

Faith Christian Academy



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**Parent and Student Handbook
Revised August 2010**

*“Train up a child in the way he should go, and
when he is old, he will not turn from it.”*

- Proverbs 22:6

Dear Students and Parents:

Welcome to a new school year! As you read through this handbook, we invite you to pause and think on the great responsibility that parents bear for the education of their children. It is they who are primarily responsible for the spiritual, emotional, social and physical nurturing of their children. It was this thinking that prompted the establishing of Faith Christian Academy in 1981, by Faith Assembly of God, following the founding of Melodyland Nursery School in 1976. It is our desire that parents and teachers partner and work together to teach, reaffirm and confirm the truths of the scriptural principles and values taught and demonstrated in the children's homes as both obey the Scriptural imperatives of Deuteronomy 6:5-7 and Proverbs 22:6 to "Train up a child in the way he should go."

This handbook is designed to help each of you understand and know what is expected of you. We do not believe in having an excessive number of rules and regulations to make life difficult for you, but there are certain guidelines that must be maintained.

Each new year is filled with new challenges and is God's way of making you the person He wants you to be. Take advantage of this opportunity and trust in the Lord in every situation. Please remember to pray for Faith Christian Academy on a daily basis this year as we pray for you. And let us go on to excellence for the advancement of His Kingdom.

In His Service,

Wendy Wright

Wendy Wright
Administrator

"I will instruct you and teach you in the way you should go."
Psalm 32:8

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Overview of the Academy

Mission Statement

Faith Christian Academy, in partnership with parents, exists to equip students to excel in life and to instill Christian character and a confidence that enables them to embrace and follow God's purpose for their lives, for His glory.

Statement of Faith

We believe:

1. the Bible is the inspired and only infallible and authoritative Word of God. (II Timothy 3:16)
 2. there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (II Corinthians 13:14)
 3. in the deity of our Lord Jesus Christ, in His vicarious birth, in His sinless life, in His miracles, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years. (Matthew 16:6; I Corinthians 15:3,4)
 4. in the blessed hope, which is the rapture of the church at Christ's coming. (Titus 2:13)
 5. the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (I Peter 1:18,19)
 6. regeneration by the Holy Spirit is absolutely essential for personal salvation. (John 3:3-5)
 7. the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. (I Peter 2:24)
 8. in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. (Galatians 5:16)
 9. the baptism of the Holy Spirit according to Acts 2:4, is given to believers who ask for it. (Acts 2:39)
 10. in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. (John 5:28,29)
- (Taken from the complete Statement of Fundamental Truths, Assemblies of God Constitution and Bylaws.)

Philosophy of Christian School Education

Our philosophy of education grows out of our Statement of Faith. God, who is the Author of everything, is the center of our philosophy of education, which is embodied in John 14:6. "I am the Way, the Truth, and the Life; no man cometh unto the Father, but by Me." God is the Ultimate Reality, and the way to God is through Jesus Christ. As to the nature of truth, we accept the revealed Word of God (the Bible) as the only infallible and authoritative standard. Values are absolute and come from God. They are revealed in His Word, and in the person of Jesus Christ, after whom we pattern our lives.

Purpose

The purpose of F.C.A. is to provide a sound academic education integrated with a Christian view of God and the world based on the authoritative and inerrant Word of God. (“For by Him were all things created, that are in Heaven, and that are in earth... And He is before all things and by Him all things consist.” Colossians 1:16,17; “All things were made by Him; and without Him was not anything made that was made.” John 1:3)

Faith Christian Academy’s goal is to facilitate the development of the student: academically, physically, socially and spiritually (Luke 2:52). Functioning as an extension of the home, Faith Christian Academy enables parents to fulfill the Biblical responsibility for the education of their children (Deuteronomy 6:7, 8). F.C.A. offers a curriculum rooted in a God-centered view of life, which holds that God’s truth is the standard of all truth. The curriculum, taught by a qualified Christian faculty, provides academic instruction consistent with Christ-centered teaching. The school employs faculty and administrators who serve as role models, who are maturing in both their professional lives and their Christian faith.

Core Values

The ultimate objective of F.C.A. is to develop productive citizens and leaders in our world who will live holy lives and influence others for Jesus Christ (Ephesians 4:11-16). The educational objectives are grouped into four categories: those related to the student’s Spiritual and Moral Growth, Personal and Social Development, Academic Advancement and School/Home Relationships.

