PARENT/STUDENT HANDBOOK

FAITH CHRISTIAN
ACADEMY

A Foundation of Faith. A Tradition of Excellence.

WELCOME FROM THE HEAD OF SCHOOL

Welcome to Faith Christian Academy! We are excited to partner with your family and are grateful that you have considered our school as a potential home for your child's education. Investing in a Christian education is one of the most valuable choices you can make for your child's future. An education based on God's truth and a biblical worldview lays a strong foundation for genuine success.

At Faith Christian Academy, we provide an environment wherein this can be achieved. As a ministry of Faith Free Will Baptist Church, we are dedicated to collaborating with parents/guardians and families to provide an education that reflects the teachings of Jesus Christ. Our mission is to prepare students to excel academically, grow spiritually, and embrace the unique purpose God has for them.

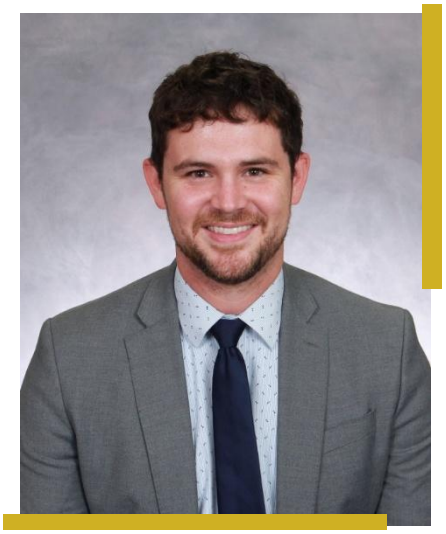
Whether you are a long-time supporter of Christian education or just starting to explore its benefits, we look forward to welcoming you into our community. Please reach out if you have any questions or if we can assist you in any way.

God Bless You and Your Family,

Morgan Moser

Mr. Morgan Moser, Ed.S.

Head of School



Since 1967

Ministering To Families In & Around Wayne County

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Academy Theme Verse

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

-Romans 8:37

Academy Motto

"A Foundation of Faith. A Tradition of Excellence."

Academy Colors

Green, Gold, & White

Mascot

Conquerors

A Ministry of Faith Free Will Baptist Church

1200 W Grantham Street | Goldsboro, NC 27530 | 919.734.8701

CONTACT US

919-734-8701

www.fcagoldsboro.com

info@fcagoldsboro.com

Disclaimer

The Faith Christian Academy (FCA) Parent/Student Handbook intends to provide current information about the academy including, but not limited to, procedures, policies, and principles. FCA strives to ensure the accuracy of the information contained in this handbook at the time of publishing. However, due to unforeseen circumstances or the need to adapt to evolving educational best practices, FCA reserves the right to revise or amend the contents of the Parent/Student Handbook at anytime. Parents/guardians and students are encouraged to regularly check the school website or contact the School Office for any updates or revisions to the information contained within the Parent/Student Handbook.

The Parent/Student Handbook may not explicitly address certain issues. Issues not addressed are resolved based on established biblical principles and common sense. The administration has the authority to make decisions considering the specific circumstances and information available. It is important to note that seemingly similar situations may be handled differently due to unique circumstances that are not always apparent to those not directly involved. FCA strives to treat all families and students fairly in every situation.

Camera Surveillance Policy

FCA utilizes video surveillance systems on campus to ensure the safety and well-being of students, staff, and visitors. Cameras are strategically placed in public areas, such as hallways, common spaces, and grounds, with clear signage indicating the presence of cameras. Cameras are not installed in private areas like restrooms, changing rooms, locker rooms, or where there is a reasonable expectation of privacy. Surveillance footage is used to address disciplinary concerns, investigate incidents, and safeguard school property.

Access to surveillance footage is restricted to authorized personnel, including administrators, the school resource officer, and designated representatives. Viewing of classroom recordings is only permitted in emergency situations, safety concerns, upon teacher request, or upon administrative approval.

Surveillance footage is stored securely to protect confidentiality and comply with applicable laws. Recordings are retained for approximately ten days. Access to recordings for parents/guardians or other individuals is granted only under specific circumstances, such as for disciplinary purposes, with administrative approval, and in compliance with privacy regulations.

FCA's surveillance policy aims to ensure campus safety and protect individual privacy, adhering to applicable laws and regulations.

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OVERVIEW

History

FCA was founded in January 1967 by Rev. Frank Davenport and FFWBC members who sought to provide a Christian education. Rev. Dann Patrick became pastor in 1981, overseeing significant growth and facility expansion. In the summer of 2014, Rev. Christian Powell became the third pastor of FFWBC. 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.

Principals of FCA

Head of School

Lorenzo Stox (1968 - 1976) | Johnny Carter (1977) | Russ Moots (1982 - 1983) | Joe Haas, Jr. (1984 - 1992) | Walter Sloan (1992 - 2013) | Christian Powell, Interim (2013 - 2014) | Micah Conlon (2014 - 2019) | Kally Roberts (2019 - 2021) | Walter Sloan, Interim (2021 - 2024) | Morgan Moser (2024 - Current)

Elementary Administrator

Peggy Scroggs (1978 - 1981) | Peggy Sloan (2021 - 2025) | Kristin Ellis (2025 - Current)

Middle School & High School Administrator

Russ Moots (1982 - 1983) | Morgan Moser (2023 - 2024) | Jennifer Prahl (2024 - Current)

Mission Statement

To provide a Christ-centered education that nurtures the heart, challenges the mind, and equips students to impact the world for Christ.

Statement of Faith

FCA believes the Bible to be the plenary, verbally inspired Word of God, the only infallible, authoritative rule of faith and practice. FCA believes there is one God, eternally existent in three persons—the Father, the Son, and the Holy Spirit. FCA believes 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. FCA believes salvation is by grace through faith and all people are sinners in need of being saved. FCA believes in the present ministry of the Holy Spirit who enables the believer to live a godly life. FCA believes in the spiritual unity of believers in the Lord Jesus Christ.

