



FAITH CHRISTIAN

A C A D E M Y

Parent / Student
Handbook

Revised August 2024

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National Council of Private School Accreditation
American Association of Christian Schools
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Ministering to families in and around Wayne County since 1967

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Academy Theme Verse

Romans 8:37

*“Nay, in all these things we are more than conquerors
through him that loved us.”*

Academy Motto

“A Foundation of Faith. A Tradition of Excellence.”

Academy Colors

Green, Gold, White

Mascot

Conquerors

Introduction

Dear Parents and Students,

We wish to extend to you a warm welcome to Faith Christian Academy. It is wonderful that God has brought us together in this great adventure of learning. FCA provides an educational program that upholds a standard of academic excellence with its foundation firmly based on God’s Word. The training of our children spiritually, morally, socially, and academically is of the utmost importance and is our ultimate objective.

Sincerely,

Faith Christian Academy Administration

Overview of Faith Christian Academy

History

Faith Christian Academy has a rich heritage of providing a quality Christian education. Rev. Frank Davenport and the members of Faith Free Will Baptist Church began Faith Christian Academy in January of 1967. They saw the need for a Christian school to assist parents in the training and educating of their children in a godly environment.

In 1981, Rev. Dann Patrick became the second pastor of Faith Church. Under his leadership, the church experienced significant growth numerically and had several building programs to enhance the church, academy, and campus facilities. In the summer of 2014, Rev. Christian Powell became the third pastor of the church. The desire of his leadership is to continue the vision of the founders of the ministry and continue to enhance this ministry through the constant pursuit of excellence.

Serving as Principal

1968-1976 – Lorenza Stox

1977 – Johnny Carter

1978-1981 – Russ Moots (High School); Peggy Scroggs (Elementary)

1982-1983 – Russ Moots

1984-1992 – Joe Haas, Jr.

1992-2013 – Walter Sloan

2013-2014 – Christian Powell (Interim)

2014-2019 – Micah Conlon

2019 – 2021 – Kally Roberts

2021-2024 – Walter Sloan (Interim); Peggy Sloan (Elementary); Morgan Moser (MS/HS – 2023)

2024-Present -Morgan Moser

Statement of Faith

We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible, authoritative rule of faith and practice.

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

We believe in the Deity of Jesus Christ, His virgin birth, His sinless life, His vicarious death through His shed blood, His ascension to Heaven, and His personal premillennial return.

We believe that salvation is by grace through faith alone and that all people are sinners in need of being saved. We believe in the present ministry of the Holy Spirit who enables the believer to live a godly life.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

Mission and Goals

Faith Christian Academy is dedicated to the education of the whole child and assisting parents by providing quality spiritual, academic, social, and extra-curricular programs that encourage young people to achieve their individual best for the purpose of furthering the Kingdom.

The educational philosophy of Faith Christian Academy is founded upon the inspired, inerrant, and infallible Word of God. We believe God has given parents the responsibility of educating children. (Deuteronomy 6:4-9) The

Christian school functions as an educational arm of the church and acts as an extenuation, supplemental, and partnering constituent to the home (*in loco parentis*) and the parents in fulfilling their God given responsibility to "train up a child in the way he should go" (Prov. 22:6 & Deut. 6:6-7). The Christian school is to assist parents in the education process, but never replace the home of its responsibility. The school is designed to assist the home in training the child in a Christ-centered philosophy of life. Faith Christian Academy desires to graduate young men and women who are academically sound, patriotic, socially refined, and so Biblically sound that they will live their lives based on the principles, and in doing so, discover and follow God's will for their lives. FCA is only for students who can meet the academic standards and abide by all the requirements that are set forth by the school.

The biblical foundation of the home, church, and school provides each child with the needed resources to be brought to a saving knowledge of Christ; to grow and develop in Christlikeness; and to glorify the Savior through surrendered service in His will. Church attendance as a family is a vital part of a child's education. Without faithful cooperation from parents concerning this matter, a student will most likely encounter serious difficulty in their educational experience at Faith Christian Academy.

The Bible says in Ecclesiastes 4:12, "*a threefold cord is not quickly broken.*" When the home, the school, and the church work together, they can produce young people of whom we can be proud.

Faith Christian Academy is designed to assist the Christian home in training the child in a Christ-centered philosophy of life. FCA desires to graduate young men and women who are academically sound, patriotic, socially refined, and biblically knowledgeable. It is our desire for every graduate of FCA to live his life based on biblical principles and discover and do God's will for his life. The entire process of Christian education is seen as a means used by the Holy Spirit to develop each child so that he can fulfill God's total purpose for his life and in so doing glorify God through holy living and fruitful service. (II Timothy 3:16-17; II Timothy 2:20-21; I Corinthians 10:31)

From this philosophy, the following goals and objectives are warranted:

- I. For the student's spiritual and moral growth Faith Christian Academy seeks:
 - A. To teach the Bible as God's inspired, authoritative Word and to teach, love, and respect for it as our standard for living.
 - B. To teach the basic doctrines of the Bible.
 - C. To lead each student to a saving knowledge of the Lord Jesus Christ.
 - D. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7 Galatians 5:22-23).
 - E. To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7).
 - F. To develop a desire to know, to love, and to obey the will of God as revealed in the Scriptures.
 - G. To impart an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelism, and discipline and to stimulate the student's involvement in this task (Acts 1:8).
 - H. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
 - I. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (2 Peter 1:3).
 - J. To encourage the student in personal godly routines such as daily devotions and prayer.
 - K. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11).
- II. For the student's personal and social development Faith Christian Academy aims:
 - A. To teach the student to treat everyone with love and respect since he too is made in God's image.

- B. To develop both good and proper attitudes toward marriage and the family; and to develop the knowledge and understanding needed to establish God-honoring homes.
 - C. To teach that the Bible views homosexuality as a sin, and that marriage is between one man and one woman, and they become one flesh.
 - D. To promote physical fitness, good health habits, and wise use of the body as the temple of God (Romans 12:1-2).
 - E. To impart the Biblical attitudes toward material things and to encourage individual responsibility in using all things for God's glory.
 - F. To instill in each student a love for country, a respect for the flag, and grateful attitude toward those who have served in military service and have a greater appreciation for our own Seymour Johnson Air Force Base and its personnel.
- III. For the student's academic development Faith Christian Academy endeavors:
- A. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
 - B. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
 - C. To teach and encourage the use of good study habits.
 - D. To teach the student how to do independent research and to reason logically.
 - E. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
 - F. To discuss current affairs in all fields and relate them to God's plan for man.
 - G. To engender an appreciation of the fine arts through the development of the student's musical and artistic abilities for the purpose of performing in church services and religious programs.
- IV. For the student's home, Faith Christian Academy desires:
- A. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
 - B. To help the parents to understand the school's purpose and program.
 - C. To aid families in Christian growth and to help them develop Christ-centered homes that reflect a Biblical philosophy.
 - D. To help parents become aware of our changing society, its effect on the home and school, and assist them in understanding the implications for their children.

Philosophy of Education

Faith Christian Academy is guided by a Christian, traditional philosophy of education. We hold that Christian education is a mandate from God for the Christian family (Matt. 28: 18-20). Because of Scripture verses like Proverbs 19:27; 22:6; Deut. 6:6-9; and Col. 2:8, we feel we must provide an atmosphere more conducive to the precepts of the Bible and be in harmony with parental admonition.

We support parents that teach their children morals, such as truthfulness, purity, honesty, patriotism, faithfulness, and a high regard for all moral standards. Every subject is taught considering Biblical truth. We accept God's Word as the final authority. FCA is a ministry and a part of Faith Free Will Baptist Church. The school exists because of our church, and we operate in harmony with our other church ministries.

Faith Christian Academy operates with a traditional philosophy of education. By traditional education we hold:

1. That the teacher oversees the classroom.
2. That the teacher is responsible for providing a structured atmosphere enabling the students to learn.
3. That the teacher has the authority to administer discipline to each child.

4. That homework is assigned regularly and expected to be completed on time.
5. That God’s Word is Truth. Our textbooks are God-centered, teaching spiritual truths, morality, and patriotism.
6. That drill work and memorization are key tools in instruction.
7. That reading is taught by phonics.
8. That the teacher is professional in manner, but servant minded.
9. That true learning takes place in this order:
 - 1st Control
 - 2nd Communication
 - 3rd Learning
 - 4th Positive Reinforcement
10. That rules and standards established are essential and must be followed.

We are in opposition to progressive education in which the emphasis is upon the following:

- The innate goodness of man
- The suppressiveness of discipline
- The relativity of all things (moral relativism)
- Omitting God and His Word from the educational process

Christian Curriculum

Faith Christian Academy is thankful for what the Lord has done for our students scholastically. We use a traditional approach to education with the use of Abeka and BJU Press curriculum. These curriculums are designed to meet the needs of both large and small classes. Each subject is taught considering God’s Word. Each textbook and workbook are taught from a Christian perspective.

We hold that the classroom has two immediate authorities – the teacher and the textbooks. Both must be God-centered and challenge not only the mental capabilities of the child, but also the spiritual capabilities.

It is the duty and responsibility of the teacher, regarding the selected curriculums, to commit and fulfill the following:

1. Teachers are expected to follow the curriculum precisely and fulfill all expectations for student involvement. The selected curriculums are designed to give students the information and exercises that will enable them to master a level of achievement to be prepared for the next grade level.
2. Any omissions to instruction, assignments, or fulfillment to the curriculum, must be cleared and approved by either a supervisor or the principal. It is understood and agreed that in some cases the entire curriculum cannot be completed in the 180-day school year, therefore, some adjustments are expected, and can be made, but only with approval.
3. Teachers are expected to stay on schedule with goals and objectives. In the event more review or remedial work is necessary, the teacher must inform the principal of the need to adjust the curriculum schedule. Most educators are not trained in curriculum development; therefore, it is imperative not to adjust, omit, or delete curriculum procedures without guidance and approval.

Articles of Faith

The Bible. The Scriptures of the Old and New Testament were given by inspiration of God; they are our infallible rule of faith and practice.

God. There is one living and true God, revealed in nature as the Creator, Preserver, and Righteous Governor of the universe; and revealed in the Scriptures as Father, Son, and Holy Ghost. Yet as one God, He is infinitely wise

and good, whom all intelligent creatures are supremely to love, adore, and obey.

Christ. Christ is God manifest in the flesh; in His divine nature He is truly man. He is the mediator between God and man once crucified; He is now risen and glorified, and He is our ever-present Savior and Lord.

The Holy Spirit. The Scriptures assign to the Holy Spirit all the attributes of God.

The Government of God. God exercises a wise and benevolent providence over all beings and all things by maintaining the constitution and laws of nature. He also performs special acts, not otherwise provided for, as the highest welfare of men requires.

The Sinfulness of Man. Man was created innocent, but by disobedience, he fell into a state of sin and condemnation. His posterity, therefore, inherits a fallen nature of such tendencies that all come to years of accountability, sin, and become guilty before God.

The Work of Christ. The Son of God by his incarnation, life sufferings, death, and resurrection effected for all redemption from sin that is full and free and is the ground of salvation by faith.

The Terms of Salvation. The conditions of salvation are as follows:

1. Repentance or sincere sorrow for sin and hearty renunciation of it.
2. Faith or the unreserved committal of oneself to Christ as the Savior and Lord with purpose to love and obey Him in all things. In the exercise of saving faith, the soul is renewed by the Holy Spirit, freed from the domination of sin, and becomes a child of God.

Election. God determined from the beginning to save all who should comply with the conditions of Salvation. Hence, by faith in Christ, men become His elect.

Freedom of the Will. The human will is free and self-controlled, having power to yield to the influence of the truth and the Spirit or to resist them and perish.

Salvation is Free. God desires the salvation of all; the Gospel invites all; the Holy Spirit strives with all; and whosoever will may come and take of the water freely.

Perseverance. All believers in Christ, who through grace persevere in holiness to the end of life, have promise of eternal salvation.

Gospel Ordinances. *BAPTISM*, or the immersion of believers in water and the *LORD'S SUPPER* are ordinances to be perpetuated under the Gospel. *FEET WASHING*, an ordinance teaching humility, is of universal obligation, and is to be ministered to all true believers.

Tithing. God commanded tithes and offerings in the Old Testament. Jesus Christ endorsed it in the Gospels (Matt. 23:23), and the apostle Paul said, "Upon the first day of the week let every one of you lay by him in store, as God hath prospered him." (I Cor. 16:2a)

The Christian Sabbath. The Divine Law requires that one day in seven be set apart from secular employment and amusements for rest, worship, holy works, activities, and for personal communion with God.

Resurrection, Judgment, and Final Retribution. The Scriptures teach the resurrection of all men on the last day. They that have done good will come forth to the resurrection of life, and they that have done evil unto the

resurrection of damnation. Then the wicked will “*go away into eternal punishment, but the righteous into eternal life.*”—Matthew 25:46

Associations and Affiliations

FCA is fully accredited by the Middle States Association Commission on Elementary and Secondary Schools, National Council for Private School Accreditation, North American Christian School Accreditation Agency, and the North Carolina Christian School Association and is approved by the North Carolina Division of Non-Public Education and American Association of Christian Schools. We strongly encourage and provide opportunities for full-time faculty to be certified by the NCCSA. We continue to seek full-time faculty members who have a degree in either secondary or elementary education or are committed to meeting the certification requirements of NCCSA.