A. Spiritual and Moral Growth

1. to develop attitudes of love and respect for the Bible as God’s inspired Word
2. to teach the basic doctrines of the Bible
3. to lead every pupil to accept Jesus Christ as Savior and Lord
4. to impart knowledge of, inspire obedience to and teach the necessary skills to fulfill the will of God
5. to develop Godly character
6. to help the student develop a Christian mind, applying critical thinking skills to all areas of life

B. Personal and Social Development

1. to help the student accept himself as uniquely created in the image of God and fully develop his own potential
2. to teach the students to treat others with love and respect
3. to teach stewardship of time, talent, money and material things
4. to teach skills for positive interpersonal relationships
5. to teach good health habits and physical fitness in order to maintain the body which is the temple of God
6. to teach respect for the personal belongings and property of others
7. to teach acceptance of responsibility for one’s own actions
8. to teach respect for authority

C. Academic Advancement

1. to promote high academic standards within the capability of each individual student
2. to teach basic skills, such as reading, writing, speaking, listening and competency in mathematics and other content areas
3. to teach and encourage the use of good study habits and skills, for independent and group assignments
4. to develop creative and critical thinking skills
5. to promote good citizenship and teach awareness of current affairs
6. to promote awareness of man's role in his environment and his God-given responsibility to use and care for it
7. to teach respect for the sanctity of human life
8. to develop appreciation of and skill in the fine arts

D. School/Home Relationships

1. to encourage regular attendance and involvement in the local church
2. to assist in developing Christ-centered homes which foster Christian growth
3. to help the parents, through parent teacher conferences and direct communication, to develop strategies to promote learning within the child's learning style
4. to help the parents understand the school's purpose and program
5. to teach children the Biblical admonition of Ephesians 6:1, 2: "Children obey your parents in the Lord: for this is right. Honor thy father and mother: which is the first commandment with promise."

Admission

Faith Christian Academy requires that kindergarten students be five years of age on or before December 1st of the current year. Similarly, any child applying for Pre-Kindergarten must be four years of age on or before December 1st of the current year. Parents of a prospective student at F.C.A. must acknowledge the following in writing:

1. They have read and support the Statement of Faith and Philosophy of Education and Objectives.
2. All academic materials will be taught in harmony with the Bible.
3. The school has full discretion in the discipline of their child within the bounds of the Discipline Policy.
4. The school has the final decision regarding placement for their child.
5. They will meet all tuition and other financial obligations.
6. They will follow the Matthew 18:15,16 procedure when resolving interpersonal conflicts.
7. They will strive to attend all school functions involving parents.
8. Students are accepted on probation for eight weeks. Parents will be contacted if it is determined that the child is unable to continue their education at FCA.
9. They have not knowingly withheld any information which may influence acceptance at F.C.A.
10. Students will be admitted without regard to sex, race, color, ethnic or national origin. At this time, F.C.A. is not equipped to serve students with exceptional disciplinary, emotional, academic or physical needs and may refuse admittance to a student on this basis.

Re-Enrollment Policy

The status of all returning students will be reviewed yearly. Students will be readmitted with consideration focused on academic progress, disciplinary record, and attitude. A re-enrollment form and all re-enrollment fees must be submitted to the school office before re-enrollment is considered.

Operational Procedures

The School Day

The school day begins at 8:30 a.m. and ends at 3:10 p.m. Students should arrive no earlier than 8:15 a.m. and should leave promptly after dismissal unless they are remaining for after-school activities sponsored by the school.

Classroom

The classroom is the most important facility in terms of the student's total education in the school setting. Students should demonstrate respect for all furniture, equipment and materials. Prior to dismissal each afternoon, students are responsible for putting their belongings in their appropriate places.

Instructional Materials

Classrooms in our school are equipped with textbooks, computers, multimedia, audiovisual and science equipment and supplementary teaching materials. Much of this material is expensive to replace and should be used with great care. As a means of controlling inventory, textbooks are numbered and specifically assigned to students by number. When students lose or damage instructional material, assessment of the cost to parents will be made through the school office.

Textbook fees are used to purchase consumable workbooks and texts. In contrast, hard covered textbooks are owned by the school. Students are responsible for covering their textbooks and showing proper care. Damage to these books will result in parents being assessed the cost of the textbook. Using back packs are compulsory. Parents, please check them daily.