Articles of Faith

The Bible. The Scriptures of the Old and New Testament were given by inspiration of God; they are the 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 the 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, man fell into a state of sin and condemnation. Man's posterity inherits a fallen nature of such tendencies that all come to a stage 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, and (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, man becomes 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 salvation freely.
Perseverance. True believers in Christ, who through grace persevere in faith to the end of life, have promise of eternal salvation.
Gospel Ordinances. Baptism, 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.
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 mankind on the last day. The saved will come forth to the resurrection of life, and the unsaved unto the resurrection of damnation. The unsaved will enter eternal punishment, and the saved will enter eternal life.

Matthew 23:23, 25:46 | I Corinthians 16:2a

Standards of Conduct

FCA provides 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 testimony of the Christian.
One goal of the academy is to work with parents/guardians to train Christian young men and women to be salt and light in the community. Students and parents/guardians are required to support the school in its distinct mission and in its biblical beliefs. Relying on the teachings of Scripture, the academy believes 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. If the home or student is acting in opposition to the biblical beliefs and lifestyle 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, the following: (1) living in, condoning, or supporting any form of sexual immorality, (2) practicing or promoting a homosexual lifestyle or alternative gender identity, or (3) having the inability to support the moral principles of the school as stated throughout the Parent/Student Handbook.
A sense of the need for spiritual growth in the light of these principles led FCA to adopt certain standards. These standards are conducive to the environment that will best promote the spiritual welfare of the student. The academy, therefore, requires each student throughout the school year and summer break—whether at home, school, or elsewhere: (1) to refrain from swearing, indecent language, the 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, and (2) to maintain Christian standards in courtesy, kindness, morality, and honesty. Bullying, both physical and verbal, will not be tolerated. Students found to be out of harmony with the Standards of Conduct are invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

Romans 1:26-28, 8:29, 13:8-10 | II Corinthians 3:18 | Matthew 22:37-39 | Galatians 5:14 | I Corinthians 6:9-11, 6:19-20, 7:2, 8:9, 8:12-13, 10:32, 14:33, 14:40 | I Thessalonians 5:22 | Leviticus 18:22, 20:13 | Mark 10:6-9 | | I Timothy 1:10-11 | Jude 1:7 | Colossians 3:16

Philosophy of Education

FCA is rooted in the belief the Bible is the ultimate authority for education. God gives parents/guardians the responsibility of educating their children. As a ministry of FFWBC, the academy functions as an extension of the church helping parents/guardians fulfill that responsibility. The desire of FCA is to graduate students who are academically sound, patriotic, socially refined, and biblically knowledgeable.
Every subject is taught with a traditional approach considering biblical truth. The academy's traditional approach to education emphasizes: (1) the teacher is in charge of the classroom, (2) the teacher is responsible for providing a structured

atmosphere of order in which the students learn, (3) the teacher has the authority to administer reasonable discipline to students, (4) homework is assigned regularly and expected to be completed on time, and (5) God's Word is truth; therefore, the curriculum taught is centered on God, teaching spiritual truths and morality.

Deuteronomy 6: 4-9 | Proverbs 19:27, 22:6 | Matthew 28:18-20 | II Timothy 2:20-21, 3:16-17 | I Corinthians 10:31 | Colossians 2:8

Objectives

For the student's spiritual and moral growth FCA seeks to: (1) teach the Bible as God's inspired, authoritative Word, and to teach love and respect for it as the standard for living, (2) teach the basic doctrines of the Bible, (3) lead each student to a saving knowledge of the Lord Jesus Christ, (4) teach biblical character qualities and provide opportunities for students to demonstrate these qualities, (5) teach students how to develop the mind of Christ towards godliness, (6) develop a desire to know, love, and obey the will of God as revealed in the Scriptures, (7) impart an understanding of each Christian's place in the church and the worldwide task of witnessing, evangelism, and disciple making and to stimulate the student's involvement in this task, (8) encourage students to develop self-discipline and responsibility from the perspective of God, (9) help students develop a Christian worldview by integrating life and all studies with the Bible, (10) encourage students in personal, godly routines such as daily devotions and prayer, and (11) teach students to memorize and meditate on the Bible.

For the student's personal and social development FCA aims to: (1) teach students to treat everyone with love and respect realizing that all people are made in the image of God, (2) develop both good and proper attitudes toward marriage and the family; and, develop the knowledge and understanding needed to establish homes that honor God, (3) teach the biblical view God created only two genders and marriage is between one man and one women as they become one flesh, (4) promote physical fitness, good health habits, and wise use of the body as the temple of God, (5) impart biblical attitudes toward the stewardship of material things; and, encourage individual responsibility in using all things for God's glory, and (6) instill in each student a love for country, a respect for America, and a grateful attitude toward those who have served in the military.

For the student's academic development FCA endeavors to: (1) promote high academic standards and help students realize their full academic potential, (2) help students gain a thorough comprehension of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics, (3) teach and encourage the use of good study habits, (4) teach students how to do independent research and reason logically, (5) promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority, (6) discuss current affairs in all fields and relate them to God's plan for man, and (7) cultivate an appreciation for fine arts through the development of musical and artistic abilities to be utilized to bless mankind and build the kingdom of God.

For the student's home, FCA desires to: (1) cooperate closely with the parents/guardians in every phase of the development of the student, especially as it relates to the education process, (2) help parents/guardians understand the purpose and program of the school, (3) aid families in Christian growth and help them develop homes centered on Christ that reflect a biblical philosophy, and (4) help parents/guardians become aware of the changing society, its effect on the home and school, and assist them in understanding the implications.

I Samuel 16:7 | Galatians 5:22-23 | Philippians 2:5 | I Timothy 4:7 | Acts 1:8 | I Corinthians 9:24-27 | II Peter 1:3 | Psalm 119:11 | Romans 12:1-2

Church Attendance

Ecclesiastes 4:12 says, "A threefold cord is not quickly broken." The biblical foundation of the home, church, and school provides students with the needed resources to be brought to a saving knowledge of Christ, to develop in Christlikeness, and to glorify the Savior. For this reason, church attendance as a family is a vital part of the education of a student. With faithful cooperation from parents/guardians concerning church attendance, it is more likely a student of FCA will thrive.