Admissions

Faith Christian Academy is not for every student! It is only for those who can meet the academic standards and abide by all the requirements that are set forth by the school. Church attendance as a family is a vital part of a child’s education. Without faithful cooperation from the parent concerning this matter, a student will likely have trouble in the educational process of Faith Christian Academy.

To give a student a truly Christian education, it is best to start that process in elementary school; however, FCA accepts students on both the Middle School and High School levels. Faith Christian Academy does not typically accept students in their senior year. Exceptions have been made based on a student’s desire to attend and interest in Christian education, home and background, church attendance, and academic ability. These exceptions are rare and must be approved by the pastor and administration. A senior student will be interviewed separately and will be asked to provide a Pastor’s recommendation.

Faith Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards of student dress, conduct, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it chooses and to suspend or expel any student who violates, on or off campus, the standards set down in the Parent/Student Handbook or other rules of conduct as defined by the administration. The administration also reserves the right to refuse to define the criteria or reason when applications are not accepted.

It is understood that attendance at Faith Christian Academy is a privilege and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the Institution. The Academy may request the withdrawal of any student at any time who in the opinion of the Academy does not fit into the spirit of the Institution, regardless of whether he conforms to the specific rules and regulations of the Academy.

New Student Application Process

1. Set up a tour of the campus.
2. Complete all sections of the application for enrollment including parent/guardian signature.
3. Parent/Student interview with the school administrator.
4. Pay the registration fee.
5. Complete a scheduled academic placement test.
6. Present the following information about the student(s):
 - birth certificate

- most recent immunization records
 - current copy of notarized custody documentation (if applicable)
 - current IEP or Educational Evaluation (if applicable)
 - most recent report card
 - most recent SAT, CAT, Terra Nova 3, IBTS, or NC EOG result
7. All paperwork, including medical records, must be up to date **before** the child is allowed to attend class.
 8. After assessing all the information and every required step is complete, the administrator will notify the parent with the acceptance decision.

Admission Requirements

1. The student application for enrollment or re-enrollment for all grades must be completed in full and submitted to the school office before a student will be considered for enrollment. Registration fees must be paid before testing and completion of the enrollment process.
2. New students entering grades 1-12 will have a personal interview with the principal along with the applicant's parents. Students in grades 6-12 will be asked to complete a student questionnaire.
3. On the application for enrollment, one will find a Statement of Cooperation. It is imperative that parents and students understand those remarks and will determine to uphold the standards, agreements, and guidelines stated in the forms and handbooks.
4. The final decision for admitting students will be determined by the principal. After the interview and decision of the principal, parents will be notified with confirmation of acceptance.
5. Students who desire to enroll at Faith Christian Academy in grades 6-12 must be a born again--saved and baptized--individual. He must be able to express his salvation experience and have a clear testimony for Christ. These students will be asked to have a pastor's recommendation form completed by their pastor or youth pastor.
6. All new students (1-12) enrolling for the first time at Faith Christian Academy will be given an entrance exam to establish an academic baseline standard.

Non-Discrimination Policy

Faith Christian Academy admits students of any gender (as determined by birth and not change or verbal identity), race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate based on gender (as determined by birth and not change or identity), race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Re-Enrollment

Present students may re-enroll for the fall term from late January to early March. The public may enroll after the re-enrollment period. Parents are encouraged to enroll early to secure placement for their child. Often space is limited, and placement is only secured after a re-enrollment form is filled out and the registration fee is paid. The re-enrollment fee is reduced for present students until the announced date of open enrollment to the public. Registration fees are non-refundable.

Transfer Students

Faith Christian Academy accepts students transferring from other educational institutions throughout the school year. Students must have a record of good behavior at their previous school(s). Students are not considered for admission after the fall semester of the 11th-grade year except in cases in which the student is transferring from a similar Christian school institution. Credits earned from other institutions may count toward a student's graduation requirements. When a new student enrolls in our school and is transferring from another school, a request for records will be processed and sent to the former school once enrollment is finalized. A student's

cumulative folder contains information regarding academic progress, attendance, health, achievement test results, and special marks. These records are confidential and may only be seen by parents with approval from the principal.

Standards of Conduct

Faith Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is an adequate Biblical basis for growth into the image of Christ which is the work of the Holy Spirit. This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love. The result is a life consecrated unto God and separated from the world.

Faith Christian Academy must, therefore, provide an environment conducive to the spiritual growth and development of both mature and immature Christians. A standard of conduct based on Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us.

The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's testimony.

Faith Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Faith Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Faith Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Faith Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook (

A sense of the need for spiritual growth in the light of these principles has led Faith Christian Academy to adopt the following standards. These standards are conducive to the environment that will best promote the spiritual welfare of the student. The Academy, therefore, requires each student - whether at home, school, or elsewhere:

1. To refrain from swearing, indecent language, use of any tobacco products, drinking alcoholic beverages, the abuse of drugs, gambling, dancing, immodest dress, and listening to music that violates the biblical principles of association, order, truth, or exaltation.
2. To maintain Christian standards in courtesy, kindness, morality, and honesty. Bullying, both physical and verbal, will not be tolerated. Our staff and students are expected to practice the truths taught in the twenty-two "One Another" verses from the Bible.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Faith Christian Academy believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment (including the summer months) whether at home, school, or elsewhere. **Students found to be out of harmony with the Standards of Conduct of**

work and life will be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

Withdrawal

In the event a parent chooses to withdraw a student from school, it is requested that it be done in person in the school office. The following procedure must take place for records to be released to another school.

1. All tuition, book fees, and all other fees must be paid in full. All rented textbooks, library books, uniforms, and school property must be returned in satisfactory condition.
2. Should a student be withdrawn during the school year, tuition will be prorated for the time a student was enrolled.
3. We reserve the right to withhold report cards and student records until all financial obligations are met.
4. A withdrawal fee of \$50 must be paid before any transcript is released.
5. School records will be mailed to the new school upon written request.

Dismissal

In the event a student is asked to withdraw, or he has been dismissed or expelled, that student is expected to comply with the following regulations:

1. He will not be allowed to attend school functions during the duration of the dismissal.
2. He is not allowed on the school grounds unless he has official business.
3. Dismissal from FCA will be an administrative decision based on relevant circumstances.
4. Students who have been expelled or dismissed may reapply for admission after a nine-month absence.

Finances

Financial Responsibilities

The registration fee is due when the application is submitted at the time of enrollment. An interview will be scheduled soon after any new student application is processed. The registration fee is non-refundable. Tuition is paid by two methods:

1. Payment in full or in two payments
2. Through a bank-draft system

Failure to pay school payments will result in the following:

1. FCA will hold all diplomas, report cards, and transcripts until all delinquent accounts have been paid in full.
2. Students transferring to another school will not receive their transcripts and student records until all balances have been paid in full.
3. Parents will not be eligible to enroll their child(ren) at FCA for the next school year until all unpaid balances have been paid in full.

Should a student withdraw or be dismissed during the school year, we will prorate tuition through the last month they attend. Book fees and all other fees are non-refundable and will not be prorated or returned.

Information about tuition and fees can be found on the school website.

Attendance

In order for your child to gain the most in school, he must be regular in attendance. Please do not keep your child home for reasons other than sickness or emergency.

Absences

- After an absence, the student must bring a written excuse to school the DAY HE RETURNS. The note should include:
 - Date of absence or tardiness
 - Reason for absence or tardiness
 - Signature of parent or guardian
- If an absence is excused, the child will be permitted to make up work.
- If an absence is not excused, the child will not receive full credit for make-up work. There will be a 10-point deduction per assignment/test/quiz.

Valid Absences

- Sickness
- Death in family or emergency
- Doctor appointments (However, we strongly urge you to schedule visits either after school or on Saturday.)
- Family Vacation Trips (Up to 10 school days per school year) are excusable provided they are known and approved by the principal and teachers at least one full week prior to the planned absence. This is a team effort, and there must be good communication and cooperation between the home and the school. The 10 days should include all visits to colleges and universities. A letter or other verification is acceptable to verify a visit.

Unexcused Absences

- Truancy
- Out-of-school suspension
- Missing a ride to school
- Trips not approved in ADVANCE
- Shopping
- Gainful employment (unless approved by the Administrator)

Limit

Elementary students may miss twenty days per year without penalty. Students missing twenty-one days to twenty-five days will make the days up in summer school. A fee will be charged for these days. Students who miss twenty-six days or more will not be promoted. Absences caused by extenuating circumstances will be considered under administrative discretion.

Any middle school/high school student that misses ten days in a single semester or more than twenty days during

the entire school year **in any class** will not receive credit for that class regardless of the grade they earn. Students missing twenty-one days to twenty-five days will make the days up in summer school. A fee will be charged for these days. **Students who miss twenty-six days or more will not be promoted/receive credit for the class.** Absences caused by extenuating circumstances will be considered under administrative discretion.

Tardiness

It is important that our students learn good character traits. One important trait is **PROMPTNESS** in coming to school. **Students arriving after the 8:00 a.m. MUST come to the school office for a tardy slip before going to class.** Tardiness affects everyone in the classroom.

Our teachers are instructed to start class promptly at 8:00 a.m. Therefore, this is not a good time for a parent to have a conversation with the teacher. Please observe this policy and schedule a mutually convenient time.

All tardies and early dismissals are considered unexcused except for illness, medical appointments, family bereavement, and **approved** family trips with prior notice and arrangements. Three unexcused tardies or unexcused early dismissals are considered excessive if occurring in **one quarter**. Three unexcused tardies will count as an absence. Students must be in school **by fourth period on a seven-period schedule** to participate in any extracurricular activity.

Unexcused Tardies/Early Dismissals

- Alarm failure (but not including power failure)
- Entertaining visiting friends or relatives
- Running out of gas
- Hair Appointments

Truancy

A student is truant if:

1. He is absent without his parents' consent.
2. He leaves school without permission.
3. He leaves school at lunch without permission.
4. He is absent from class without permission.
5. He arrives at school but does not attend class.

Closed Campus

Students are not permitted to leave campus under any circumstances unless the student has permission from the school office or principal. A written request from the parent is necessary to receive permission to leave campus for any reason. A student is considered on campus when he is dropped off or touches school property. Leaving the campus without permission will impose serious punitive measures. The person may receive demerits, be suspended, or expelled depending upon the underlying reason.

Philosophy of Discipline

Discipline is a balance of love and control. Discipline and order are necessary to the traditional educational process. Our faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions.

It is our philosophy that if a teacher is to be respected by his students, that teacher must have authority to handle matters of discipline. We do not believe that God’s Word gives the church (including our school as a ministry) the authority for physical discipline of children. That authority belongs in the hands of the parents. FCA approves of the biblical mandate and implementation of corporal punishment but does not conduct such punishment.

Students in grades K5-5th should refer to the Elementary Discipline System. Students in grades 6th-12th should refer to the Middle/High School Discipline System.

Love is the basis for all discipline at Faith Christian Academy. It is our aim not only to bring each child to his full potential academically, but also to teach our children the meaning of good character and responsibility. We ask our parents to exercise confidence in the judgment of the teachers in the matters of discipline. We need full support from all of our parents.

Classroom Conduct

We believe that training must begin at home and be reinforced at school. Therefore, there are certain standards that we expect our students to follow.

- Always say, “Yes Sir,” or “No Sir”, “Yes Ma’am,” or “No Ma’am.” Never say, “yeah” or “huh.”
- Sit straight and tall in the seat, back against the lower part of the chair, feet in front of the chair, not in the aisle.
- Eyes are to remain toward the front of the class or toward the teacher.
- No talking or blurting out in class. Permission to speak must be received by raising your hand and being recognized by the teacher.
- Students should not gripe or complain. Demerits will be given for continued griping.
- No disorderly conduct, goofing off, or horseplay is allowed in any part of the school.
- Tardiness to class is not tolerated. Demerits will be issued for this for grades 6-12. Elementary students’ parents will be contacted after the third tardy per quarter, and the student will receive a merit loss for every following tardy. Remember: 3 tardies = 1 absence.
- Students will always address and reply to teachers with utmost respect.

Elementary (K5-5th) Discipline

The purpose of discipline at Faith Christian Academy is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students find personal security, true happiness, and an absence of excessive temptations to do wrong. When this type of atmosphere exists, students can achieve academic excellence.

All students have an opportunity to receive in-classroom rewards based on positive behavior that is demonstrated on a regular basis. The first implementation of discipline at the elementary level will be conducted by the classroom teacher. Each teacher will use her or his individualized discipline procedures prior to implementing the point/demerit system. The second implementation of discipline will result in a point/demerit system that provides another level of accountability to students and parents.