Homework

Homework is recognized as an acceptable procedure and a meaningful experience. It should be planned to accomplish a definite and worthwhile purpose, such as improving understanding of areas being studied, enriching classroom experiences, and developing a sense of responsibility for independent improvement. Our teachers take every precaution and use discretion in assigning homework, bearing in mind class load, individual differences of students, and special programs that involve student participation during the school day and beyond. On average, ten minutes of homework per grade level should be expected per night.

Daily reading at home should be encouraged at all grade levels even if this means reading to your child. A daily reading time is desirable at home in addition to time set aside for assigned homework.

Homework assignments will be checked as soon as possible and returned to the students, with assistance tendered whenever it is needed. The student's ability is considered when evaluating homework.

Make-up work may be requested by the parent or teacher if the child is legally absent from school for **several days**. Contact the school office should your child be in need of a home assignment. Your child's teacher will have these materials ready within 24 hours from the time the request is made.

It is most helpful to students and appreciated by staff, if parents would ascertain that homework assignments have been completed and turned in when due. Parents should refrain from planning activities beyond the school day which detract from students meeting their homework responsibility and commitment.

Special Classes

In addition to classroom instruction, children at F.C.A. participate in weekly special classes. They enjoy learning additional skills in Physical Education, Art, Music, Library, Chorus, Computer and Foreign Language. For students in grades 3 and up private instrumental music lessons are available during the school day. Contact the school office for additional information.

Physical Education

All students are expected to participate in our physical education program. Students must be prepared for gym class and wear the designated gym uniform and sneakers. The instructor may prohibit participation if a student is not prepared. When it becomes necessary to request exclusion from gym class, a **written excuse** from the parent or guardian must be forwarded to school. Exclusion from the physical education program will be authorized after consultation of the nurse, P.E. instructor, and principal.

Chapel

Chapel is held weekly at Faith Christian Academy. It is a time set aside for discipleship and worship. Our chaplain leads us in a variety of activities which include music, Bible teaching, special programs and more. Students are given opportunity to interact and participate in chapel. A special dress code is in effect on chapel day; please refer to Dress Code.

Playground and Recess

At F.C.A. every attempt will be made for students to be involved in outside play, weather permitting. It is important that students are properly attired with winter coats, hats, gloves and boots as appropriate to the season. Each student will be expected to participate in recess and will be excused only if he or she has a legitimate, written excuse from parent or guardian.

All students are expected to be courteous and respectful to the supervising adults. Once students are outside for recess, no one will be allowed to go back into the building without permission. When recess is over, students are to line up quickly and quietly at the designated area. Students are not to reenter the building until instructed by the supervising adult. All equipment borrowed from the gym is to be returned and put away at the end of the recess period.

The following rules have been developed for the protection of all students:

1. Standing on swings, swinging sideways or in a twisting motion is not permitted.
2. Pushing, shoving, punching and other horseplay are not acceptable.
3. Jumping off the climbers is not permitted.
4. Tackle football, "pile-on" and similar games are not allowed.
5. Children throwing balls need to watch out for others.

6. Hard balls may NOT be brought to school.
7. Winter play does not include throwing snowballs.
8. Students are encouraged to be kind to one another. Inappropriate behavior towards another child will not be tolerated.

Students must remember that recess and the use of the playground are privileges; violation of the rules will result in loss of these privileges. It is necessary for all students to make a concerted effort to adhere to the rules to insure the safety of all.

During periods of inclement weather, recess will be held in the gym. Students are to play indoor games, talk with friends, read, play organized games or play quietly with indoor toys. Students are to use indoor voices; shouting, yelling or loud talking will not be tolerated.

Lunchroom

Students at F.C.A. may bring their lunch from home each day, or purchase lunch from the cafeteria. Parents should pack nutritious and appealing lunches.

Lunch is an important time in the school day. In addition to eating, lunch should be a time for socializing and relaxing. Students are expected to use good table manners, keep their area clean and keep noise to a minimum. Disruptive students will face disciplinary action and may be removed from the lunchroom.

The following rules will be observed in the lunchroom:

1. Students must be prepared when they arrive in the lunchroom; they must have their lunch boxes, coats, boots, etc. as they will not be permitted to leave the lunchroom.
2. Students will walk to and in the lunchroom.
3. Students are to sit at their designated tables.
4. Students may purchase milk, juice, water, or lunch upon arrival to the lunchroom.
5. Ice cream may be purchased within the last ten minutes of the period.
6. Microwave oven and refrigerators are **unavailable** for student use.
7. Beverages and other food in glass containers are **not** permitted.
8. Students are to remain in their seats throughout the entire lunch period.
9. Students will be dismissed from their tables when the monitor is satisfied that the area is clean.
10. Students must receive permission to use the rest rooms.
11. Disrespect for lunchroom monitors will not be tolerated.

