed on the campus of FCA.
10. FCA will not tolerate questionable material and inappropriate involvement on social internet sites and chat rooms (ex. Facebook, My Space, Twitter, etc.), nor tolerate cyber bullying, taunting, derogatory remarks regarding school staff and students. Disciplinary actions will result in automatic detention and in some cases suspension.

SYSTEM OF DISCIPLINE

When a student's behavior is not satisfactory, the school will employ the appropriate means for correction. The following illustrate steps that may be used to achieve the proper behavior and attitude of a student.

1. Verbal warning given to the student regarding improper actions.
2. Demerits given by the teacher.
3. E-mails are sent to the parent for each demerit.

4. Monday's detention for the student.
5. Parent - teacher conference after two detentions for repeated offences.
6. Paddling or Suspension up to three days as prescribed by the discipline committee.
7. Expulsion

A discipline committee consisting of the administrator and two teachers will meet major offences and some minor offences to decide on the punishment for the student. Punishment prescribed by the discipline committee will range from a warning, demerits, detention, suspension or expulsion.

DEMERIT SYSTEM

Student demerits received will be recorded by the teacher. The following steps will be taken if a student accumulates the number.

Demerits will be given for any disruption of class, direct disobedience, being disrespectful. Student demerits received will be recorded by the teacher, and parents will be e-mailed for each offence. Lying and cheating will result in an automatic detention.

5 demerits-Mondays after school detention served for 1 hour.

10 demerits-Mondays after school detention served for 2 hours.

15 demerits-Mondays after school detention served for 2 hours. Discipline Committee

20 demerits-1 day out of school suspension; Students will receive a maximum grade of 70% for work made up as a result of suspension.

25 demerits-3 days out of school suspension; Students will receive a maximum grade of 70% for work made up as a result of suspension.

MONDAY DETENTIONS

Detentions will be served on designated Monday's beginning at 3:05. The detention will be given on Friday and served on the following Monday.

DRESSCODE AND APPEARANCE

It is the conviction of Faith Christian Academy that appropriate attire has a significant effect upon the attitude of the student and the atmosphere of the classroom. It is the school's firm belief that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of Biblical modesty and appropriateness is a vital part of the school's program.

As an added privilege high school students will not be required to wear uniforms; however they will be required to have a school shirt to wear on field trips and special events.

Students are asked to adhere to the following rules, please keep in mind this is a privilege that can be taken away should the student refuse to follow the rules.

1. Clothing must be clean, neat and modest. Neat attire makes one have a sense of self-worth and confidence. Shoes must be worn. Students may wear sandals or flip flops during warmer weather.
2. Clothing may not be worn that bears slogans, wording, advertising, pictures, or messages that contradicts the convictions of FCA as stated in the handbook.
3. During P.E. we require the students 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, and may receive a 0 for their daily grade.
4. 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 at any time. We ask that shorts be no shorter than four inches above the knee. No off the shoulder, or spaghetti strap shirts should be worn to school.
5. It is strongly recommended that all articles of clothing, jackets, coats etc. be clearly marked with a laundry pen.

Boys: No tank tops, mesh, or sleeveless shirts are to be worn. Pants and jeans must be neat in appearance and in good condition. (No holes or frayed hems). No skinny leg jeans are permitted.

On Wednesdays we have Chapel, therefore boys are required to wear a collared button down shirt and casual style dress pants; **no denim**.

Beards and mustaches are not permitted; boys must be clean shaven at all times. Students must maintain appropriate haircuts. Hairstyles cannot cover the eyes and must not exceed past the shirt collar. If hair dyes are used, the color must be a natural hair color. Body piercing and tattoos are not allowed.

Girls: Sleeveless shirts are permitted, but no tank tops, cut-in style shirts or blouses; nothing that bares the shoulder. Capris, modest shorts, pants and jeans are permitted, but they must be neat in appearance and in good condition (No holes or frayed hems). No spandex or skinny leg type pants will be permissible.

On Wednesdays we have Chapel; therefore girls are required to wear a dress or skirt, **no denim**. Dresses and skirts should come no higher than the top of the knee while standing **and sitting** (No holes or frayed hems). Slits in skirts and dresses must be no higher than the top of the knee.

Girls may wear a moderate amount of make-up. Jewelry should not be excessive or distracting. Girls may wear pierced earrings; however, no more than two holes in the ear lobe. No other form of body piercing is allowed, as well as, tattoos. Hair must be kept clean and neat in appearance. If hair dyes are used, the color must be a natural hair color.

The administration and staff will determine if dress or appearance is appropriate. 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 to be signed by a parent. They will also be given something appropriate to wear for that day.

Second offense - The students' parent/guardian will be called to bring something appropriate for the student to wear.

Third offense - The student will be required to wear a uniform for one month.

Fourth offense - The student will lose the privilege of wearing their clothing of choice and be required to wear a school uniform for rest of the school year.

A school uniform consists of a red, white, or navy blue polo style shirt and khaki or navy blue pants, shorts, or skirt.

HIGH SCHOOL SUPPLY LIST

- ▶ Texas Instrument TI-83Plus Graphic Calculator - This calculator is necessary for ALL High school students and will be used through graduation. Please DO NOT spend more than \$100 on this; right now the best price you will find is at Wal-Mart for around \$80.

- ▶ Loose Leaf paper (college ruled)

- ▶ Pens (Blue or Black ink only)

- ▶ Pencils

- ▶ Erasers

- ▶ 2-3 inch - 3 ring binder with dividers for each subject or 6 one-inch binders for each subject

- ▶ Back Pack with wheels due to the heavy weight of the books

- ▶ Personal ear buds or they may use the school's large headphones that will be provided

- ▶ Combination lock for locker

- ▶ Large Tissue Box

- ▶ Disinfectant Wipes (Clorox, Lysol, etc.)

- ▶ King James Version Bible