Elementary Discipline Guidelines (Revised August 2023)

OFFENSE	RESULT
Misbehavior in lunchroom	1. Verbal Warning 2. 2 demerits + 1-day lunchroom suspension

	<ol style="list-style-type: none"> 3. Notify Parent + 2 demerits + 2-day lunchroom suspension 4. Notify Parent + 3 demerits + 3-day lunchroom suspension
Misbehavior in hallway, restroom, gym, playground, etc.	<ol style="list-style-type: none"> 1. Verbal Warning 2. 2 demerits + loss of 1 pull-out 3. Notify Parent + 2 demerits + loss of 2 pull-outs 4. Notify Parent + 3 demerits + loss of 3 pull-outs
Failure to return "signed" papers, which includes assignment book, test papers, permission forms, report cards, etc.	<ol style="list-style-type: none"> 1. Verbal Warning 2. Notify Parent 3. Notify Parent + 2 demerits 4. Notify Parent + 2 demerits + loss of 1 pull-out
Fighting/Physical Injury to Another Student	<ol style="list-style-type: none"> 1. Notify Parent + 5 demerits + loss of 1 pull-out 2. Notify Parent + 5 demerits + loss of 2 pull-outs 3. Notify Parent + 10 demerits + loss of 3 pull-outs 4. Parent Conference + 10 demerits + loss of 4 pull-outs
Stealing	<ol style="list-style-type: none"> 1. Notify Parent + 5 demerits + loss of 1 pull-out + cost of item replacement 2. Notify Parent + 5 demerits + loss of 2 pull-outs + cost of item replacement 3. Notify Parent + 5 demerits + loss of 3 pull-outs + cost of item replacement 4. Parent Conference + 5 demerits + loss of 4 pull-outs + cost of item replacement
Lying/Forgery (Student signing parent/guardian's name to any document, report, form, etc.)	<ol style="list-style-type: none"> 1. Notify Parent + 5 demerits + loss of 1 pull-out 2. Notify Parent + 5 demerits + loss of 2 pull-outs 3. Notify Parent + 5 demerits + loss of 3 pull-outs 4. Parent Conference + 5 demerits + loss of 4 pull-outs
Defacing/Destroying school property or property of others	<ol style="list-style-type: none"> 1. Notify Parent + 5 demerits + loss of 1 pull-out + cost of item replacement 2. Notify Parent + 5 demerits + loss of 2 pull-outs + cost of item replacement 3. Notify Parent + 5 demerits + loss of 3 pull-outs + cost of item replacement 4. Parent Conference + 5 demerits + loss of 4 pull-outs + cost of item replacement
Inappropriate Language (Verbal or Written) Minor – slang or inappropriate talk	<ol style="list-style-type: none"> 1. Notify Parent + 2 demerits + loss of 1 pull-out 2. Notify Parent + 3 demerits + loss of 2 pull-outs
Profanity/Indecent Language or Hand gestures (Verbal or Written) – Major	<ol style="list-style-type: none"> 1. Notify Parent + 5 demerits + loss of 1 pull-out 2. Notify Parent + 5 demerits + loss of 2 pull-outs 3. Notify Parent + 5 demerits + loss of 3 pull-outs 4. Parent Conference + 5 demerits + loss of 4 pull-outs
Cheating on a test, homework, projects, etc. Student will repeat test, project, assignment, etc.	<ol style="list-style-type: none"> 1. Notify Parent + 3 demerits + loss of 1 pull-out 2. Notify Parent + 5 demerits + loss of 2 pull-outs 3. Notify Parent + 5 demerits + loss of 3 pull-outs 4. Parent Conference + 5 demerits + loss of 4 pull-outs
Assisting in Cheating	<ol style="list-style-type: none"> 1. Notify Parent + 3 demerits + loss of 1 pull-out 2. Notify Parent + 3 demerits + loss of 2 pull-outs

	<ol style="list-style-type: none"> 3. Notify Parent + 3 demerits + loss of 3 pull-outs 4. Parent Conference + 5 demerits + loss of 4 pull-outs
Uncooperative, disrespectful behavior, or disobedience	<ol style="list-style-type: none"> 1. Notify Parent 2. Notify Parent 3. Notify Parent + 3 demerits + loss of 2 pull-outs 4. Parent Conference + 5 demerits + loss of 4 pull-outs
Dress Violation (Refer to dress guideline in student handbook) <i>The student cannot return to class until changed into a change of clothing delivered to the school.</i>	<ol style="list-style-type: none"> 1. Notify Parent to bring change of clothes 2. Notify Parent to bring change of clothes 3. Notify Parent to bring change of clothes 4. Parent Conference
Hair Violation	<ol style="list-style-type: none"> 1. Notify Parent 2. Notify Parent 3. Notify Parent + 3 demerits 4. Notify Parent + 5 demerits
Failure to come to class prepared Ex. Not having textbooks, notebook, paper, projects, etc.	<ol style="list-style-type: none"> 1. Notify Parent 2. Notify Parent 3. Parent must bring books, etc. to school
Failure to do homework or bring it to class/Failure to complete classwork (within a 9-week period)	<ol style="list-style-type: none"> 1. Verbal Warning – complete work during pull-out 2. Notify Parent + Verbal Warning – complete work during pull-out 3. Notify Parent + 5 demerits + loss of 1 pull-out – complete work during pull-out 4. Notify Parent + 5 demerits + loss of 2 pull-outs – complete work during pull-out
Continuous/Excessive Talking in class - Includes any form of communication or interruption	<ol style="list-style-type: none"> 1. Verbal Warning 2. 2 demerits + loss of 1 pull-out 3. Notify Parent + 2 demerits + loss of 2 pull-outs 4. Notify Parent + 5 demerits + loss of 3 pull-outs 5. Notify Parent+ 10 demerits + loss of 4 pull-outs
Physical contact between students; Horseplay	<ol style="list-style-type: none"> 1. Verbal Warning + Time Out 2. Verbal Warning + Time Out 3. Notify Parent + Verbal Warning +Time Out 4. Notify Parent + loss of 1 pull-out
Cell phones/Devices – Students must place their cell phone/device in the box provided by the homeroom teacher by 8:00 a.m. Students who come in late must turn in upon arrival to school.	<ol style="list-style-type: none"> 1. Verbal Warning 2. Notify Parent 3. Notify Parent + loss of privilege to bring phone/device to school for 1 Week – Phone sent to office to be picked up by parent 4. Notify Parent + 5 demerits + loss of privilege to bring phone/device to school for 2 weeks – Phone sent to office to be picked up by parent
Possession of weapons, lighters, knives, box cutters, imitation weapons, etc. on campus	<ol style="list-style-type: none"> 1. Notify Parent for Immediate Conference
Intentional Bullying – Continual mistreatment, intentional bullying physically/verbally, written messages in any form as stated in the bullying policy	<ol style="list-style-type: none"> 1. Notify Parent + 5 demerits + loss of 1 pull-out 2. Notify Parent +10 demerits + loss of 2 pull-outs 3. Notify Parent + 15 demerits + Out-of-School Suspension

Social Media Issues – students guilty of posting inappropriate pictures, comments, or insinuations about our school, faculty, etc. or language that is crude, inappropriate, offensive, or insinuates such. Student’s sites which are not in harmony with the principles of conduct or implied in student handbook will be dealt with in a serious manner.	<ol style="list-style-type: none"> 1. Notify Parent + Verbal Warning with instructions to remove 2. Notify Parent + 5 demerits 3. Notify Parent + 10 demerits 4. Notify Parent + 10 demerits
Failure to Follow Directions/Off-Task Behavior	<ol style="list-style-type: none"> 1. Verbal Warning 2. Verbal Warning 3. Notify Parent 4. Notify Parent + 2 demerits + loss of 1 pull-out 5. Notify Parent + 5 demerits + loss of 2 pull-outs
Misbehavior in Chapel	<ol style="list-style-type: none"> 1. Verbal Warning 2. Verbal Warning 3. Notify Parent + 2 demerits + loss of 1 pull-out 3. Notify Parent + 5 demerits + loss of 2 pull-outs 4. Notify Parent + 5 demerits + loss of 3 pull-outs
Disrupting Others	<ol style="list-style-type: none"> 1. Verbal Warning 2. Verbal Warning 3. Notify Parent + 2 demerits + loss of 1 pull-out 4. Notify Parent + 2 demerits + loss of 2 pull-outs 5. Notify Parent + 5 demerits + loss of 3 pull-outs

Parents will be contacted to schedule a required conference with the elementary principal when a student accumulates 25 demerits. At the accumulation of 40 demerits a conference with the school administrator will be required to determine the student’s future privilege to attend FCA.

Middle School/High School (6th-12th) Discipline

It is FCA’s desire and goal to have a discipline system that is fair, consistent, seasoned with love, yet is firm enough for students to recognize the severity of an offense and not repeat it.

Parents and students should refer to this handbook to gain an understanding of the school’s philosophy of discipline. It is the school’s desire to have a discipline system that is fair, consistent, seasoned with love, yet is firm enough for students to recognize the severity of an offense and not repeat it. As parents, you must commit to supporting the school’s position and help FCA uphold the said rules and regulations. Your support is the key to success with your children. As a student, it should be your desire to be upright, of character, hardworking, honest, and committed to upholding the rules and standards. You, as a student, are required to read the rules and agree to uphold them. If you, the student, fail in any area, it is your responsibility to face the consequences and serve the punishment.

Parents are asked to take an active part in the discipline system by doing the following:

1. Read the Letter of Detention Notice received by email, or the paper copy sent home with the student.

2. Address the infraction with your child; and, most importantly, share the biblical perspective of discipline and authority. This is to help you as the parent to reinforce the importance of obeying rules and help them to gain a biblical understanding of why it is wrong to commit various infractions. This is a teachable moment that hopefully will bring lasting results.
3. Acknowledge you are aware of the notice and date/time to be served by responding to your email.
4. Parents should refer to the student's discipline record and stay informed of the number of demerits accumulated. This record can be found by logging into [FACTS \(RenWeb\)](#).

Detention Rules

1. Detention is to be served during the next available detention hour. Students are not allowed to miss detention to participate in a scheduled extracurricular event. The only exception to this is if it conflicts with tournaments, fine arts competitions, or advanced scheduled doctor's appointments. In such cases, the student will serve the detention on the next possible day. Students must inform the teacher in charge of detention if there is a conflict by first period the day the detention is to be served. The high school administrator must approve any exceptions to this policy.
2. Detention notices are emailed to the parent and visible in the family portal on [FACTS \(RenWeb\)](#).
3. Detention is served in Room 507 from 3:15-4:00 on Tuesdays and Thursdays.
4. During detention, students may not talk or use electronics.
5. Students may also be assigned work/clean-up duties on campus.
6. Students should not cause any form of disturbance or distraction during detention or while leaving. Such actions will result in another detention.
7. Failure to serve assigned detention when scheduled will result in an additional detention or In-School Suspension.

Other Rules & Information

Major violations will result in detention on the very first offense committed.

If a student accumulates 10 demerits, an automated disciplinary notice will be sent by email to inform parents that the student has 10 or more demerits. This notice is to help parents be aware of their child's status. Parents can view this information online as well. Students who receive more than 15 demerits per semester will have a record of this fact in their permanent file.

When students accumulate 25 demerits, they are placed on a 2-week probation period. If they are an athlete, they may participate in tryouts for a team, but may not actively participate in practice or games until they have served a two-week probationary period set forth by the administrator and athletic director. This same probation period takes place once again if a student accumulates 30, 35, 40 demerits, etc. The student cannot participate in extracurricular activities or hold a class office. All group competitions in SACS or Fine Arts categories will not be considered a part of this extracurricular activity.

A student that reaches 40+ demerits will be placed on probation and will receive a one-day OSS which carries an academic penalty for work missed. They will forfeit any class or student body leadership position to include Mr./Miss FCA for the remainder of the year. They will be required to sign and agree to a Personal Commitment Contract. Violation of this contract will disqualify the student from attending the school. Administration will enact administrative discretion when a student accumulates 50 or more demerits. A high number of demerits is an indication of an uncooperative spirit and disrespect for the rules and regulations set by FCA.

OSS: Out-of-School Suspension

Any student who is suspended will receive zeros on all in-class assignments, quizzes, and/or homework grades for the days missed while suspended. However, the student will be allowed to make up all tests (without penalty) issued while out of school. The time allotted to make up the test will be based upon how many days he/she was suspended. In other words, if he/she missed one day, then they will have one day after their return to make it up. If they missed two days, they would have two days to make it up etc. Athletes who are suspended are not eligible to practice or play the day of the suspension. Students are not allowed to be on campus for any reason without permission of the administration and may not attend any student function during the suspension period.

Middle School/High School Discipline Guidelines (Revised August 2024)

Level 1 (1 demerit)	Level 2 (5 demerits)	Level 3 (10 demerits)
Dress Code Tardy to Class Lack of Class Materials Littering/Leaving a Mess Chewing Gum Talking without permission Homework offense Parking offense	Class Disruption Failure to follow Instructions Mistreatment of Student Unauthorized use of Electronics Horseplay Indecent Language Failure to sign out of school office Physical Contact	Cheating (or assisting) Lying/Forgery Stealing Direct Disobedience Disrespect Profanity/God's Name in Vain Reckless Driving Harassment

The following penalties will require further explanation to the Middle School/High School Administrator and/or Head of School and handled accordingly.

Defacement of Property	- 10 Demerits to expulsion (pay for repair)
Bullying	- 15 Demerits to expulsion
Social Media Issues (immoral or inappropriate content)	- 15 Demerits to expulsion
Attendance at a worldly concert	- 20 Demerits
Use or possession of tobacco or vape	- 20 Demerits
Plagiarism	- 20 Demerits (zero on the assignment)
Fighting	- 30 demerits to possible expulsion
Pornography	- 30 demerits to possible expulsion
Lighters, knives/blades, or other weapons on campus	- 30 demerits to possible expulsion
Indecent Exposure	- 40 demerits to possible expulsion
Alcohol (use or possession)	- Expulsion
Criminal activity	- Expulsion
Firearms on campus	- Expulsion
Illegal use or possession of drugs/prescription drugs	- Expulsion
Immorality	- Expulsion

Disciplinary Steps:

Accumulation of Demerits

5 Demerits - Detention

10 Demerits- Detention

15 Demerits- Detention

20 Demerits - Detention

25 Demerits- Detention

30 Demerits - 1 Day Suspension

35 Demerits- Detention

40 Demerits - 2 Day Suspension

45 Demerits- Detention

50 Demerits - 3 Day Suspension

55 Demerits - Expulsion/Asked to Withdraw

****Upon accumulation of 50 demerits, the student and their parents must meet with administration to discuss continued enrollment.**

Demerits cannot be worked off. They remain on a student's record for the current school year, but do not carry over to the following school year.