Dispute & Resolution

Believing that lawsuits between Christians are prohibited by Scripture, all employees, subcontractors, students, and parents/guardians of students of FCA agree to submit to mediation; and, if mediation is unsuccessful, binding arbitration any matters which cannot otherwise be resolved, and expressly waiving 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, and parents/guardians of students at FCA to use the following process in resolving any dispute: (1) the individual with the grievance must approach the person to inform of the grievance and seek to work out the dispute between the two parties alone, (2) the individual with the

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 steps one and two, the individual with the grievance must submit the dispute to mediation, and (4) should the parties fail to reach an agreement after following steps one, two, and three, the individual with the grievance 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.

School Relationship

The relationship between parents/guardians and FCA is a cornerstone of the education of a student. When the academy and parents/guardians work together collaboratively, a strong support system is created that benefits the academic, social, and emotional development of the student. Open communication, shared goals, and mutual respect are essential for fostering this partnership. By working together, the academy and parents/guardians can help students reach their full potential. Parents/guardians are asked to contact the teacher directly concerning issues related to their student. If the parent/guardian is not adequately satisfied or the issue is not resolved, parents/guardians are asked to contact administration.

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ADMISSIONS

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, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs, and is committed to providing reasonable accommodations for students with disabilities in compliance with applicable ADA laws.

Admission & Enrollment

New Students

The admission process is designed to select students who align with the mission and values of FCA. Prospective families are encouraged to tour the campus and submit a completed online application. The application includes, but is not limited to, paying the non-refundable application fee and providing the following when applicable: (1) birth certificate, (2) most recent report card, (3) current IEP or other type of educational plan, (4) previous standardized test scores, (5) official custody records, (6) any type of evaluations, and (7) contact information for a pastoral and a personal reference. Prospective students are required to complete a placement test. Students entering middle school or high school are required to complete the Student Questionnaire. Each application and supporting documentation is carefully reviewed to determine if a student is a good fit for FCA. Admission decisions are made based on a holistic evaluation of each applicant, considering academic preparedness, character, and spiritual maturity. As a private institution, FCA reserves the right to refuse admittance. The administration of FCA also reserves the right to refuse to define the criteria or reason for which an applicant is not accepted.

The enrollment process is designed to ensure a smooth transition for new families. If accepted to FCA, the responsible party is invited to complete the online enrollment packet. The packet allows parents/guardians to provide more detailed information about the student such as medical information and religious affiliation. It also allows parents/guardians to list emergency contacts and authorized persons to pick up the student, give permission to attend school trips, apply for individual music lessons (if applicable), set up the tuition payment plan, and more. If the new student is transferring from another school, a request for records is processed and sent to the most recent previous school after the online enrollment packet is completed and reviewed.

FCA requires new students to meet the following criteria in order to be considered for acceptance: (1) give a credible profession of faith in Jesus Christ on the part of at least one parent/guardian of the prospective student, (2) express a personal salvation experience and have a clear testimony for Christ on the part of the prospective student entering 6th - 12th grade, (3) have a membership in, and/or regular attendance at, a church in which the Bible is sincerely believed and faithfully taught, (4) have an understanding of, and agreement with, the purpose of FCA, (5) make a commitment to support the work of FCA on the part on the parents/guardians, and (6) give evidence of emotional stability, satisfactory behavior, and adequate social adjustment on the part of the prospective student.

Returning Students

The re-enrollment process is designed to ensure a smooth transition into each new school year for returning families. The online re-enrollment packet allows parents/guardians to update previously acquired information about the student such as medical history and religious affiliation. It also allows parents/guardians to update emergency contacts and authorized persons to pick up the student, give permission to attend school trips, apply for individual music lessons (if applicable), set up the tuition payment plan for the upcoming school year, and more. Parents/guardians are encouraged to complete the packet as soon as it is available to secure placement for the returning student in the respective grade for the upcoming school year before the enrollment packet is available to new students. Once enrollment is open to new students, a returning student's placement is not held unless the re-enrollment packet for the returning student is completed and reviewed.

Withdrawal

It is understood that enrollment at FCA is a privilege, which may be forfeited by any student or parent/guardian who does not conform to the standards and regulations set forth by the administration. The withdrawal of any student at any time who, in the opinion of the academy, does not fit into the spirit of the school, regardless of conformity to the specific rules and regulations of the academy, may be requested on behalf of the administration.

FCA implements a probation period to evaluate and assess the performance, suitability, and compatibility of new students. The probationary period is ninety calendar days, starting the first day of school. If it is determined a new student is not a good fit for FCA, the student is asked to withdraw. At that time, the administration schedules to meet with parents/guardians to discuss the withdrawal process.

In the event a parent/guardian chooses to withdraw a student from FCA, it is requested that it be done in writing. For records to be released, the account must be paid in full, and all rented textbooks, library books, uniforms, and school property must be returned in satisfactory condition. Records are sent directly to the student's new school. If records must be hand carried, accounts must be paid in full via cash or cashier's check. Should a student be withdrawn during the school year, tuition is prorated for the time the student was enrolled. FCA reserves the right to withhold report cards and student records until all financial obligations are met. A withdrawal fee of $250 must be paid before any transcript is released.

Statement of Cooperation

All parents/guardians of new and returning students must agree to uphold the Statement of Cooperation. The Statement of Cooperation is included in the online enrollment packet and must be digitally signed each school year before a student is allowed to attend. The Statement of Cooperation is as follows:

I give Faith Christian Academy (FCA) and Faith Free Will Baptist Church (FFWBC) permission for my student to take part in all activities and field trips including, but not limited to, short term trips off campus, long term trips off campus, sports activities on and off campus, field day activities on and off campus, and any other activity deemed necessary by the administration.

I believe and hereby agree that discipline is necessary for the welfare of every student. I give FFWBC and FCA permission to make and enforce regulations in a manner consistent with biblical principles and discipline as set forth in the Bible. I give teachers and administration full discretion in the discipline of my student which includes, but is not limited to, issuing demerits and detentions, suspension, and expelling from the school in accordance to the merit and demerit systems. I agree FCA reserves the right to dismiss any student who does not cooperate with the educational process, or whose behavior is out of harmony with the philosophy of the school. The administration determines if a student's actions, attitude, or behavior merit expulsion.