Assemblies and Special Events

Assemblies are recognized as a significant activity for group participation in our Academy. Students are expected to demonstrate proper behavior and manners during assemblies. Dress code particulars will be given to the students prior to the event. At F.C.A. we enjoy several special activities during the school year. Each year Christmas and spring programs may include musical, dramatic and talent presentations. Throughout the year various special programs and holiday celebrations are planned.

Field Trips

Field trips are scheduled throughout the year to supplement the classroom activities. School standards apply to all field trips unless otherwise announced. A parental permission slip is to be signed for each child prior to the field trip. Children are expected to participate in all field trips. Parents are often needed to drive or to chaperone trips. In order to qualify as a school van driver, drivers must have a clean license and have taken a defensive driving class. A copy of the van driver's license must be submitted to the school office before the class trip.

Dismissal Procedure

When a student requests to leave school at a time prior to the regular dismissal, a written note, signed by the parent, must be presented to the teacher in the morning. No child will be released to a family member, friend or neighbor without a signed note of permission. Parents or other authorized adults are required to stop at the office when they arrive at school to pick up the child. The child will then be called to the office. You must sign them out.

A note should be sent to school in the morning if your child will not be riding the bus. In a situation where this is not possible, please report to the office when you enter the building so that your child may be dismissed. Please do not go to the classroom as this is very disruptive to the teacher and students.

Transportation

When school is dismissed, all students riding the bus will be taken to the gym. Students being picked up will be taken to the church foyer. **THERE MUST BE A WRITTEN NOTICE REGARDING ANY CHANGE IN THE TRANSPORTATION FOR YOUR CHILD.**

• Parking Lot Procedures

The following procedures are designed to promote safety and grace:

1. The speed limit when entering or leaving the parking lot is 10 MPH or lower as conditions may require.
2. Cars are not to be parked in front of the building.
3. If you are picking your child up, you **MUST** go around the building to the foyer. Drivers should drive defensively, alertly, and courteously at all times.

• Provided by parents or guardians

Parents who drive their children to school must be careful not to block bus lanes. In the morning, parents may stop briefly to let their children out at the door. When picking up children in the afternoon, parents must drive to the back of the building to the foyer door before the supervising adult will release him/her. Please be prompt when picking up your child. If you are not here by 3:30 p.m., your child will be placed in our School's Out Program for a fee. Bicycling and walking to our school are not permitted. In the event of a delay, students awaiting transportation will remain in the hallway outside the main office. Students may not leave this area without permission.

• **Provided by School Buses**

Students riding the buses home will wait quietly in their designated bus lines. Special permission to ride a different bus within your own district will be granted, provided there is space and there is **a note written by the parent** and signed by the office. Students may not ride any bus from another school district.

To insure the safety of our students while they are passengers on the school buses, please review with your child the bus safety rules. In addition, here are a few additional reminders:

1. Students are expected to be courteous and respectful to the bus drivers.
2. When leaving the bus, walk some feet ahead of it and wait for a signal from the driver before crossing the highway. Never walk behind the bus.
3. Report to the driver immediately any unsafe conditions, whether in the bus or getting on or off the bus.
4. Misconduct and unnecessary noise on the bus while it is in operation interferes with the attention of the driver and thus constitutes a serious hazard to the lives and safety of the students.
5. The school bus is not to be used as a means of transporting pets or other live animals to and from school.
6. Children are reminded that at no time are they to accept a ride from anyone when they waiting for the bus.

Bus problems will arise on occasion. Please follow this procedure should difficulties occur:

1. Discuss the problem with the bus driver and get the facts. Keep in mind that perception of events varies among individuals.
2. If the problem is not resolved by discussing it with the driver, please call the school office and describe the problem to the secretary. The principal will investigate the situation and get back to you.

After School Activities

After school activities may be conducted during the school year. Parents are responsible for being here at the termination of the program to provide transportation.

Lost and Found

The school has two lost and found locations. Clothing and lunch boxes are kept in a bin in the gym. Books and class materials are kept in a drawer in the office. Students are requested to periodically check both places for items which may belong to them.

Conferences and Report Cards

God created us as individuals, and no two individuals are alike. Please do not, therefore compare your child with other children, but measure him according to his ability. If your child is successful in any area, commend him. Recognize individual differences within families and among playmates. Come to school for a conference with his teacher to discuss his work and social habits.