Every possible offense cannot be anticipated; therefore, the administration will decide on any matters not listed. If the administration deems that demerits are not changing a student's behavior, other means may be used in lieu of demerits.

Notification of Parent or Guardian

Notification takes place by email through the SIS (FACTS/RenWeb).

Review of Students (6th-12th)

Throughout the year, the faculty and administration reviews students in grades six through twelve. Parents will be notified of any student whose attitude is not in keeping with the spirit of the school. If the attitude/behavior problems are not corrected, the student's future enrollment at FCA will be at the administration's discretion.

Bullying Policy

Faith Christian Academy exists to assist parents in raising their children in a Christian environment, encouraging them to maintain proper relationships with authorities and peers. Parents expect their students to be in a safe environment where students are encouraged to be respectful and to see relationships as an extension of their relationship with Christ. At FCA, we will not tolerate behavior that infringes on the safety or health (physical or mental) of others.

Boy-Girl Relationships

FCA believes that wholesome and discreet relationships between boys and girls should be practiced. FCA students are asked to maintain a high standard of conduct and behavior whether at home, school, or elsewhere.

The following guidelines should be observed:

1. A student may not date another student who is more than two (2) grades above or below him without written

permission from the parents of both students. This does not apply to students who have repeated a grade and are older than their classmates.

2. Holding hands, tickling, hugging, embracing, kissing, or similar forms of physical contact will not be permitted while at school or at school-related activities. Parents are asked to help encourage their child about this issue.
3. No form of touching is allowed at school or at school-related activities. No couple is allowed to be in an automobile together on school grounds. Couples should always be in an open and observable location.
4. These rules apply to non-FCA students who are on campus for any period of time.

Sexting Policy

In keeping with the school's responsibility to provide a safe environment for all students, the administration has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or another digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, posing, or even viewing pictures, text messages, or emails that contain a sexual message or image to be a violation. The infraction will result in school discipline, up to and including possible expulsion and the notification of local law-enforcement. Students are required to immediately report any such activities to a teacher or school administrator.

Dress Guidelines for Students

For extracurricular activities, there may be occasions when normal school attire is altered. This decision will be made prior to the activity. Students are not to change into nonconforming dress on school grounds. Those that violate this policy will be asked to contact their parents to bring proper clothing.

Boys and girls alike are asked to always dress in a neat manner, avoiding dress and casual wear that portrays a sloppy demeanor. The underlying principle is this: "Christ should be seen in all I do, even in my dress and appearance."

General Dress Guidelines

1. Dress and appearance of all students should be neat, clean, and appropriate.
2. Clothing must not be disruptive to the teaching-learning process.
3. No shredded or torn clothing is permitted.
4. Tattoos and body piercings are prohibited.
5. Athletic/Casual t-shirts are not permitted.
6. Clothing with rock music or other worldly themes is not permitted.
7. Only FCA hoodies are allowable at school.
8. No more than two wristbands per arm may be worn.

All students must abide by these standards at all school-related activities. Certain standards may be relaxed at the discretion of the administration for extracurricular activities. If so, announcements will be made to that effect. Students found in violation of these standards that result in an immodest situation will be sent to the office until the infraction is corrected. Class privileges and school activities will be revoked until students conform to these standards. **Please refer to the discipline section of the handbook for specifics pertaining to dress code violations.**

Girl's Dress Guidelines

1. All girls must wear dresses or skirts to the top of the knee in length and must maintain this standard throughout the year. Any slits on skirts/dresses must not exceed the top of the knee. No sundresses, non-uniform style pants, capris, or gauchos are allowed.
2. **Kindergarten through second grade girls** may wear uniform or Docker style shorts or skorts (khaki, black, dark gray, or navy). Shorts/skorts must be top of knee in length. They should be loose fitting, not tight.
3. No strapless, halter, or spaghetti strap-style attire is permitted. All dresses, shirts, skirts, etc. should always be modest, loose-fitting, and never tight. If undergarment lines are visible through the clothing, it is considered too tight. K5-5th Grade girls may wear shorts under their dresses for modesty purposes.
4. Low-cut blouses and dresses (front and/or back) are not permitted. No cleavage should be visible. Blouses and tops must be long enough to cover the midriff when sitting, standing, and bending over. Sleeveless dresses or tops must adequately cover the shoulders. These garments may not be cut in on the front or back of the shoulders or expose undergarments. No see-through blouses are permitted, nor is spandex or similar fabrics. Sweatshirts may not be worn except with a turtleneck or collared shirt.
5. Uniforms worn for P.E., sports practices, and other school activities must be purchased from the school. Shorts must be top of knee in length. Athletic shirts for recess must be ash gray (dark gray) or darker in color. Athletic pants may be worn for these activities but must be purchased from the school. All athletic pants must adhere to the dress code.
6. Makeup should be worn in good taste. Jewelry should always be moderate in amount. Limit earrings to two per ear.
7. Appropriate shoes must be worn at all times. No flip-flops, open-toed, or high-heel shoes are permitted on K5-5th grade students for safety reasons. **Crocs are permissible for K5-5th grade, but not for 6th-12th.** Girls in grades 6-12 may wear appropriate open-toed shoes.
8. Footless tights and leggings are permitted to be worn under knee length dresses/skirts but must fit snugly like tights.
9. All girls may wear solid color (khaki, black, gray, or navy), loose fitting, school uniform style pants. No denim material or skinny styles are allowed. Pants may be purchased from places such as Land's End, FrenchToast.com, or Amazon.com; however, school uniform style pants may be purchased from any vendor. Pants must be traditional school uniform cut that are clean, full in length, fit properly, and are in good condition. Pants that have holes, zipper pockets, cargo style pockets, or are tattered, torn, tight, form fitting, embroidered, or have any kind of print are not acceptable. Hems should not cover shoes or be frayed. The pants may not be "low rise" in nature. They should be worn at the natural waistline. They should be loose fitting, not tight. The pants may not be made of any stretch material (Lycra, spandex, etc.). ***The rule is that one should be able to pinch 1 inch of loose material on all sides of the pants;*** clingy styles are not permitted. If you purchase pants too small, your child will not be allowed to wear them to any school activity. Girls are not required to wear a belt with properly fitting pants. Shirts do not need to be tucked into pants. *If you have any questions, please do not remove the tag until you have received approval from the school office.* ***Pants are not allowed to be worn on chapel days for girls in grades 6-12.***
10. Chapel attire for girls in grades 6-12 is a dress or a skirt and blouse. ***Denim skirts, denim dresses, and school-approved pants cannot be worn on chapel days for girls in grades 6-12.***

Boy's Dress Guidelines

1. Shirts with collars are required. Only the top button may be unbuttoned on polo and dress shirts. No sleeveless shirts are permitted. Collared shirts or turtlenecks must be worn under sweaters, vests, and sweatshirts.
2. All shirts must be worn tucked into slacks. Pants must be pulled up neatly. Sagging pants will not be tolerated.

3. **Kindergarten through second-grade boys** may wear uniform or Docker style shorts (khaki, black, dark gray, or navy). If shorts have belt loops, a belt must be worn. Shorts must be at the top of knee in length. They should be loose fitting, not tight.
4. Sweatpants, athletic pants, or wind suits are not permitted on boys during the school day.
5. Pants must be neat, modest fitting (no skinny styles), and if they have belt loops, a belt must be worn. Pants are to be uniform style, Docker style, or denim pants. Denim pants must be neat, not frayed or faded, and a traditional cut.
6. Chapel attire for boys in grades 6-12 is a dress shirt, Docker style or dress pants, and a tie. ***Denim pants, hoodies, and tennis shoes cannot be worn on chapel days for boys in grades 6-12.***
7. Shoes and socks are required, no sandals. **Crocs are** permissible for K5-5th grade, but not for 6th-12th.
8. Boy's hair should be neatly trimmed and tapered above the ears and at the back of the neck. This means that hair should not be:
 - a. On the ears or collar
 - b. Excessively bushy
 - c. Turned up on the ends due to length
 - d. Within two finger-widths of the eyebrows
 - e. A bowl cut or mohawk
 - f. Shaved above one's natural hairline
9. No lines, shapes, or designs are to be cut into any portion of hair.
10. Boys may not have any facial hair. Their face must be always clean shaven – sideburns past the lowest point of the opening of the ear.
11. Uniforms worn for P.E., sports practices, and other school activities must be purchased from the school.
12. Boy's jewelry should be limited to watches, rings, **and bracelets**. No chains may be worn.
13. Shirts with ruffles or lace are not permitted on any male student.

Dress at FCA Activities and Ballgames

For ball games and any other “casual” school activity, the dress code must be followed. This includes type of attire, length, tightness, etc. Students will be permitted to wear FCA t-shirts and spirit wear to games. At other events with a more formal setting (recitals, PTF meetings, etc.) our school dress code will be enforced. All students should abide by these standards at all school-related activities. Certain standards may be relaxed at the discretion of the administration for extracurricular activities. If so, announcements will be made to that effect.

Additional Information for Students

Pledges

A demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is the freedom afforded to every citizen of our country and an opportunity provided to every student of FCA. Students regularly recite the words of the pledges given below. This is a continual reminder of the honor and privilege one has both as an American citizen and a Christian.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

Lockers

FCA provides metal lockers for upper elementary, middle school, and high school students. It will be the responsibility of the student to keep his locker clean and orderly at all times. **No** writing, stickers, or pictures will be permitted on the outside of lockers. Any pictures or attachments placed on the inside the lockers should be non-permanent and approved by the teacher. Lockers are subject to periodic unannounced inspections. Middle school and High school students are issued locks. Students should not share their locker combinations with other students, and no student is to open or get things out of another student's locker without permission.

Cell Phone/Smart Watch Use Policy

Students are not to use a cell phone in the school building unless a teacher, office personnel, or a member of the administration has given them permission. Any use of a cell phone in the school during school hours will result in disciplinary action.

Failure to put away a phone (8:00 a.m.) will result in a detention issued on the first and following offenses. The cell phone will be confiscated for unauthorized usage. Students who need to make a call to their parents during the school day may get permission from their teacher, who will get the phone for them and then receive it back once the call is completed. "Forgetting" to turn off the cell phone is not an excuse.

Smart watches/Apple watches must be turned in on test/quiz days. Use of a cell phone/smart watch during a test for any reason (e.g., text messaging, photos, etc.) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

Taking photos with cell phones or the viewing of photos on a student's cell phone is not permitted during the school day. Particularly, no cell phone photographs are permitted to be taken in the restrooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense.

Lost and Found

Please see that your child's lunch box, garments and supplies are properly marked or labeled. This will enable us to assist you in locating lost items. At a minimum, have their initials on their clothing articles.

Students are to care for their personal property, as FCA does not assume responsibility for any items that are lost or stolen. Students are cautioned not to bring valuable items or large amounts of money to school.

If a student has misplaced personal property, he should check the lost and found and the school office. Lost and found is in the back foyer of the elementary building and the gym. Any item not claimed in a reasonable amount of time will be donated to charity.

Policy on Websites/Social Media

In this age of technology that provides information at our fingertips, it is apparent that Christian homes and

Christian schools need to take serious precautions to guard our students from the dangers that lurk on the Internet. Our school is committed to partnering with parents to help our children stay safe from inappropriate sites, material, or information that will bring harm to them physically, mentally, and most importantly, spiritually.

Any student who attends Faith Christian Academy is prohibited from viewing, copying, surfing, or downloading material, which includes, but is not limited to, pornography, any form of nudity, profanity, information or pictures about the rock music industry, or any questionable material viewed as inappropriate for a Christian.

Any student who decides to create/operate a personal online website or contributes to a blog must register the website/blog with an administrative staff member (e.g., Facebook, Twitter, Instagram, etc.). The website must be registered immediately upon its creation. Any student who creates a website/blog prior to attending the academy must register the website/blog as soon as he is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student who is found with an unregistered website/blog, or with website/blog material that is deemed inappropriate to the purpose and mission of Faith Christian Academy, will be subject to disciplinary action up to and including immediate dismissal to attend the Academy.

Failure to report and register all sites will result in a student receiving equal punishment to that of lying. If inappropriate material is discovered, further actions will be taken.

Physical Education and PE Uniform

All students in grades 6th-9th will participate in P.E. Students in the ninth grade will earn one high school credit provided they successfully complete the P.E. and health requirements.

All students in 6th-9th are required to dress out in the FCA approved P.E. uniform. That uniform should be purchased through the school athletic department. Information will be sent home/emailed to parents at the beginning of each school year. Because students are required to be in uniform four days a week, we recommend that boys and girls should purchase at least two uniforms. Students who fail to dress out will receive points deducted off their P.E. grade. Failure to dress out more than three times in a nine-week period will receive a one-hour detention and demerits. The first five minutes of P.E. will consist of physical exercising followed by seasonal sports and other activities. Students who are sick may not miss more than two days of dressing out unless they have a doctor's excuse/notice. The two days missed prior to the doctor's notice must be excused by a note from a parent. Failure to present a note will result in a five-point deduction on each occasion.