I understand and hereby agree to assume all of the risks which may be encountered in attending FCA including, but not limited to, activities preliminary and subsequent to daily school attendance, transportation to and from school, and any associated activities. In consideration for my student being permitted to attend FCA, I do hereby agree to hold FCA and FFWBC, and its agents, officers, employees, and volunteers harmless from, and to indemnify for, any and all liability, actions, causes of actions, claims, expenses including attorney's fees, and damages on account of injury to my student, even injury resulting in death, which may arise in connection with my student's participation in the daily school attendance and any other associated activities which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the ministry, or its agents, representatives, or employees. I further agree to indemnify FCA and FFWBC, and its agents, officers, employees, and volunteers for injury to third parties or damage to their property for which my student may be liable in connection with school attendance or participation in any other associated activities.

I understand and hereby agree all bills must be paid promptly. If any delinquent accounts remain unpaid for thirty days, the school may withhold my student from class, withhold a report card, or withhold cumulative records and transcripts until the account is settled. There are no refunds on registration fees. Since tuition does not fully cover the cost of my student's education I understand the importance of my support through prayer, service, gifts, and fundraising.

I understand and hereby agree it is required for parents/guardians to attend Open House and Parent & Teacher Conferences at the beginning of each school year and throughout the school year. I sincerely pledge my loyalty to the aims and ideals of the school in spiritual teachings and academic training. I promise not to make detrimental remarks about FCA nor FFWBC, and I will bring all questions and criticisms directly to the administration to be properly considered by those in authority. The administration has full responsibility for placing my student in the proper grade.

I understand and hereby agree this Statement of Cooperation is in effect for as long as my student attends FCA, whether it be in the nursery, kindergarten, elementary, middle school, or high school. I understand that should my marital status or guardianship status change, it is my responsibility to have a corrected Statement of Cooperation signed, updated, and delivered to the school. By signing the Statement of Cooperation, I understand that I am agreeing to the above terms and conditions of the Statement of Cooperation and my student will be trained in accordance with the Statement of Faith and principles found in the Bible.

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ACADEMICS

Accreditation & Affiliation

FCA is fully accredited by the National Council for Private School Accreditation, North American Christian School Accreditation Agency, North Carolina Christian School Association, and Cognia. FCA is also registered with the North Carolina Division of Non-Public Education and the American Association of Christian Schools.

Philosophy of Curriculum

FCA places a high importance on the academic success of each student. FCA has a balanced approach to the complete education of the student and has developed a strategic use of curriculum and supplement materials that expose each student to varied pedagogical perspectives. Technology is incorporated into each classroom; however, the focus is taken away from the technology itself and placed directly on the learning and teaching it facilitates. Each textbook and all supplement materials are taught from a Christian perspective. Curriculum is chosen with much prayer and research. All truth is God's truth. Therefore, every subject taught has biblical principles at its core. Abeka is the primary curriculum used in kindergarten and elementary school. Curriculum from BJU Press provides instruction by adding critical thinking skills. It is the primary curriculum used in middle school and high school. 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 may be made with approval from the administration.

II Timothy 2:5, 15 | I Thessalonians 4:11 | Proverbs 9:9, 11:23, 22:6

Textbooks

All textbooks purchased for student usage are considered the property of the parent/guardian unless rented from FCA. No textbook may be discarded at the school. All rented books are considered property of the school and must be treated with care. Students who damage textbooks or any other item belonging to the school are charged the amount it costs to replace or repair the damaged item.

Homework

Homework plays a crucial role in reinforcing learning and promoting academic success. It allows students to practice concepts independently which helps solidify their understanding. Additionally, homework can help identify areas where students need extra support. Homework is an essential tool for learning and preparing students for future academic success. Teachers assign homework as needed. Assignments should be neat, completed, and submitted on time.

Elementary

The homework assignment book is used daily by all elementary students. It is both an assignment book and a communication tool. Parents/guardians are responsible for reviewing/signing the homework assignment book daily. No homework is given on Wednesdays or school program nights. Homework is assigned on Monday, Tuesday, and Thursday. Friday homework focuses on announcing upcoming tests to allow time for study and preparation. Elementary spelling tests are administered on Wednesdays unless clearly communicated by teachers.

Homework Notices are issued when a student fails to complete or submit a homework assignment. The missing assignment must be completed and returned to the teacher by the next school day, along with the Homework Notice signed by a parent/guardian. The following consequences apply for repeated Homework Notices:

- 3rd Homework Notice: Parent/Guardian will be contacted.
- 4th Homework Notice: Student will have an office visit.
- 5th Homework Notice: A mandatory parent conference will be scheduled.

Middle School / High School

Middle school and high school students receive homework regularly as part of course expectations and academic preparation. Students are expected to manage their time effectively, complete assignments independently, and prepare for quizzes, tests, projects, and long-term assignments. Homework guidelines vary by subject area, and students assume increased responsibility as they progress through grade levels. Teachers assign homework as needed to reinforce instruction, support mastery of content, and prepare students for assessments and future academic expectations.

Make-Up Work

Students are given the opportunity to complete missed work for excused absences. Elementary teachers schedule make-up tests and quizzes. Middle and High School students are responsible for arranging them with their teacher. Middle and High School make-up assessments must be completed before school, after school, or during study hall, not during class.

Unplanned Absences (sickness or bereavement)

Elementary parents/guardians or MS/HS students should discuss make-up work on the day they return to school. Students have 2 days for each day absent to make up work. Work that is not completed within two school days of the student's return may result in a grade penalty. For example, a quiz made up one day late receives a 10-point deduction (an 81 becomes a 71).

Scheduled Absences (vacations, college visits, school tournaments, etc.)

Elementary parents/guardians or MS/HS students must contact the teacher(s) before a scheduled absence to request make-up work. Work should be completed before leaving or will be due directly upon a student's return to class. When tests, projects, experiments, or quizzes are announced before a student's absence, the student is expected to be prepared to make up the assignment on the day of return unless otherwise directed by the teacher.
Extended illnesses are addressed on an individual basis by the administration.
If a student leaves school early, all previously assigned work due that day must be submitted before departure, whether the student attends that class or not. Failure to do so may result in a reduction of the grade.