Individual conferences with parents will be held at the end of the first marking period. All conferences will be by appointment only. Additional conferences may be initiated by the parent or teacher at any time during the school year. Report cards will be distributed at the first quarter conference to insure parent understanding of the report card and the grading system.

Many hours will be devoted to knowing your child better, to developing his personality and to promoting his spiritual growth, according to Luke 2:52: "And Jesus increased in wisdom and stature, and in favor with God and man."

School Cancellations

When it becomes necessary to cancel school, announcements are made on the website Cancellations.com, Fox News, CBS, NBC, ABC, RNN, WHUD 100.7 FM, WSPK 104.7 FM, WBNR 1260 AM, WLNA 1420 AM, WRRV 92.7 96.9 FM, WPDH 101.5, 106.1 FM, WRWD 107.3 FM, WBWZ 93.3 FM. You may also check the school answering machine.

In the event of an **early dismissal**, parents will be called. Please make sure the office has updated phone numbers and emergency contact numbers. The decision to delay opening or canceling school is often a difficult decision, but it is always made prayerfully with the safety of our students and staff as our primary concern.

Accidents

All accidents involving students must be reported to the office, where the required assistance will be administered. Parents will be notified of any accident (other than extremely minor accidents). Please be sure that your home, business and emergency phone numbers are current so that we can reach you at any time.

Fire Drills

Fire drills are conducted on a regular basis and may be either announced or unannounced. At the sound of the alarm, students should walk quietly and in an orderly fashion to the exit designated for each room. All students will then assemble by class in the assigned outdoor area where attendance will be taken.

School Policies

Attendance and Tardiness

Regular attendance is required of all students who are enrolled at Faith Christian Academy. If an absence is foreseeable, a note should be sent in advance. Doctor, dental, music and other appointments should be scheduled for after school hours. Excessive absences can seriously affect a student's progress. Each student's attendance and punctuality at school directly reflects his/her parents' attitudes toward education. Habitual tardiness or unnecessary absenteeism communicates the attitude that school is not important. This contradicts our Christian philosophy of education. Therefore, absences should be for illness or emergency situations only.

A student who has been absent must present a written excuse from a parent or guardian upon returning to school, indicating the date (s) of absence and the reason for absence. Excuses are to be handed in to the student's teacher at the beginning of the school day.

One day of grace will be given in case of a forgotten excuse. Failure to bring an excuse on the second day will result in a call home. The school keeps accurate attendance records and needs the cooperation of all parents.

A student will be considered tardy if he is not in the classroom at the beginning of the school day, unless bus situations prevent him/her from getting in on time. If a student is tardy, a written note of explanation is required. Excessive tardiness is an inconvenience to others and is to be avoided. Habitual tardiness will not be tolerated.

When a student is absent, please call the school office at 462-0266 between 9:00 a.m. and 9:30 a.m. Your cooperation in this area will help avoid unnecessary work and expense for our staff.

Student Department

Students at Faith Christian Academy are expected to conduct themselves in a manner that is in keeping with the philosophy and goals of the Academy. It is expected that each student will treat faculty members and fellow students with respect and will speak and act in accordance with the standards of God's Word. This is not to suggest that students will not be allowed to be children. Rather, our concerns will center on behavior that is unacceptable for the age of a particular student. Attitude and behavior problems will be dealt with on an individual basis and in cooperation with the parents.

Students are expected to demonstrate the following:

1. Courtesy and social refinements.
2. Respect and obedience to all faculty, staff members, lunchroom monitors and volunteers.
3. Reverence for the Bible and all things sacred.
4. Proper care of school and personal property.
5. Cleanliness in work, action and dress.
6. A firm stand for what is right and opposition to what is wrong.
7. Cheerful cooperation in the carrying out of school activities.
8. Conduct becoming to Christian young people at all times, including but not limited to: worship times, on the playground, in the gymnasium, on field trips and in restrooms.

School Dress Code

The dress code is intended as a guideline in assisting all students in developing a Christ-centered attitude toward their outer appearance, and a maturing view toward the appropriateness of certain attire for certain occasions. This code is an outgrowth of our experience in maintaining an atmosphere consistent with the instructional goals of the school. It is not meant to take the place of parental rules, which may be more restrictive than those set down here. Nor is it meant to relieve the student of the opportunity to grow in personal responsibility for his/her own appearance.