Gym Use

1. Only clean gym shoes may be worn on the court. No street shoes or any type of shoes that scuff may be worn on the court.
2. Elementary students through the ninth grade should purchase a pair of gym shoes to be used specifically for indoor play.
3. No student is to be in the gymnasium without permission or adult supervision. Specific times will be announced when the gym may be used.

Textbooks

All textbooks that are purchased for student usage are considered the property of the parent unless rented from the Academy. No textbook should be discarded at the school. All rented books are considered property of the school and must be treated with care. Students that damage textbooks or any other item that belongs to the school will be charged the amount it costs to replace or repair the damaged item.

Toys and Games

It is the policy of the school for children NOT to bring toys to school. Toys and various games both hand-held and board-type can serve as a distraction; and if damaged or lost, they present a financial problem. The exception to this policy would be in two cases:

1. If a teacher schedules a “Show and Tell” for K5 through 4th grade.
2. If a student stays on a regular basis in our aftercare program, he or she may bring hand-held games (battery operated) or board games – provided their name is on the game in permanent ink.

Toys brought in these two cases should be small enough to fit into the student’s book bag. The school is not responsible for broken toys, games, or electronics that are damaged or broken by the student. **Materials, supplies, and clothing promoting worldly themes and celebrities are prohibited.**

Academics

Philosophy of Curriculum

The curriculum at Faith Christian Academy is chosen with much prayer and research. Nothing is to be presented to the students that could undermine their faith. All truth is God’s truth; therefore, every subject taught must have biblical principles at its core. Christian education is an alliance of the Christian home, the Bible-believing local church, and the school. It is the purpose of Faith Christian Academy to assist the home and the church, never to usurp their authority. We must provide a support structure that helps to form and nurture vibrant Christian citizens.

Abeka is the primary curriculum used in K5-3rd grade. The upper elementary through high school Bible classes utilize the curriculum published by Positive Action. Curriculum from BJU Press provides instruction by adding critical thinking skills and is the primary curriculum used in 4th-12th grade.

Faith Christian Academy places a high importance on the academic success of each student. We have a balanced approach to the complete education of the child and have developed a strategic use of curriculum that exposes each student to varied pedagogical perspectives. Technology is incorporated into each classroom, but we take the focus away from the technology itself and place it directly on the learning and teaching it facilitates.

Academic Policies

Students are encouraged to strive to reach their individual best effort in schoolwork. There are many Biblical principles that challenge us to do our best in the classroom. Some of those verses are II Timothy 2:5,15; I Thessalonians 4:11; and Proverbs 9:9, 11:23, 22:6.

Grading Scale

	<u>Grade</u>		<u>Honors/ Dual Credit</u>
A+	98-100	4.00	5.00
A	93-97	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67

C+	77-79	2.33	3.33
C	73-76	2.00	3.00
C-	70-72	1.67	2.67
D+	67-69	1.33	2.33
D	63-66	1.00	2.00
D-	60-62	.67	1.67
F	0-59	0.00	0.00

Honor Roll

Principal's Honor Roll

Students who have earned all As during each grading period, quarter, semester and maintain a 95% or above cumulative average.

"A" Honor Roll

Students who maintain a 90% or above cumulative average for the year.

"B" Honor Roll

Students who maintain an 80% or above cumulative average for the year.

Any quarter or semester grade on the report card below 70% disqualifies a student from any honor roll. Skill/kinesthetic classes (penmanship and keyboarding) are excluded from honor roll requirements. The year-end cut off for honor roll determination is one week before Awards Day.

Exam Exemption Requirements and Guidelines

Any student in **grades 9-12** who maintains an "A" per semester in the school year and has five absences or fewer in any subject may be exempt from the final exam in that subject, providing they have no semester grades lower than a "C" in any other subjects. **Exemptions are determined by current grades one (1) week prior to exam week.**

- Students will be allotted one (1) college visit per semester that will not count against exam exemption; however, this day will still count as an excused absence.**
- Students who are exempt from an exam are not required to attend the review if the review period is during exam week.
- Students will be permitted to leave campus during the review or exam period for a subject from which they are exam exempt if they drive or are transported by a parent. They must return promptly for any other required reviews or exams.
- Students may not leave campus with other students.
- Students who do not drive or do not have transportation with a parent must bring something to do and stay in the classroom while the review/exam is being conducted. We do not have the area or personnel to supervise students who are exempt from an exam.
- Teachers will let students know if they have met the requirements to exempt the exam.

Report Cards

Report cards will be issued every nine weeks. Report cards are issued via the school SIS within a week after the end of each nine-week quarter. Hard copies of report cards sent home with students should be signed and

returned the following day. Grades are available for parents to view at any time through FACTS (RenWeb).

Parents are encouraged to contact teachers several weeks before the end of the grading period in the event there is an unsatisfactory grade in a subject. A conference is usually the best way to discuss a child's progress. Final report cards will be available by June 15 provided the school account is clear.

Homework Policies

Quantifiable research has shown that homework is an integral part of the school program, and each teacher is at liberty to give homework to aid students in the learning process. Our teachers do not give excessive or unnecessary homework.

Please note the following:

1. The homework assignment book is to be used daily by all students in grades 1-5. It is both an assignment book and a communication tool. Parents should ask to see a student's homework assignment notebook daily.
2. No homework is to be given on Wednesdays, school program nights, or P.T.F. nights. **However, there may be an occasional test given on Thursday if announced the previous week.** The test should be properly reviewed on Tuesday and Wednesday if given on Thursday. There are occasions due to bad weather, short weeks, or numerous interruptions where a test or quiz could be given on a Thursday as a makeup date.
3. No homework should be given to students who attend revival meetings at Faith Church or their own church's revival. **A note/email/call must be received from a parent for those attending their own church's revival.** For students who do not attend Faith Church, homework may be assigned when Faith Church is having revivals or conferences.
4. General guidelines for length of homework assignments:
 - o Grade 1-2 30 minutes
 - o Grades 3-4 45 minutes
 - o Grade 5 60 minutes
 - o MS/HS 2 hrs. maximum
5. Students who use their time wisely during the day will experience less homework at home.
6. Students are expected to do all homework assignments neatly, completely, and on time.
7. If an emergency arises preventing the student from doing homework, the parent should write a note stating the situation.
8. If a student has been sick, the school will give him a reasonable amount of time to complete his missed work.

Honor Clubs

Faith Christian Academy has two prestigious honor clubs which recognize outstanding academic performance of high school students.

Silta Penta Chi Honor Club

This club was established at Faith Christian Academy in 1978. To be inducted into this Honor Club is just that—an honor. Members are chosen based upon their spirituality, integrity, leadership, truthfulness, and academics. A student must have an overall cumulative numerical average of **94** or higher based on semester grades of the 9th, 10th, 11th, and 12th grade. Students may be inducted in the spring of their junior year. The student must have been at FCA for at least one semester. Any member whose cumulative average falls below a 94 following a semester will be placed on academic probation. If the grade average does not return to 94 or above during the next semester, he will be dismissed permanently from membership. Silta Penta Chi members will be honored with a bi-color cord at graduation. The Silta Penta Chi members from the junior class (up to four) with the highest GPA will serve as marshals at Senior Commencement.

American Christian Honor Society

The American Christian Honor Society was established in March of 1979. Faith Christian Academy has been a member of the honor society through the American Association of Christian Schools since 2005. Candidates eligible for membership must be in the 10th, 11th, or 12th grades. Induction for this club will take place soon after the first semester following mid-term exams.

Members are chosen based upon their Christian scholarship, leadership, character, and service. Character traits should include attitude, honesty, spiritual growth, consistent Christian testimony, even temperament, respect for authority, integrity, responsibility, courtesy, and cooperation. Candidates must be in the tenth, eleventh, or twelfth grades and have a minimum cumulative average of **90%**. The student must have been at FCA for at least one semester. If a member falls below a 90% cumulative average following a semester, he will be placed on academic probation. If the grade average does not return to 90 or above during the next semester, he will be dismissed permanently from membership. American Christian Honor Society members will be honored with a gold cord at graduation.

Guidelines for Student Awards

Scholastic Award - The scholarship award is given to the student who has the highest numeric average in the entire class for grades 1-8 and the highest GPA in grades 9-12. In the event of a tie in grades 9-12, the numeric average will be considered. High school students must be in the College Preparatory Program to be eligible to receive the scholastic award.

Citizenship Award – This award is given to one student per class and is determined by the faculty. The award is given to the student that displays a superior attitude, friendliness, politeness, and effort in the school atmosphere. The student must exhibit a superior Christian testimony.

Most Improved Award – This award is given to one student per class. The student has shown improvement in the areas of academics, attitude, character, etc.

Valedictorian and Salutatorian – The Valedictorian and Salutatorian honors will be based on GPA. In the event of a tie with GPA, numeric average will be considered. Students must be in the College Prep Program to be eligible for these honors. They must also have been a student at Faith Christian Academy for their entire junior and senior year.

Servanthood Award – All high school students are encouraged to accumulate 12 hours of community service each year of high school. Students that accumulate 100 hours or more will receive the Servanthood Award (Certificate) at the commencement ceremony.

Students participating in extracurricular athletics will be recognized for outstanding achievement or meeting participation requirements at the annual sports award ceremony.

Any student proven guilty of cheating during the school year will be disqualified from receiving any major yearly award.

PSAT/SAT/ACT Testing

During the junior and senior years, students interested in college will be assisted by the senior class sponsor and student advisor in locating and taking the appropriate college entrance exam. Faith Christian Academy does not administer the SAT and ACT tests but will assist the student in locating the nearest test center in the area. Students in the tenth and eleventh grades are required to take the PSAT. Students in the eleventh grade will retake the PSAT to qualify for the National Merit Scholarship. The cost of the test is included in the school fees. The Student Advisor is responsible for administering the PSAT. It is highly recommended that students in eleventh/twelfth

grade on the Future-Ready Core (College Prep) diploma track take the SAT or ACT by March of their senior year and achieve a minimum score of 1400 and 19 respectively. Students should consider taking the test in both their junior and senior years to achieve the highest score possible.

Promotion/Retention (Elementary)

Elementary students will not be promoted if they fail two core subjects (language, math, and reading) or if they fail one core subject and earn a “D” in the other two core subjects. Students who fail one core subject and earn a grade higher than a “D” in at least one of the other core subjects may be promoted, but they should receive some approved tutoring. The tutoring should include a minimum of twelve hours of instructional time per subject.

Promotion/Retention (Middle School / High School)

Students in the sixth, seventh and eighth grades are required to successfully complete and pass their subjects by the following format:

- Major Subjects: Math, English
- Minor Subject: Bible, Science, History

A middle school student will fail for the year when:

1. He has two “Fs” in major subjects.
2. He has one “F” in a major subject and three “Ds.”
3. He has one “F” in a major subject and two “Fs” in minor subjects.

A middle school student is required to attend a summer school program, receive approved tutoring, or take a credit recovery course to makeup the failed subject. If he makes two or more “D’s,” the student should be tutored to strengthen his ability. The school administration reserves the right to require summer school, tutoring, or other means to makeup all academic deficiency. It is FCA’s concern that all students are prepared for the next grade level and that every student is progressing academically. High School students – please refer to Classification Requirements (pg. 45).

Graduation Requirements

(Aligned for all ninth graders entering high school as of 2021-2022 and aligned for possible entrance into the UNC system)

Students in grades 9-12 will choose one of two tracks below in pursuit of the desired diploma.

Future-Ready Core (College Prep Studies)

English	4 credits
Bible	4 credits
Mathematics	4 credits
Social Studies	4 credits
Science (Lab)	3 credits
World Languages	2 credits
Physical Ed/Health	1 credit
Electives	4 credits
Total	26 credits

Future-Ready Occupational (General Studies)

English	4 credits
Bible	4 credits
Mathematics	4 credits
Social Studies	4 credits
Science (Lab)	3 credits
World Languages	1 credit
Physical Ed/Health	1 credit
Electives	3 credits
Total	24 credits

Recommended Courses Schedule for Graduation Requirements

Ninth Grade		Tenth Grade	
English I	1 credit	English II	1 credit
Bible	1 credit	Bible	1 credit
World Geography	1 credit	World History*	1 credit
Physical Science	1 credit	Biology*	1 credit
Algebra I*	1 credit	Geometry	1 credit
Spanish I	1 credit	Spanish II	1 credit
Physical Ed/Health	1 credit	Dual Credit Optional	1 credit
Total	7 credits	Total	6 credits
Eleventh Grade		Twelfth Grade	
English III*	1 credit	English IV*	1 credit
Bible	1 credit	Bible	1 credit
US History*	1 credit	Economics/Civics*	1 credit
Chemistry*	1 credit	Advanced Biology* or Online Course (Elective)	1 credit
Algebra II*	1 credit	Dual Credit/Personal Finance	1 credit
Speech	1 credit	Consumer Math or Pre-Cal*	1 credit
Dual Credit Optional	1 credit		
Total	6 credits	Total	6 credits

- The notation (*) indicates a possible Honors level class. These classes will have at least one major project each semester. To receive an Honors endorsement on the diploma, the student must take 7 of 9 (2024-2026 graduates)/9 of 11 (2027 and future graduates) Honors level classes and maintain a minimum cumulative weighted GPA of 3.76.
- Honors courses and dual credit courses will use a 5-quality point grading scale.
- College Preparatory (Future-Ready Core) students are required to complete Pre-Calculus, as well as two years of World Languages. Students who take Consumer Mathematics will qualify for a General Studies (Future-Ready Occupational) diploma.
- Students must receive a minimum of 85% in the previous course to be eligible for an honors course: Pre-Algebra – Algebra I; Algebra I – Algebra II; Algebra II – Pre-Calculus; Biology and Chemistry – Advanced Biology.
- Exceptions to the prerequisite minimums will be made only after permission has been granted by the student’s parents, the teacher of the course, and the administrator.
- Dual credit courses may be taken through an accredited higher education institution. Students may only take courses that are not offered at Faith Christian Academy.