Testing & Grading

FCA believes quizzes, tests, and exams serve as a vital tool for academic growth and spiritual development. They provide a clear measure of the understanding the student has of the subject matter, allowing teachers to identify areas where additional support or instruction is needed. Regularly assessing the progress of students ensures the curriculum is effectively equipping students with the knowledge and skills necessary to excel in academic pursuits. Additionally, quizzes, tests, and exams help students develop important study habits, time management skills, and a sense of accountability, all of which are essential for success in both education and future endeavors.
No tests are given on Thursdays unless announced the previous week. Test materials are properly reviewed on Tuesday and Wednesday if a test is scheduled for Thursday. There are occasions due to inclement weather, short weeks, or numerous other interruptions when it is necessary to schedule a test on a Thursday as a make-up date.

PSAT/SAT/ACT

Junior and senior students interested in college are assisted by the Guidance Counselor in locating and taking the appropriate college entrance exam. FCA administers the ACT test to junior and senior students. Sophomore and junior students are required to take the PSAT. Junior students retake the PSAT to qualify for the National Merit Scholarship. The cost of the test is included in tuition. The Guidance Counselor is responsible for administering the PSAT. It is highly recommended students on the Future-Ready Core diploma track take the SAT or ACT by March of the senior year and achieve a minimum score of 1400 and 19 respectively. Students should consider taking the test junior and senior year to achieve the highest score possible.

Exam Exemption Requirements & Guidelines

High school students who maintain an "A" per semester during the school year and have five absences or fewer per semester in any subject are exempt from the final exam in that subject. Students must not have semester grades lower than a "C" in any subjects. Exemptions are determined by current grades one week prior to exam week. Students are allotted one college visit per semester that does not count against exam exemption; however, it does count as an excused absence. Students who are exempt from an exam are not required to attend the exam review, if the review period is during exam week. Students who drive or are transported by a parent/guardian are permitted to leave campus during the exam review and/or exam period for a subject from which they are exempt. Students may not leave campus with other students. Students who are permitted to leave must return promptly for other required exam reviews and/or exams. Students who remain on campus during the time of exemption must be prepared to stay in the classroom while the exam review and/or exam is conducted. Students are informed by the administration if they qualify for exemption.

Report Cards

Report cards are issued every nine weeks. Report cards are available for viewing in the FACTS Family Portal within one week after the end of each nine-week quarter. Hard copies of report cards are available upon request. Parents/guardians 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. Final report cards are available within two weeks of the last day of the school year provided the school account is paid in full and all uniforms are returned.

Grading Scale

Letter Grade	Numerical Grade	GPA	Dual Credit GPA
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	0.67	1.67
F	0-59	0.00	0.00

Merit System

In elementary school, the merit system recognizes and reinforces positive character traits such as respect, responsibility, kindness, and self-control. The system encourages students to demonstrate good conduct consistently throughout the school day and supports the development of strong character.

A conduct grade of 1–5 will appear on each student's report card reflecting overall behavior, attitude, and adherence to classroom and school expectations.

Honors & Awards

Honor Roll

Honor Roll is determined by report card grades. The Principal's Honor Roll is awarded to students who earn a 95 in all classes. The "A" Honor Roll is awarded to students who earn an A in all classes. The "A/B" Honor Roll is awarded to students who earn As and Bs in all classes. The year-end cut off for honor roll determination is one week before Awards Day.

Honor Clubs

Membership is based on spirituality, integrity, leadership, truthfulness, and academics. Students must attend FCA for at least one semester and are inducted in the spring. Any member who falls below the required GPA at the end of a semester is placed on academic probation. If the GPA is not raised by the end of the next semester, the student is dismissed permanently from membership.

FCA established the Silta Penta Chi Honor Club in 1978. A student must be a junior or senior and have an overall cumulative GPA of 3.90 or higher based on semester grades in high school. Silta Penta Chi members are honored with a tri-color cord at graduation. Up to four Silta Penta Chi members from the junior class with the highest GPA serve as marshals at Commencement.

The American Christian Honor Society was established in 1979, and FCA has been a member through the American Association of Christian Schools since 2005. Candidates eligible for membership must be in 10th - 12th grade and have a cumulative GPA of 3.76. Members receive a gold cord at graduation.

Student Awards

The Scholastic Award is given to one student per class who has the highest numeric average in the entire class for 1st - 8th grade and the highest GPA for 9th - 12th grade. In the event of a tie amongst high school students, the numeric average is considered.

High school students must be on the Future-Ready Core track to be eligible to receive the scholastic award.
The Citizenship Award is given to one student per class and is determined by the faculty and the administration. The award is given to the student who displays a superior attitude, friendliness, politeness, and effort in the school atmosphere. The student must also exhibit a superior Christian testimony.
The Rising Star Award is given to one student per class who shows improvement in the areas of academics, attitude, character, and more.
The Valedictorian and Salutatorian honors are given to the two senior students who are on the Future-Ready Core track and have the highest GPA in the class. In the event of a tie based on GPA, numeric average is considered. Students must also attend FCA for the entire junior and senior year to be eligible.
The Servanthood Certificate is awarded to seniors at Commencement who provide 100 or more hours of community service over the course of four years in high school. Reference the Community Service section for more details.
Students participating in athletics are recognized for outstanding achievement or meeting participation requirements at the annual Sports Award Ceremony. Reference the Athletic Handbook for details.

Awards Day Assembly

Awards Day is an annual event on the last day of school. Parents/guardians and friends are invited to attend this important occasion. Students in 1st - 11th grade are recognized for various achievements.

Promotion Requirements

Elementary students are not promoted if two core subjects are failed or if one core subject is failed and a "D" is earned in the other two core subjects. Core subjects are Language, Math, and Reading.
Middle school students are not promoted if two major subjects are failed, if one major subject is failed and a "D" is earned in three major or minor subjects, or if one major subject is failed along with two minor subjects. A middle school student is required to attend a summer school program, receive approved tutoring, or take necessary credit recovery courses.
High school students are not promoted if a minimum number of credits is not attained. Sophomores must pass freshman English and earn no fewer than five credits. Juniors must pass sophomore English and earn no fewer than eleven credits. Seniors must pass junior English and earn no fewer than seventeen credits. High school students earn credits by two semesters—one half credit per semester to total a full credit for the year. In the event students fail one semester, the one half credit for that semester must be made up. The administration works with students to make up credits through summer school, tutoring, or correspondence courses.
Attendance is also a factor for promotion for all students. Reference the Attendance section for more details. The administration reserves the right to require summer school, tutoring, and/or other means to makeup all academic deficiency. It is the concern of FCA that all students are prepared for the next grade level and that all students are progressing academically.