School Dress

It is Faith Christian Academy's viewpoint that student and staff appearance must be based on Biblical principles. We are to do all to the glory of God (1 Cor. 10:31) not offending others by being stumbling blocks (Romans 14:13). We are to be modest, reflecting decency and humility (1 Tim. 29,10). Therefore, all garments should be clean, neat and modest. All clothing worn to school must fit the student. Low necklines, enlarged armholes, bare shoulders and bare midriffs are not acceptable. Oversized shirts and sweaters, as well as garments which are tight-fitting, clinging, semi-transparent or "see-through" are also not permitted.

1. Appropriate undergarments should be worn at all times. Outer garments should completely cover undergarments.
2. Shoes or sneakers are to be worn at all times.
3. Girl's skirts, dresses or other garments meant to be dresses, are to touch the upper part of the knee. Skin tight leggings and slacks will not be permitted.
4. Boy's hair length must be kept above the collar. Unnatural hair coloring, hair carvings and body piercing are not appropriate at F.C.A. Boys are not to wear earrings.
5. Tattoos will not be permitted in school.
6. Boys are not permitted to wear hats in the building.
7. All students are expected to dress appropriately for chapel. Girls will wear dresses or skirts and boys will wear shirts with ties and nice slacks.
8. Students in the Pre-Kindergarten through Second Grade will be permitted to wear the following items as long as they are in compliance with the guidelines stated above. These students may wear jeans providing that they are not worn-out, faded, torn or frayed, shorts in warm weather and shirts without collars (must have appropriate designs).
9. Students are **not permitted** to wear blue jeans, except on designated special days. Shorts and T-shirts with inappropriate slogans or pictures are not permissible.
11. The designated gym uniforms (Navy-blue T-shirt, shorts, sweatshirt and sweatpants) are mandatory for physical education class. All students will be permitted to wear their gym uniform for the entire day, on their designated gym day. Students in grades 7th -10th may wear sweats of any color.
12. Dress standards for school field trips, team travel and extracurricular or program activities will be established by the supervising teacher or administrator, and given in advance so parents may be informed, and students may be prepared.

Dress Code Violations

Teachers will note violations of dress code standards and will provide counsel and warning as necessary for students. Students in grades 4th-10th are expected to monitor their own appearance and will not receive warnings about their appearance after Orientation. After that time they will receive a detention or be sent home to change. The resulting absences are unexcused. Areas of subjectivity are left to the discretion of the teachers and administration. Specific questions concerning applications of the dress code should be addressed to the principal.

Discipline

Faith Christian Academy adheres to the biblical principle that parents are ultimately responsible for correcting any on-going behavioral problems their children might have. Our role as a school is to help the parents identify any patterns of behavior that may not be appropriate and support them in a positive and constructive manner in the correction of the matter. It is also understood that the parents will support and cooperate with the faculty and principal in the exercise of school discipline.

Students at F.C.A. are at all times expected to conduct themselves in a manner pleasing to the Lord. School rules are made so that education can be carried out in an orderly manner. God is a God of order and wants His children to strive for that same order in their lives. A student who learns to submit himself to authority will find it natural to submit to the authority of God. It is expected that only a minimum of disciplinary actions will be necessary. However, if routine disciplinary measures are insufficient, the classroom teacher will refer the matter to the attention of the principal.

Routine Disciplinary Measures

- **Additional Work** - work assignments done during play time, before or after school.
- **Loss of Play Time (PreK-4)** – 5-10 minutes spent sitting alone during recess.
- **Loss of privileges (PreK-4)** – Not able to serve as line leader, door holder, etc.
- **Lunch Detention** – Students will be confined to a specific area during the normal lunch break. They will not be allowed to talk or play.
- **Note Home** – A report of misconduct to be signed by a parent and returned the following day.
- **After School Detention (Grades 4-10)** – Following a student's offense, he/she will be issued a detention notice specifying the day (s) of detention. This must be signed by both parents and returned to the assigning teacher the next day. Failure to do so will result in additional detention and a phone call home.
 1. Students will report to the designated detention area immediately after dismissal.
 2. Each student will be given an assigned seat.
 3. None of the following are permitted: reading, homework, sleeping, talking, drinking or eating. *A teacher may give a special assignment to be completed during the detention hour.
 4. Students with outstanding nuisance charges will not be permitted to stay after school for anything until the fees are paid in full. Students missing detention due to outstanding nuisance charges are subject to additional detention and/or suspension.
 5. No excused absences (except for illness). If a detention is missed due to illness, it must be made up the week the student returns on the first available detention day.
 6. Unexcused absence from detention will result in additional detention and a parent conference. Two unexcused absences will result in suspension.
 7. Students will remain in detention until their parent/guardian arrives to sign them out. No student will be released on his/her own.