Students may choose to take the following electives: Choir, Band, Spanish III, Art, or Yearbook. A minimum of five students must enroll in an elective for the elective to be offered. All non-academic electives will receive .5 credits for the year. Academic electives will receive 1 full credit for the entire year.

Community Service

High School students at Faith Christian Academy are encouraged to complete 12 hours of community service for each year they are enrolled. A senior who has completed 100 hours or more while enrolled at FCA will receive the Servanthood Award (Certificate). Students are free and encouraged to choose their own avenue for community

service. Service may be volunteered at after school events, a church, or in the community. Please note that soul winning, door knocking, and choir/orchestra are not eligible community hours. Students may not receive payment or compensation in any form for service hours. Any summer volunteer service will be added to the previous school year.

Dual Credit Courses

Dual credit courses may be taken through an accredited higher education institution approved by the administration. Students can only receive dual credit for courses that are not offered at Faith Christian Academy.

Classification Requirements (High School)

Students in Faith Christian Academy's senior high must attain a minimum number of credits before being promoted to the next grade. The following is a description of the yearly totals that must be earned before a student is promoted.

Sophomores must have passed freshman English and earned no fewer than 5 credits.

Juniors must have passed sophomore English and earned no fewer than 11 credits.

Seniors must have passed junior English and earned no fewer than 17 credits.

Senior high students earn credits by two semesters, $\frac{1}{2}$ credit per semester, to total a full credit for the year. In the event a student fails one semester, the $\frac{1}{2}$ credit must be made up. The principal will work with the student to make up the credit through summer school, tutoring, or correspondence courses.

Dropping and Adding Classes

Students should give careful consideration when selecting a course. Occasionally, a student will find it necessary to add or drop a class. Any student desiring to add/drop must do so within the first three weeks of the first semester. If a student decides later than this time, he must complete the whole semester or receive a failing grade for the course.

Class Projects

Students in the elementary school will be introduced to various projects that will involve learning and craft/artwork. These projects provide an enjoyable learning experience that will prepare children to develop ideas, strengthen their knowledge on certain subjects, and give them a sense of accomplishment when the project is completed.

Projects begin in the fourth grade.

4th Bug Project/NC State Project

5th Science Research Paper

6th History Research Paper

Students in high school will potentially complete three science fair projects, one in Biology, Chemistry, and Advanced Biology.

Senior Year

- Students in their senior year must take a minimum of five credits. It is the intent of the school for our seniors to be present the full school day.
- Students entering the senior year will receive an information letter during the summer prior to the school year outlining various events and their projected cost. The senior year of school can be very costly due to Senior portraits, graduation announcements and supplies, Junior/Senior Banquet, Senior Trip, High School Retreat, and other events such as TriCom (formerly SACS) and sporting events.
- Seniors are required to attend the following events: High School Retreat, Senior Trip, Senior Breakfast, Jr./Sr. Banquet, Baccalaureate (held at Faith Church), and Commencement.
- Seniors that find it necessary to take make-up courses for required credit to graduate must complete such courses no less than 30 days prior to the school graduation date. Students that fail to complete credit recovery before the prescribed deadline will not be issued their diploma at commencement.

Library

While the school does not necessarily endorse the entire content of every book in the school library, the position of FCA is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures. It is also understood that to meet certain academic standards and to provide books of various fields of research and content, the library must, out of necessity, have many books of different types. However, every book purchased for our library is screened to provide good, clean, wholesome reading for our young people.

The following rules for our library are necessary to preserve our present books and to aid the growth of the library:

1. Students may check out two books at a time.
2. The loan period on regular library books is two weeks.
3. While a student owes money to the library, he will not be permitted to check out more books.
4. A damage fee will be charged to any student who damages any book. The price will vary based on the extent of the damage and the cost of the book.
5. The student must pay for any lost library book. The charge will be the replacement cost of the book, plus \$1.00 (lost book processing fee).
6. Individual report cards will be held at the end of the school year if personal library fines have not been paid.

Make-up Work (Excused Absences)

Students will be permitted to make up homework and/or tests if they have an excused absence due to sickness, bereavement, and medical appointments. Family trips, vacations, and other types of appointments need to be cleared and approved in advance, otherwise, they will be considered unexcused. When possible, provide the student with the work that is going to be missed before the announced extended absence.

Scheduled tests should be made up the next day a student returns to school. The same is true with homework. Exceptions can be made with the teacher in the event of prolonged illness or absence. In the event the student fails to make arrangements or fails to show up after the arrangement within two days, a ten-point deduction will be given until five days (total of 50 points). A phone call should be made to parents by at least the end of the second day.

If a student misses a test/exam due to music lessons, drama, speech rehearsal, or other similar reasons, the student must make arrangements personally with the teacher to make up the exam THE VERY SAME DAY. It is not fair to be given an additional night to prepare for a test. Should the student not have a study hall or free time, it is the student's responsibility to arrange a time after school to take the test. Students are not to miss

Choir/Ensemble or Band to make up work. If a student is out of school for a second day and we are unaware of the reason, the teacher should call the parent to check on the student and to discuss how to make up missed work or tests.

NOTE: If a student misses his deadline on make-up work or exams, it is now considered late **and** unexcused. Here is the policy that students will abide by:

Days past the deadline	Penalty (Deducted after the work is graded)
1	10 points
2	20 points
3	30 points
4	40 points
5	50 points

There will be no work made up after the 5th day beyond the deadline. The student will receive a zero after the fifth day beyond the deadline; however, the assignment must still be completed. Teachers **MUST BE SURE** they have properly communicated with the parents well in advance to this action.

For example, a student is out for three days due to sickness. During this time, he misses a quiz in history. He returns to school on Friday. He is allowed 3 days (**excluding** the day he returns) to make up the work. He would have through the next Wednesday to make it up without any penalty. However, if he does not make the quiz up until Thursday (one day over the deadline), actual score on the quiz is 81. Since he is 1 day past the deadline, 10 points would be subtracted, lowering his grade to 71.

Another important policy regarding exams is as follows: even if a student comes in late, he is still required to take whatever tests were given prior to his arrival to school that day before he leaves. **He must** get with the teacher to schedule a time to take it. Example: A test is given 1st period and a student gets to school 3rd period. **He must** take the test that day before he leaves school. It is **his responsibility** to contact the teacher. Let's say he waits and takes it the next day; it would be considered one day late, and 10 points would be subtracted from his actual grade. If he waits 3 days before finally remembering, 30 points would be subtracted. Should a student have no study hall or free time in which to make up exams, quizzes, or other work, it is the **student's responsibility** to see the teacher **before** or **after** school the day the work is **due**. The work can be scheduled to be made up at the discretion and convenience of the teacher.

Athletic, Fine Arts, and TriCom (formerly SACS) Eligibility

Students in grades 6-12 must be academically eligible to participate. The eligibility of athletes (players, managers, statisticians, scorekeepers, etc.) is determined by the nine-week report card. The following standards will be used to determine the level of participation:

1. To be eligible for a game, an athlete must arrive by fourth period on game day. The same is true for coaches. The only exceptions would be previously scheduled doctor's or dentist appointments.
2. If a student makes an "F" in any subject on a report card, he/she will be declared ineligible. Students must maintain a "C" average in core subjects (Math, English, and Science) on each report card or they will be declared ineligible.
3. If an athlete does not meet athletic eligibility requirement, he/she will be academically ineligible for two weeks and the grade will be checked again. If the athlete remains ineligible for two consecutive grade checks, he/she will forfeit his position on the team.
4. Evaluation:

- a. The Athletic Director will evaluate grades after the deadline to enter quarter grades.
 - b. The Athletic Director will email a report of ineligible players to teachers and administration.
 - c. Teachers must respond before report cards are issued.
 - d. After report cards are issued, eligibility is final unless an incomplete is listed for a subject.
5. If one or more incomplete grades are in core courses, athletes may not participate until work is completed. Consideration may be given for incomplete grades due to extended consecutive-day absences.
 6. At the end of a semester, athletic eligibility will always be based on the average from the nine-week grades just completed, not the semester average.
 7. Each athlete begins a new season with full privileges.
 8. With consent of the parents and coaches, an athlete on academic probation is to attend all practice sessions, attend all home games, and sit on the bench with the team dressed in game-day dress. However, an athlete on academic probation may not travel to an away game with the team.
 9. Eligibility will be issued in the morning and will take effect the next school day.
 10. If an athlete becomes ineligible twice in the same season, that student will not be allowed to participate with the team for the remainder of the season, including post-season tournaments.

These academic regulations apply to students who are in academic and fine arts competitions and events. All participation in fine arts is subject to administrative approval. Due to fine arts being classified as an elective, the aforementioned policies only apply to individual regional, state tournaments or national performances. Any exception to this policy is at the discretion of the administration.

K5 General Information

Kindergarten is a wonderful experience at Faith Christian Academy. Our program is designed to give your child a smart start academically, socially, and emotionally with a biblical basis for all they learn and do. FCA uses the Abeka Curriculum, which is used in thousands of Christian Schools around the world. This program enables our teachers to teach our kindergarten students to learn to read through a phonics-based program that is second to none. **All students entering K5 must be 5 years of age by August 31.**

K5 Class Schedule

The K5 program is academic oriented. Each class teaches phonics, reading, writing, math, poetry, and Bible. To accomplish this daily task, children must be on time. Class begins at 8:00 a.m.; therefore, parents are asked to have their child present, unpacked, and ready for class at 7:55 a.m.

More information concerning holidays, morning and aftercare, medication policy, dress and hair codes, and hours of service is available in the school office.

Kindergarten Graduation

At the end of each school year, we have a very special school program. At this program, our K5 children display academic skills, musical talents, and selections they have memorized. At the close of this program, our kindergarten classes will receive their diplomas and year-end awards.

Kindergarten Naptime

Each day following lunch, beginning at 12:30, our students take a one-hour nap. The teacher stays with each class during naptime. During this time the children are expected to lie quietly without talking or getting off their mats. We look to our parents for support in this area in explaining to their child that he must either sleep or lie quietly

until naptime is over.

Field Trips/Special Events

Field trips are taken at various times during the school year to places of educational interest. There is so much a child can learn and benefit from on these trips; therefore, all students are expected to attend. Parents may be asked to serve as chaperones. The school strongly encourages parents to uphold and follow the same standards, dress, and conduct as is required of the students (see dress code and conduct section). These standards must be followed for special days such as: parties, picnics, field day events, or a day at the park.

School dress is required for all field trips unless the administration deems the activity warrants other attire. Our students are a testimony everywhere that they go, especially when they are in a group. Teachers will communicate with parents about field trips no less than two weeks prior to the event. Earlier notice will be given when possible. Field trips vary in cost; but they always include the transportation fee, admission fee, lunch, and activities.

Field Day (3rd-5th Grade)

A field day is held in mid-May for all students in grades 3-5. This is a fun and exciting day of competition for our FCA students. Parents are both invited and encouraged to attend. Parents are asked to follow and uphold the school dress code and standards of conduct.

Reading Programs

One of our major goals here at FCA is to help our students develop excellent reading skills. There is no better method of improving that skill than doing just that – READING. Each year we implement a school-wide reading program for Grades 1-5. Goals are set for each grade level; and, at the end of the school year, elementary students who have been diligent and met their goal will receive a trophy on Awards Day.

Requirements for the Year:

<u>Grade</u>	<u>Books</u>	<u>Bible Chapters</u>
1, 2	50	20
3, 4	30	30
5	20	50

Parents may approve books for the students in grades 1 and 2. Books selected for grades 3-5 must be on the student's grade level and approved by the teacher or librarian. Each child is given a reading log each month to track monthly reading.

Awards Day Assembly

Awards Day is an annual event on the last day of school. Parents and friends are invited to come and enjoy this important occasion. Students in grades 1-11 are recognized for various achievements in academics, leadership, reading awards, honor rolls, citizenship, student improvement, and several other categories.

Students who participate in sports in grades 6-12 are recognized at a special Sports Award Ceremony in mid-May.

Grandparents' Day (Elementary)

FCA realizes the value and importance of grandparents and the relationship to their grandchildren. It is with this in mind that we have Grandparents' Day in the spring.

Grandparents' Day is for the grandparents of students in K5 through the fifth grade to show our love and appreciation for these special people in the lives of our students.

Senior Class Trip

FCA offers seniors a trip in early May to the Wilds Christian Camp. All seniors are required to participate in the trip. If there is a last-minute occurrence that prohibits a student from attending, they will be responsible for any expenses that are incurred by the school, including, but not limited to, tickets and reservations.

Junior/Senior Banquet

The Junior-Senior Banquet is a required event for all FCA juniors and seniors. The junior class is required to help plan, decorate, and attend the Junior/Senior banquet. The purpose of this event is stated in the information sheet that is given to all juniors and seniors in the fall of each year. The information sheet explains all necessary and important information that relates to requirements about the banquet cost, fundraising, schedule, and after-dinner activity. All dresses must be approved twenty-one (21) days prior to the banquet.