Course Requirements

Dual Credit

Dual credit courses not offered by FCA may be taken through an accredited higher education institution. Courses must be approved by the Guidance Counselor or administration.

Dropping & Adding

Students may add and/or drop a course within the first two weeks of the first semester. Students who add and/or drop a course after the first two weeks of the first semester must complete the whole semester or receive a failing grade.

Diplomas

The General Studies Diploma surpasses standard high school graduation requirements, mandating 24 credits. This diploma aligns with the Future-Ready Occupational course track, preparing students for diverse career paths. The College Prep Diploma requires 26 credits, including a higher-level mathematics course, such as Advanced Math, Algebra III or Pre-Calculus, and two years of a World Language. This diploma meets and exceeds the University of North Carolina (UNC) System admission requirements and follows the Future-Ready Core course track, ideal for students planning to attend a four-year university. Additionally, students can pursue the Honors Diploma Pathway by completing 28 credits and achieving a weighted GPA of 3.76 or higher.

Future-Ready Core (College Prep Studies)		Future-Ready Occupational (General Studies)	
English	4 credits	English	4 credits
Bible	4 credits	Bible	4 credits
Mathematics	4 credits	Mathematics	4 credits
Social Studies	4 credits	Social Studies	4 credits
Science (Lab)	3 credits	Science (Lab)	3 credits
World Languages	2 credits	World Languages	1 credit
Physical Ed/Health	1 credit	Physical Ed/Health	1 credit
Electives	4 credits	Electives	3 credits
Total	**26 credits**	**Total**	**24 credits**

Graduation Requirements

Students must take a minimum of five credits the senior year of high school. Those who must make up a course for required credit to graduate must complete the course no less than thirty days prior to the school graduation date. Seniors who fail to complete courses required to graduate before the deadline are not issued a diploma at Commencement. Seniors are required to attend the Senior Breakfast, Baccalaureate, and Commencement. Students on the Future-Ready Core track are required to take the ACT or SAT prior to graduation.

Resource Learning Center

The Resource Learning Center (RLC) provides a warm and welcoming space where students who have an Individualized Educational Plan (IEP), 504 Plan, or psycho-educational evaluation can deepen their understanding and grow as learners. Guided by faith and a commitment to academic excellence, the dedicated RLC staff offers individualized support, fostering a love of knowledge while strengthening essential skills. Whether it is conquering a challenging concept or refining study habits, the RLC aims to equip students with the tools and strategies needed to succeed. Modifications and accommodations are based upon diagnosis and proper documentation from physicians, psychologists, or psychiatrists.

The Resource Learning Center is a year-long program. Once a student is enrolled, he/she is enrolled for the entire school year. Students are expected to participate fully and to complete all program requirements. Enrollment also represents a financial commitment for the full school year. Resource tuition is due in full regardless of withdrawal or participation and is non-refundable. Any decisions regarding changes to a student's Resource Center services or withdrawal from the program will be made collaboratively by the parents, the Resource Director, and the Administrative Team.

Resources Offered

The RLC provides specialized small group instruction for students who require extra support to achieve grade level proficiency or who thrive in a small group setting with a teacher specializing in learning disabilities. Subjects offered are Resource Math and Resource English. Additional subjects are considered as the need arises. These classes take place during the regularly scheduled grade level classes in those subjects. Students may take up to four resource classes while completing the remainder of the academic requirements during high school years and receive a general diploma. Students must also receive at least a thirteen composite score on the ACT.

Determination of Eligibility

New students who wish to be considered for enrollment in the RLC must provide a current IEP, 504 Plan, or current psycho-educational testing documentation. All documentation must be dated within the last three years. The Resource Director reviews the documentation then determines if there is an opening for new students. If an opening is available, the administrator contacts parents/guardians to set up a meeting to discuss the program and documentation. An Individualized Service Plan (ISP) is written for students enrolled in the RLC. An ISP is not automatically written for a student who previously had an IEP at a public school. Public schools write IEPs for many disabilities that FCA is not equipped to accommodate, and public schools do not require testing for determination. For base level services a student may be found eligible if they have a current 504 plan through the public school system they are coming from. For a student to be qualified for a higher level of services the student must have a full scale IQ and full academic testing from an educational psychologist, or a full evaluation from the public school system to which they are assigned.

Current students of FCA who are struggling to perform at grade level in core classes may be considered for enrollment in the RLC. A meeting is be held amongst the parents/guardians, teacher, Resource Director, and administrator to discuss possible interventions and the initial referral process. Students must be evaluated by an outside licensed educational psychologist for IQ and achievement testing or through the Public School System. The test results determine whether or not it is appropriate to place the student the RLC. Current FCA students are required to have an IEP through the Public School System to be eligible for the program. To obtain an IEP, parents/guardians must contact the Public School System within the county in which they live.

Levels of Service

Base services include creation and implementation of the ISP, annual review and revision of the ISP, selection and coordination of classroom modifications and accommodations, classroom observation and ongoing monitoring of student progress, and consultation with parents/guardians and teachers.
Extended services include extended testing time, separate testing in a quiet room, oral testing, and remedial or tutorial time as needed in addition to base services.
Level one advanced services include one-on-one teaching for one resource subject—Math or English—in addition to base services and extended services.
Level two advanced services include one-on-one teaching for two resource subjects—Math and English—in addition to base services and extended services.

Student Records

Occasionally, teachers may need to review student records. No teacher is allowed to view records without receiving direct permission from the administration or administrative assistant. Teachers are not allowed to amend student records without the direct supervision of administration. All records must remain in the files of the school office unless the administration has otherwise given permission. Permanent records are never to be removed from campus. Student records will be kept with Faith FWB Church if Faith Christian Academy ceases to exist.

Tutoring

To maintain fairness and avoid potential conflicts of interest, all tutoring services provided on school grounds during the school year from 7:30 AM to 3:30 PM by FCA faculty, staff, and/or students must be offered free of charge. Tutoring during the school day refers to teachers working in small groups or one-on-one as needed. If a teacher sees that a student needs extra help, after school tutoring will be discussed. This policy ensures that all students have equal access to academic support, regardless of their financial circumstances, and prevents the perception of preferential treatment or the exploitation of educational resources for personal gain. Furthermore, it reinforces the academy's commitment to fostering a collaborative and supportive learning environment where assistance is provided as a community service, rather than a commercial transaction.