Principal's Discretionary Measures

- **Suspension** – The principal may suspend a student with or without warning for a period of one to five days. Very specific changes in attitudes and actions will be expected prior to re-admission. A parent-student-principal-teacher(s) conference will be necessary before the student is re-admitted to school. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than a 70 may be received. Disciplinary probation is automatically invoked when a student is suspended from school.
- **Probation** – is invoked when a student has a serious problem and gives that student an opportunity to correct his/her problem in a period of nine weeks. Probation may be given for any of the following types of misconduct, including but not limited to:
 1. Continued disobedience after repeated warnings.
 2. A rebellious spirit which is unchanged after counseling.
 3. A continuing negative attitude and negative influence in the school.
 4. Chronic negligence concerning class work and/or homework.
 5. A serious breach of conduct which adversely affects the testimony of the school, whether within the school facilities, on the school grounds or during a school sponsored activity.
 6. Failure of the parents to comply with the disciplinary procedures.
 7. Failure of the parents to obtain the recommended professional help for an exceptional child.

A student is placed on probation by decision of the faculty and administration. A parent-student-principal-teacher(s) conference is held to give parents and the student notification and explanation of the probation. Throughout the probationary period, student activities (after-school or extra-curricular activities) will be limited. All positions of trust and responsibility must be relinquished during this time as well. Parents will receive updated progress reports throughout the nine-week period. If the student fails to make satisfactory progress during the probationary period, the administration may decide that the student should be withdrawn from the school. Repeated suspensions and/or probations may result in expulsion.

- **Expulsion** – will be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for a severe breach of conduct, or unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from school will be set. Expulsion will require the approval of the F.C.A. School Board. In the event of expulsion, all book, registration and insurance fees will not be refunded. In addition, the student is expected to pay tuition for the remainder of the month the expulsion became effective.

School Rules

1. Students are not to bring large sums of money or items of great value to school. Nor are they permitted to sell items for personal gain in the school setting.
2. Students are to walk at all times inside of the building.
3. Students are not permitted to bring CD players, walkman, headphones, sports-cards, etc. to school at any time.
4. Cell phones must remain in backpacks and may be used for emergencies or with special permission from the teacher or principal.
5. Gum chewing is not permitted within our school setting.

Visitors

All visitors are required to check-in at the main office upon entering our school. Arrangements should be made for parents to see a teacher at a time when it does not detract from the entire class. Parents should not plan to visit with their child during lunch period.

Telephone Policy

Students use of the office telephone should be for emergencies only. Valid use of the telephone is not to ask parents to bring a forgotten book, gym clothes, or shoes, permission to go to a friend's house or to stay for an after school activity. A phone is provided for student use with teacher permission only. Cell phones must remain in backpacks and may be used for emergencies or with special permission from the teacher or principal.

Vacations

Parents are encouraged to avoid planning vacations when school is in session. It creates a hardship on a student to miss that instructional time. It is difficult to provide make-up work without affording the student the actual experience of instruction in the classroom with the teacher as a basis upon which work is prefaced. Your efforts and assistance would be deeply appreciated and very beneficial to your child.

Illness

When a student has a severe cold, earache, pink-eye, rash, lice, fever or other signs of contagious illness, please keep the student home until they receive permission from a physician to return to school. When a student has an upset stomach accompanied by vomiting during the night or prior to coming to school, keep the student home for observation. After a student has been ill, including an elevated temperature, the child should remain home until the temperature has been normal for 24 hours. The school may require written notice from a medical doctor before the student is permitted to return.

Immunizations and Physical Examinations

Prior to entering school, the student must provide a record of immunizations signed by a physician. Please check with the office if in doubt about the current immunization requirement of the New York State Department of Health. New York State Education Law (section 903) requires that every child have a physical examination, dental health certificate and lead screening upon his entrance to school and upon entering Kindergarten, 2nd, 4th, 7th and 10th grades. Pre-K students must have a physical examination and immunizations must be up to date. If the student does not have the mandated examination, he or she will be suspended from school.