On the day of the Junior-Senior Banquet, all juniors and seniors, as well as any underclassmen attending the banquet, will be dismissed after fourth period. Any absence prior to this time will be considered unexcused and the work missed CANNOT be made up. **Students are asked to not schedule any appointments before 12:15 on the day of the banquet.**

Junior/Senior Banquet Guests

All dates and guests must be approved, and they must consent to uphold the same dress and hair standards set forth for all FCA students. Juniors and Seniors must notify the Junior Class Sponsor of the name of their date no later than thirty days (30) prior to the date of the banquet. The date must complete and return a signed Code of Conduct form thirty (30) days prior to the date of the banquet.

Yearbook

Each year our school puts together a yearbook of memories entitled The Shield. We encourage all students to reserve at least one copy in the fall. If you are interested in advertising in our yearbook, you should contact our yearbook advisor about ad prices. The Shield is released each May.

School Closings

School Closing Due to Weather

On days of heavy snowfall or other hazardous weather conditions, an announcement concerning the status of Faith Christian Academy will be made using the SchoolCast System. You will receive a call to notify you of any delays or cancellations. (Please keep the school office notified of current phone numbers-home, work, and cell).

Emergencies

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Emergency Closing and Early Dismissal Procedures

Faith Christian Academy has established proper protocol for any emergency. These protocols are in alignment with the recommended national and state standards. In the event that the school needs to close early, each parent will receive a phone call and email through SchoolCast detailing the event and proper procedures to follow. Students engage in drills throughout the year to gain knowledge of the procedures to follow in the event of an emergency.

Illness, Injuries, Medication and Health Safety

For the wellbeing of all our students, it is our policy that a student remains at home 24 hours without a fever of 100°F, without vomiting, or after the administration of an antibiotic before returning to school. This policy must be adhered to for all functions related to school. The only exception to this will be providing a doctor's note.

Children should remain home or will be sent home when the following occurs:

- Fever over 100°F
- Rash combined with fever over 100°F
- Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness
- Diarrhea (Children will not be admitted until 24 hours after the last bout of diarrhea.)
- Vomiting unless the vomiting is determined to be due to a non-communicable condition, and the child is not in danger of dehydration (Children will not be readmitted until 24 hours after the last vomiting episode.)
- Mouth sores associated with the child's inability to control his saliva, until the child's physician or the local health department states that the child is noninfectious
- Rash with fever or behavior change unless a physician or the local health department has stated the illness to be non-communicable/noninfectious
- Purulent conjunctivitis (pinkeye) until 24 hours after treatment has been started
- Impetigo until 24 hours after treatment has been started
- Strep throat until 24 hours after treatment has been started and until the child has been without fever 24 hours
- Scabies until the morning after the first treatment
- Chicken pox until at least six days after onset of the rash
- Whooping cough until five days of antibiotic treatment has been completed
- Mumps until nine days after the onset of parotid gland swelling
- Measles until four days after disappearance of rash
- Other symptoms that indicate a serious or contagious condition

Whenever possible, parents are to administer medications to their child when he is at home. Only the school office or certified personnel is to administer any medications. Any medication to be taken during the day by a child must be kept in the office. The school office cannot administer medication to a child without a note stating the child may receive it as prescribed. This includes over the counter medicine (e.g., acetaminophen, aspirin, ibuprofen, etc.).

Any medication to be given during the hours your child is in attendance requires a completed FCA medical consent form. These forms are available in the school office. The form needs to be completed and signed by the custodial parent/guardian for medicines taken for 10 days or less. Medications to be given longer than 10 days require a physician to complete and sign the FCA written medication consent form. This policy applies to any over the counter and prescription medication. All medications must be brought to the office in the original container with the child's name marked on it. **NO MEDICATION IS TO BE KEPT WITH THE STUDENT.** No medication will be dispensed after 3:30 PM.

Accident and Injury Reports

Student accident insurance is designed to provide coverage for student injuries and accidents. Coverage is available to all students who may become injured during the normal operating hours of the school, as well as during school supervised after-school activities. This coverage is an accident policy and does not replace a parent's major medical insurance. The plan pays secondary to other insurances, including parent's major medical coverage. It is designed to help pay expenses such as deductibles, co-pays, co-insurance, and other out-of-pocket expenses. Teachers must complete an accident report. The financial office is responsible for completing each claim and finalizing all accident reports.

School Hours

One important trait is promptness. It is important that students learn good character traits such as being on time for school and class. Class begins at 8:00 a.m. each day. K5-5th grade classes are dismissed at 2:50 p.m., and 6th-12th grade classes at 3:05 p.m. There are a few half days indicated on the calendar. These half days have a dismissal time of 11:30 a.m.

Morning Care/Extended Care

FCA offers a morning and afternoon care program for students in kindergarten through twelfth grade. Information concerning cost, hours of service, and locations of service is available in the school office.

Traffic/Driving on Campus

For the safety of each student and the cohesiveness of the dismissal process, the driving pattern must be followed at all times. There is only one-way traffic in some areas on campus from 6:30 a.m. to 8:15 a.m. and from 2:30 p.m. until 3:30 p.m. The speed limit on campus is 10 mph. The speed limit must be observed by every driver, every day, even during ball games and PTF meetings.

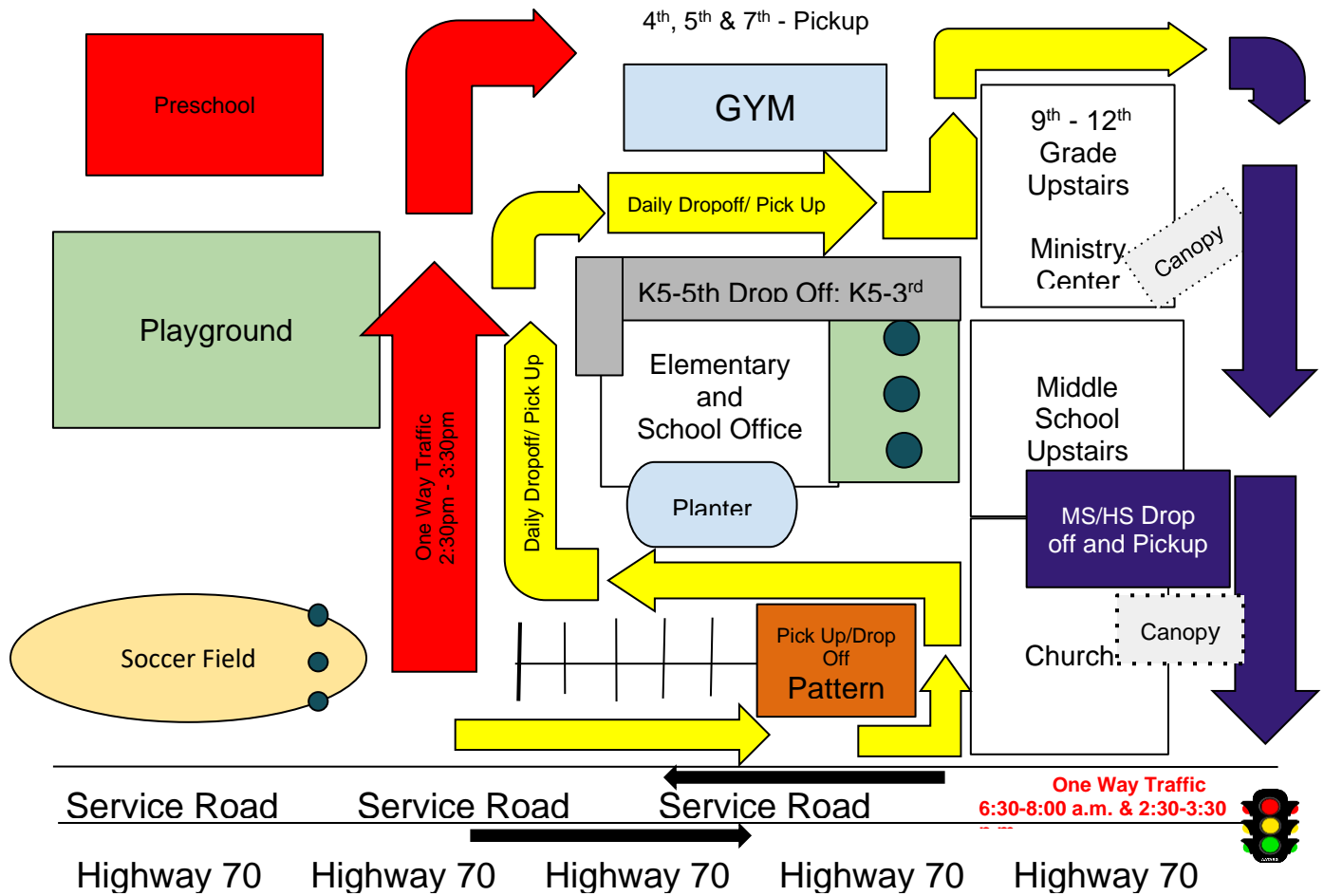
Morning Dropoff

1. Remember to follow the traffic pattern that leads through the parking lot, past the front of the school where the Davenport sign is located, if there is a traffic backup.
2. Follow the traffic between the Davenport Building and the gym to the front of the gym to drop your child off.
3. Preschool parents will use the entrance of the second stop sign at the Davenport entry and follow the usual traffic pattern to the preschool.
4. You will not be able to exit from the front of the building. Please follow the traffic to exit the back of the gym.

Afternoon Pickup

1. Elementary parents please remember to hang name placards from the rearview mirror of your car.

2. Please arrive at the time your oldest child is scheduled to be dismissed. For example, if you have a 1st grader and a 6th grader, please arrive at the pickup time of the 6th grader.
3. To further assist with moving the car line along, during pick up, we are encouraging parents who have only one child enrolled in FCA, and that child is either in 4th, 5th, or 7th grade use the drive beside the ballfield and the gym to pick up your child.
4. Pick Up/Drop Off Pattern:



Student Drivers (High School)

Driver's Education is offered to FCA students through the Wayne County School System. The information regarding classroom sessions will be emailed to parents as we receive it. You may also view this information at www.waynecountyschools.org, the website for Wayne County Public Schools. Select Services tab, Drivers Education Student tab, A+ Driving School tab, to view upcoming classes. Students must be 14 ½ years old to attend class, and they cannot have driving experience until the classes have been successfully completed.

NOTE: Students taking Driver's Ed. during the school year, on Saturdays, or in the summer must uphold the FCA dress code. FCA students are representative of our school twelve months a year. Their appearance is of the utmost importance to us; therefore, we ask our students to dress appropriately for these events.

Student Parking (High School)

Students that drive to school will have designated areas to park their automobiles. Driving an automobile on our school campus is a privilege. If a student abuses that privilege, it will be revoked.

All students must register their automobile tag number, driver's license number, and provide their insurance information to the school office during the first week of school or when they begin to drive to school. If there is a possibility that several automobiles will be driven by a student in the course of a year, then the student will need to register each of them with the school office.

All student drivers and passengers must follow the following guidelines:

1. **THE SPEED LIMIT IS 10 MPH.**
2. All students must observe stop signs, yield signs, and light signals while entering and exiting the campus. We expect FCA students to be courteous and kind to all other drivers and pedestrians. FCA students must guard their testimony in the way they drive on and off this campus.
3. FCA will not tolerate inappropriate driving behavior. Students guilty of speeding, spinning tires, carelessly driving etc. will experience driving suspension for a period.
4. Upon arriving at school, all student drivers and passengers **MUST** leave the parking areas and enter the school building. There is to be no lingering in or around cars in the parking areas at any time before or after school. Generally, students should be leaving campus within three to four minutes once they leave the school building unless they are going to a sports practice.
5. Students should not allow others to drive their vehicles. Only students whose parents have granted permission to the office will be allowed to ride with student drivers.
6. Faith Christian Academy is not responsible for theft or loss incurred in any student's automobile. We encourage all students to keep their doors locked.
7. Once a student arrives at school, he should not leave campus until school dismissal time.
8. Any operator failing to adhere to the vehicle guidelines may be prohibited from operating a vehicle on the school campus.

Lunch Program

Faith Christian Academy offers a hot lunch program daily. Prices and menu are posted on the SIS program. Lunch orders must be placed online prior to 3:00 the day before. Parents may deposit funds into their account to purchase items such as beverages, candy, hot pockets, etc. in the lunchroom. Students may bring their lunch or take advantage of the hot lunch program. FCA does not permit deliveries to students from Door Dash, Grub Hub, Uber Eats, or similar delivery services.

Parents may deliver a forgotten lunch to the school. The lunch should be brought to the school office in time for the office staff to get it to the student before his lunch time. If a student has no lunch when the class arrives at the lunchroom, lunch can be charged. The student may have up to two days to pay for the charged lunch.

. However, students in the 6th-8th grade may sit with another class on Wednesday and high school students may sit with another class on Monday, Wednesday, and Friday. Faculty/Staff may use discretion with these stated privileges when necessary (safety, congestion, discipline, etc.).

Dining Off Campus Policy

FCA offers nutritious and delicious meals daily and endeavors to please students with its meal selection. The student's lunch period is only 30 minutes long which makes eating off campus difficult. Therefore, we do not permit students to eat off campus or leave to buy lunch if they fail to order or bring one to school.

1. If a student does not have lunch, he may purchase any number of items that are always available in our lunchroom, or a family member may bring him lunch before or during his lunch period but not after the

scheduled lunch time.

2. Teachers in grades 6-12 may take their classes off campus for lunch as a group once each semester. Any additional outings must be approved by the administration. This request must be made at least one full week before the planned outing.
3. Parents may schedule a birthday party on campus.