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CLASSROOM & CAMPUS POLICIES

Attendance

Regular school attendance ensures students have access to all lessons, discussions, and activities that contribute to the learning process. It demonstrates respect for teachers, classmates, and the learning environment. It also helps students establish a positive work ethic and time management skills which are essential for future success. Attending school regularly shows commitment to education. Missing any part of the school day leads to gaps in understanding which makes it harder for students to grasp new concepts. This leads to a decline in grades and a loss of motivation. For this reason, students are not to be kept from school other than sickness or emergency.

School Hours

Each regular school day begins promptly at 8:00 AM. Kindergarten and elementary students are dismissed at 2:50 PM. Middle school and high school students are dismissed at 3:05 PM. On designated early dismissal days, kindergarten and elementary students are dismissed at 11:30 AM; all middle school and high school students are dismissed at 11:50 AM. These days are indicated on the official school calendar.

School Closings

When severe weather conditions or other unforeseen circumstances threaten the safety of students and staff, FCA may be closed. The decision to close involves a collaborative effort between the Head of School, Senior Pastor, administrators, local weather authorities, and/or emergency management officials. Factors considered include the severity and duration of the event, road conditions, power outages, and the ability of FCA to maintain a safe learning environment. If a closure is deemed necessary, FCA will communicate the decision promptly through Parent Alert. Parents/guardians are advised to monitor emails and phones closely for updates and make necessary arrangements during the closure.

Absent

Any time students are absent from school, the School Office must be notified via email (attendance@fcagoldsboro.com) on or before the day of absence by the parent/guardian. Parents/guardians must include the date of absence and reason for absence. Reference the Academics section for details on make-up work.

Excused absences include sickness, family bereavement, family emergencies, medical appointments, and approved family vacations and visits to colleges and/or universities up to ten days per school year. It is strongly recommended that medical appointments are scheduled outside of school hours. In order for a family vacation or college and/or university visit to be approved, administration and teachers must be notified one week prior to the planned absence. Verification from the college or university is required.

Unexcused absences include, but are not limited to, truancy, out-of-school suspension, missed transportation, unapproved family vacations, and gainful employment. A student is considered truant if any of the following criteria is met: (1) absent from school without parent/guardian consent, (2) leaving campus during the school day without permission, (3) absent from class without permission, or (4) arriving on campus during the school day but does not attend class. Seniors must be present for the entire school day.

Kindergarten and elementary students are allowed to be absent twenty days per school year without penalty. Middle school and high school students that are absent from any class ten days during a single semester or more than twenty days during a school year do not receive credit for the class regardless of the earned grade. Students who are absent twenty-one to twenty-five days during a school year must make up the missed days in summer school. A fee is charged for summer school. Students who are absent twenty-six or more days during a school year are not promoted to the next grade level nor receive credit for the class. Absences caused by extenuating circumstances are considered under administrative discretion.

Tardy

Students who are not in the respective classroom by the start of the school day are considered tardy. Kindergarten and elementary students must enter through the School Office. Middle school and high school students are required to obtain a Tardy Slip from administration before attending any class. Middle school and high school students not in the respective classroom by the start of each class are considered tardy for that class.

Excused tardies include sickness, medical appointments, and family emergencies.

Unexcused tardies include, but are not limited to, alarm failure not due to power failure, entertaining visiting friends or relatives, traffic, cosmetic appointments, and running out of gas. Three unexcused tardies in a quarter count as one absence. Students must arrive to school by fourth period on an eight-period schedule to participate in any extracurricular activities.

Signing Out / Leaving School Early

When a student needs to leave school early, parents must provide written notice by email or note to the school office stating the departure time, reason for leaving, and the person authorized to sign the student out. Parents who pick up students for medical or dental appointments must report to the school office. A parent or authorized adult must sign the student out before departure. Students will be called from class when the parent arrives in the office. After 2:30 p.m., classes will not be interrupted for individual student pick-up.

Classroom Conduct

Proper classroom conduct is crucial for a successful and productive learning environment. When students behave appropriately, a conducive atmosphere for learning is created. Good classroom conduct also helps build a positive school culture where all students feel valued and supported. Ultimately, proper behavior contributes to a more enjoyable and effective educational experience for all involved.

Proper classroom conduct includes, but is not limited to, the following: (1) addressing faculty and staff as Sir or Ma'am, (2) remaining seated unless given permission from the teacher, (3) eyes remaining toward the front of the classroom or toward the teacher, (4) no talking in class without permission to speak from the teacher, (5) no griping or complaining, (6) no horseplaying, and (7) respecting others at all times. Students who do not exhibit proper classroom conduct are disciplined as outlined in the Discipline Policies section.

Electronic Device Policy

To minimize distractions and maintain a focused learning environment, the following policies will be enforced regarding all student electronic devices including cell phones and smartwatches: (1) all student electronic devices must be turned in to the classroom teacher at the beginning of each school day, (2) teachers will collect and securely store electronic devices until dismissal, (3) devices may not be kept in desks, backpacks, lunchboxes, purses, lockers, or on the student's person during the school day, (4) students are not permitted to use electronic devices at any time during the school day including recess, lunch, or school-sponsored activities, unless specifically authorized by school administration for educational or emergency purposes, (5) devices will be returned to the students at the end of the day before dismissal.

Failure to comply with this policy may result in disciplinary action, including confiscation of the device, parent notification, and other consequences as determined by school administration. This policy is intended to provide a safe, distraction-free learning environment while ensuring students have access to their devices before and after school if needed.

Pledges

A demonstration of the love and appreciation one has for America, God, and the Bible is the freedom afforded to every American citizen and an opportunity provided to every student of FCA. Students regularly recite the words of the pledges below. This is a continual reminder of the honor and privilege one has 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 words in my heart that I might not sin against God."

Games & Toys

Students are not permitted to bring any type of games and/or toys to school except for Show & Tell or use during aftercare. The name of students must be on the game and/or toy in a permanent manner. Games/toys must be small enough to fit in backpacks. Worldly themes are prohibited. Upon the request of parents/guardians, teachers may grant permission for students to bring games/toys. FCA is not responsible for broken or damaged games/toys.