Medication

On occasion it may be necessary for a student to take medication during the school day. The nurse/designee will administer medication only if the following requirements are met:

1. The nurse/designee must have a written order from the child's physician with the following information:
 - *name of medication
 - *diagnosis or reason for giving medication
 - *dosage required
 - *time to be given
 - *number of days to be given
2. The parent must submit a request to the nurse permitting her to administer the medication as directed by the physician. All medication must have a printed professional label to insure proper identification. Only the designated number of doses for school administration must be in the container.
3. **All medication must be brought to the school office by the parent. Children are not permitted to carry medication on the school bus.**
4. It is the parent's responsibility to pick up any unused medication from the office. Children will not be allowed to bring it home. Medication will be discarded seven days after the final dosage is given if it is not picked up by then.

Tuition Payments

Please mail or deliver payments to the office by the **first** of each month. Tuition is based on a 10 month basis, from September to June. Please do not send tuition payments in with the children. Tuition paid after the **fifth** of the month will be assessed a \$20 late fee per month. Report cards will be held and parent-teacher conferences will be cancelled for tuition accounts that are not current. A \$30 fee will be charged for returned checks.

Student Acceptable Use Policy for the Internet

Faith Christian Academy's Computer lab is equipped with computers with Internet filters. Each family is expected to sign a policy agreement for the Internet. The computer teacher will distribute the policy to students.

Fire Drills/Fire Alarms

Fire drills are required by state law and are an important safety precaution. It is essential for everyone to obey orders promptly and clear the building by the designated route as quickly as possible. Teachers in each classroom will give the instructions to the students. In case of a school evacuation, students will follow fire drill procedures and parents will be contacted regarding how their child is to get home. Students may be picked up by parents or may take the bus. In case of a lockdown, students will be directed to the nearest classroom, where teachers, trained in the procedure, will direct them to a safe area. Students will remain in this area until the principal gives the signal to leave. It is against the law to set off a fire alarm for any reason other than a fire/emergency. Anyone caught activating these devices will be punished by the school and are subject to legal prosecution in accordance with municipal ordinances.

Harassment Policy

Students attending Faith Christian Academy are expected to conform to Christ-like standards of behavior. Therefore, any harassment, intimidation, or bullying is strictly prohibited. A student is being harassed when exposed, repeatedly over time, to intentional injury or discomfort. This may include (but is not limited to) any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, during school hours, at any school-sponsored function or on a school bus and that:

- A reasonable person should know that their action (s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/person or damage to his/her property; or
- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting Harassing Behavior

Any Academy employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying must report the incident, either verbally or in writing, to an administrator. The Academy will not tolerate any act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. In addition, the Academy will not tolerate any person bringing false accusations against an Academy student, employee or volunteer.

Procedures and Consequences

1. When an administrator is informed of an incident that may be considered harassment, intimidation or bullying, the principal or a designee) will conduct an investigation. This may include, but not be limited to, interviews with the students involved, witnesses, parents, staff and a review of the students' records.
2. The consequences for students who bully others, and/or students who bring false accusations of bullying, will depend upon the outcome of the investigation and may include but not be limited to: a parental conference, counseling, detention, suspension and/or expulsion.
3. Students that are involved in a single incident may receive a warning about the Academy's Harassment Policy. The Principal will explain that if this single act should become a pattern (repeatedly targeting a particular student or group of students) then they will receive the appropriate consequences for harassment, bullying or intimidation.

Threats and Acts of Violence and Weapons

Faith Christian Academy has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon (including pocketknives) to school, or to a school function, or has a weapon on his/her person, the student will immediately be suspended with the possibility of being expelled. If the student is expelled the parents are advised that the school will contact local police or appropriate authorities, and will in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse or vehicle. If circumstances warrant, the school may conduct further investigation. If the expelled student desires to apply for readmission then said student must obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to apply for readmission in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat or danger. Additionally, recommendation by the building principal and head of school, as well as approval by 80% of the Academy Committee, will be required for readmission to the Academy.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report* the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be suspended with the possibility of being expelled. For purposes of this policy, credible means a reasonable belief of suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. If the student is expelled, the student's permanent record will reflect the expulsion for making a threat of violence. If circumstances warrant, the school may conduct further investigation. An administrative decision by the building principal and head of school may require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school.

An administrative decision will be made as to whether or not to permit the student to return to the school or to wait until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of harm to themselves or others.

Those threatened could bring a cause of action against the school if they were not informed and the problem surfaces later.

Non-Discrimination Policy

Faith Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administrated programs.