Snacks

Students in grades K5-12 may bring their own snacks for morning breaks that are taken in the classrooms. Students in grades 6-12 may have brief snack time at the beginning of 3rd period class at the teacher's discretion. There is no snack time on chapel days. Suggested snacks would be fruit, nuts, chips, crackers, or any low to no sugar items. Please do not send candy, desserts, or soft drinks.

Parties/Special Activities

All school programs, outings, parties, skits, and any other activity not scheduled on the official school calendar are to be approved by the administration at least one day in advance.

1. Music at activities: Musical selections should be consistent with the standards of our church/school music program. Music may be approved by the administration, church music director, or the school music teacher.
2. Parties are limited to the outdoor pavilion and classrooms with permission. Any parent wanting to bring a student a birthday cake may do so during the regular lunch period.
3. Class parties should be limited to a Christmas party and an end-of-the-year party. Thanksgiving, Valentine and Easter parties are for elementary classes only and must be pre-approved.

Parent-School Relationship

To increase cooperation and the overall effectiveness of FCA's educational efforts, parents are asked to carefully practice the following:

1. If any question arises over a decision made or rumor heard, please call the teacher directly. If you are not adequately satisfied, you may contact the administration. Complaining to your children, criticizing the school, or calling another parent undermines our position and greatly hurts our efforts with your child. We are most effective when we work together.
2. When a problem arises in the classroom, please discuss it with the teacher first. If the problem is not resolved, the department administrator will meet with the teacher and/or parent.
3. Keeping in mind our dress code for the students, please dress appropriately and modestly when coming to the school. Parents are encouraged to abide by the school dress code when participating in any school related event or function.
4. Please, do not use any tobacco products in the buildings, on the property, or at a school event.
5. Please understand that messages received late in the day may not be deliverable. Please call as early as possible.

Because most of the activities of the school take place in buildings that have been dedicated to the Lord's work, we respectfully request that the ladies refrain from wearing immodest attire during any visit (Deut. 22:5, I Cor. 11:14-15). It is permissible for ladies to pick their children up from school in modest slacks or shorts. To be consistent, we ask that all ladies wear shorts, skirts, dresses, or pants that meet school dress code policy to activities of the academy (including field trips, other outings, ball games, and all extracurricular activities).

Since fads and clothing styles change continually, the administration reserves the right to address the

appropriateness of each style change as it arises. Should you have any questions or be in doubt about a garment, please feel free to contact the school office.

FCA desires to maintain a high standard that is biblically based and inoffensive to the Lord's work.

Statement of Cooperation

Parents that enroll their child or children into Faith Christian Academy must sign and agree to uphold the Statement of Cooperation that is on the application for enrollment. In addition to that statement, the following policies are expected to be upheld:

1. As a parent, I promise that I will pay my school bills on time. If all my delinquent accounts have not been paid and brought up to date after a total of 30 days has elapsed, I understand that the school can do the following:
 - Withhold a child from going to class
 - Withhold a report card
 - Withhold cumulative records until the account has been satisfied
2. Since the fees do not cover the actual cost of educating our child(ren), I recognize that our support is needed in prayer, service, gifts, and fundraising.
3. In full cooperation with the school, I will attend the Orientation and Parent-Teacher Fellowship Meetings.
4. I sincerely pledge my loyalty to the aims and ideals of the school in spiritual teachings as well as academic training. I promise not to make detrimental remarks about Faith Free Will Baptist Church or Faith Christian Academy and will bring all questions and criticisms directly to the administration so that they may be properly considered by those in authority.
5. The teacher and administration are hereby given full discretion in the discipline of my child(ren). This includes issuing demerits and detentions, suspension, and expelling from the school program in accordance with the merit and demerit systems.
6. The school reserves the right to dismiss any student who does not cooperate with the educational process, or whose behavior is out of harmony with the school's philosophy. The administration will determine if a student's actions, attitude, or behavior merit expulsion.
7. It is my understanding that the school policy states that there will be no refunds on registration fees.

We give permission for our child(ren) to take part in any and all school activities, class field trips, including sports and school-sponsored trips and activities, and absolve the school from liability to us or our child because of any injury to us or our child at school or during any school activities which are not the result of gross negligence, intentional negligence, or willful or wanton conduct by the Ministry, or agents, representatives, or employees.

Dispute and Resolution Procedures

Believing that lawsuits between believers are prohibited by Scripture, all employees, subcontractors, students, parents of students, and guardians of students of this school agree to submit to mediation; and if mediation is unsuccessful, binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights, whether in law or equity, to bring any civil disagreement before a court of law, except that judgment upon the award rendered by in binding arbitration may be entered in any court having jurisdiction thereof.

All employees, subcontractors, students, parents of students, and guardians of students at this school agree to use the following process in resolving any dispute with the Academy, Church, or an agent of the Academy or Church:

1. The first step an individual with a grievance must take is to approach the person and tell him his grievance

and seek to work out the dispute between the two parties alone.

2. Should the parties fail to reach agreement, the individual with a grievance must approach the person with a witness and seek to work out the dispute between the two parties with the witness present.
3. Should the parties fail to reach agreement after following the steps in subsections (1) and (2), the individual must submit the dispute to mediation.
4. Should the parties fail to reach an agreement after following the steps in subsections (1), (2), and (3), the individual must submit the dispute to binding resolution. Binding Resolution is the final step, and any decision by the arbitrator(s) is binding on all parties.

Guidelines for On-Campus Visitors

Parents and other visitors are always welcome on our campus, but for the security and safety of our students, we do not allow visitors in the classroom or lunchroom. Exceptions are made for seasonal class parties in the elementary grades. Those requesting to visit our school must meet the following criteria:

1. All visitors must report to the school office immediately upon arrival at school before entering any other part of the campus.
2. Visitors will be given a special “Visitor’s Badge” to wear for the duration of their visit. This badge should be visible at all times.
3. A visitor should be willing to meet the appearance standard according to the student handbook.
4. A visitor should have permission at least one day in advance from the administration.
5. Visitors are asked to be as quiet as possible in the classrooms, hallways, etc.

Parent-Teacher Conferences

An open line of communication between parent and teacher is essential for the success of the student. Teachers communicate with the home on a regular basis. Throughout the course of the school year, a meeting between the parents and teacher is needed. The teacher will schedule an annual meeting with the parents to discuss the spiritual, academic, and social development of the student. Parents are encouraged to contact the teacher directly at any time in the school year if any additional meeting is needed.

Faculty utilize several forms of communication with parents: email, phone call, text, DOJO, and parent-teacher conferences. The purpose of these contacts is to address concerns, offer support and suggestions to help the student perform at their best, and gain a knowledge of issues that may have an impact on the student’s classroom experience. RenWeb is the information program that allows parents and students to keep abreast of grades, assignments, behavior, school activities and emails from the school and individual teachers. The school sets aside a week in January, immediately following the posting of first semester report cards, for parent-teacher conferences. These may be held in person or via phone call. The purpose of these conferences is to discuss the student’s academic performance and overall classroom participation for the first half of the year. If a high school student has failed the first semester of a course, the options for recovery of the credit will be discussed at this time. In addition, the parent of any student (regardless of the grade level) receiving a grade of 72 or below in a course will need to have an in-person conference with the teacher.

PTF

FCA presents various programs presented by students and Parent–Teacher Fellowship (PTF) meetings during the school year. Such programs include the school Christmas Program and the Spring PTF which features High School Fine Art performances and a Science Fair. There may be other school programs at given times in the year. All students and parents are requested to attend the PTF meetings. These meetings normally begin at 7:00 p.m.

PTA

We know that family is the single most influential factor in the life of a child and that parents lay the foundation for the character education we incorporate into our curriculum. The openness and sharing between Faith Christian Academy and its families help to build on that foundation and the continued growth in a child's spiritual, academic, and character development. Given the importance of our families, we at Faith Christian Academy value our parents and are pleased with the role parents play in our rich and caring community.

The PTA of Faith Christian Academy works cooperatively in the interest of students and the school. It seeks to promote the interest and involvement of parents, provide helpful, interesting, and informative meetings, and raise supplemental funds through approved fundraisers for school purchases. PTA meetings, activities, and events are scheduled throughout the school year. Your active support of this organization is optional but needed and appreciated.

Extracurricular Organizations and Opportunities

Faith Christian Academy has always had great success in its extracurricular programs. We offer many programs that allow students to further develop their talents and abilities. FCA offers a variety of musical training opportunities through the fifth grade with a weekly music class that introduces both music theory and music appreciation. Simple instruments are introduced in these enjoyable classes.

Teen Evangelism

Every Wednesday after school, students in the 6th-12th grade are given an opportunity to collectively share the Gospel through word and deed by participating in teen evangelism. Students are taught and shown how to share their faith with others. They also will have outreach opportunities, such as Boys' and Girls' Club, to cultivate a desire to serve others. The Student Pastor of Faith Church is responsible for this element of our school.

Private Music Lessons

Students in the 3rd-12th grade are allowed to participate in private music lessons. Students can choose to take piano, voice, instrumental, strings, and/or band. Private lessons meet once a week to develop a varied level of musicianship. Contact the school office for information about availability and cost. Parents are asked to sign their child up for private lessons.

Band instrument instruction is available two days a week through our band instructor. Our teachers can instruct almost any band or string instrument. Both rental and purchase plans are available.

FCA also has choirs, ensembles, and special groups at elementary, middle school, and high school levels.

Elementary Fine Arts

Each spring, our school participates in the Elementary Fine Arts Competition sponsored by the NCCSA. Students can compete in various categories of music, platform, art, and Bible. The purpose of this competition is to showcase the abilities and skills of elementary students in the state and to give them a competitive platform.

Fine Arts

Middle school and high school students participate in the NCCSA Fine Arts Competition in the spring. Categories in this competition are similar to the Elementary Fine Arts Competition. However, any student who places first in the state level will be chosen to represent the state of North Carolina in the AACS National Competition held at

Bob Jones University.

TriCom (Formerly SACS)

The high school students of FCA have participated in TriCom (Formerly SACS - Southeastern Association of Church Schools). Competition for three decades. Christian schools from the three states of South Carolina, North Carolina, and Virginia participate in this competition. Students may enter various events in the categories of music, academics, art/crafts, platform, and athletics. The purpose of this competition is to allow our students to develop and hone skills that they will be able to use in the ministry and higher education.

Athletics

Faith Christian Academy utilizes the sports program as a tool that can further develop the students physically, socially, and spiritually. Our philosophy is that every athletic program at our school is exalting, excellent, edifying, and enjoyable. We have excellent facilities and qualified coaches. Students may try out for the team before the season begins. All current students are eligible to try out and must maintain academic eligibility to remain on the team. Athletes and the parents of athletes must follow the guidelines established in the Athletic Handbook.

Fall Season

BOYS

Varsity Soccer (7-12)
Cross Country (6-12)

GIRLS

Middle School Volleyball (6-8)
Junior Varsity Volleyball (7-10)
Varsity Volleyball (9-12)
Cross Country (6-12)

Winter Season

BOYS

Junior Varsity Basketball (7-10)
Varsity Basketball (9-12)

GIRLS

Middle School Basketball (7-10)
Varsity Basketball (9-12)
Junior Varsity Cheerleading (7-10)
Varsity Cheerleading (9-12)

Spring Sports

BOYS

Middle School Baseball (6-8)
Varsity Baseball (9-12)

GIRLS

Varsity Softball (7-12)

Student Council and Class President

At the beginning of each school year, every class in the 6th-12th grade will select one student to be the class president. The class representatives will work with the Student Council to help plan ideas that increase school productivity and school spirit. Student Council will meet with the Administrator bi-weekly to share ideas and receive guidance. Student Council is voted on by the student body the previous year and will serve in the following roles: President, Vice President, Secretary/Treasurer, Chaplain, and Sergeant at Arms. A Student Council member

cannot also be a class president.

Class Community Outreach (6-12)

- Each homeroom teacher is required to select one to two community outreach projects for their class (e.g., Habitat for Humanity, volunteer work, Soup Kitchen, volunteer hospital work, Adopt a Highway assistance)
- Classes may combine for the projects.
- The teacher is required, and parents are encouraged to participate in the event.
- The purpose of the community outreach is to cultivate a servant spirit in the student body.
- The Administrator must approve all community outreach projects.
- Students and faculty need to be in school or ball game dress.
- Information and permission slips need to be sent home with the students no less than three weeks in advance.
- If necessary, the project can be completed during school hours.

School-Wide Community Service Projects

Students from FCA participate in various school-wide service projects. All students are encouraged to participate in the annual community outreach project so the school can be involved to help meet needs in our community. The project(s) will be determined by the administration. They may include, but are not limited to, a food drive, Operation Christmas Child, hygiene bags for the Community Soup Kitchen, etc. This is a great opportunity to teach thankfulness for God's goodness to us, and how to be a blessing to others.

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FAITH CHRISTIAN ACADEMY

Parent/Student Handbook

I have read, understand, and agree to abide by every component of the Parent/Student Handbook, including but not limited to, the Mission and Goals, Philosophy of Education, Policies and Procedures, Discipline System, Statement of Cooperation, and the Dispute and Resolution Procedures and agree with it completely. I have read and agree that we and our child(ren) must abide by all the policies, rules, and regulations of the Academy, including those listed in the Parent/Student Handbook, and agree to support the Academy with our conduct, words, and our prayers.

Parent Name (Print)

Parent Signature

Date

I understand this agreement and its content and agree to abide by its terms and all rules which apply to students.

Student Name (Print)

Signature of Student
(6th-12th grade students only)

Date