Lost & Found

FCA does not assume responsibility for items that are lost or stolen. It is highly recommended the full name of students be on all personal items in a permanent manner. At a minimum, it is recommended the initials of students be on all personal items in a permanent manner. Students are cautioned not to bring valuable items or large amounts of money to school. Students must be careful not to leave any valuables including, but not limited to, wallets, purses, and duffle bags in places where they can be stolen. If students misplace personal property, they must check all Lost & Found locations and the School Office. Lost & Found is located in the foyer of the elementary building and the upstairs foyer of the cafeteria. Lost & Found items not claimed in a reasonable amount of time are donated to charity.

Lockers

Metal lockers are provided for upper elementary, middle school, and high school students. It is the responsibility of students to keep lockers clean and orderly at all times. No writing, stickers, nor pictures are permitted on the outside of the locker. Decorations on the inside of the locker must be removable. Lockers are subject to periodic unannounced inspections. Middle school and high school students are issued combination locks. Students are not permitted to share combinations with other students. No students are permitted to open lockers of another student without permission from administration. All lockers are to be cleaned out at the end of every school year.

Traffic On Campus

For the safety of those on campus, drivers must observe and follow all driving policies and state laws at all times while on campus. The speed limit on campus is 10 MPH. No vehicle should ever drive faster than 10 MPH. At times, it is best to drive slower than 10 MPH in high-traffic areas. The goal of FCA is to keep students, families, faculty, and staff safe while also allowing for more efficient traffic flow. Following all recommendations will help reach this goal.

Drop Off & Pick Up

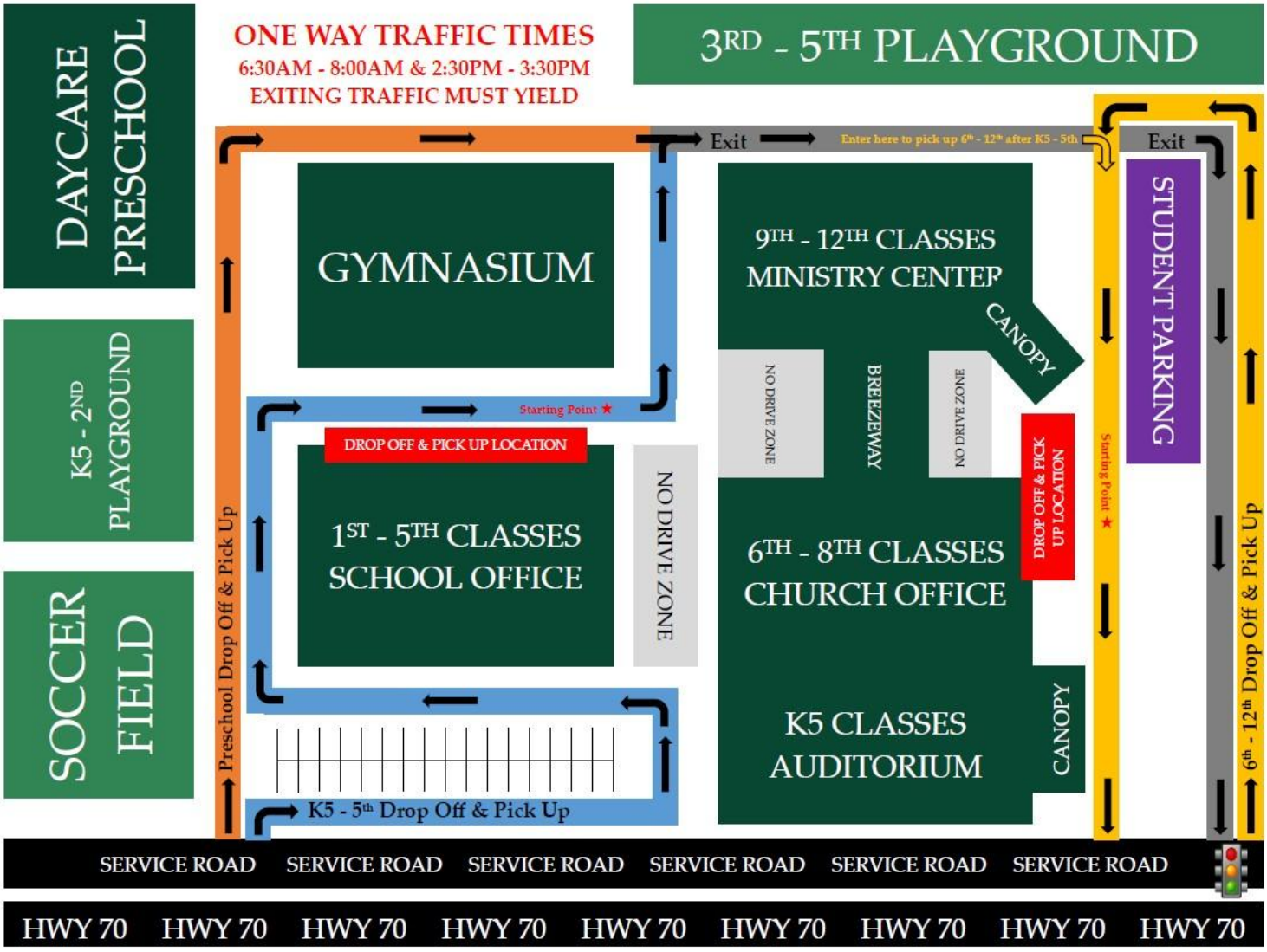
It is recommended to drop off 6th - 12th grade students first and K5 - 5th grade students second so that drivers do not have to exit and re-enter the car line. If drivers also need to drop off daycare or preschool age children, it is recommended to do so last since they are not marked tardy if they arrive to class after 8:00 AM. Drivers need to follow the exit route after dropping off all K5 - 12th grade students, then follow the preschool drop off route.

It is recommended to pick up K5 - 5th grade students first and 6th - 12th grade students second so that drivers do not have to exit and re-enter the car line. If drivers also need to pick up daycare or preschool age children, it is recommended to do so last since parents/guardians are not charged for extended care if it is after 3:00 PM. Drivers need to follow the exit route after picking up all K5 - 12th grade students, then follow the preschool pick up route. It is highly recommended drivers arrive at the time the oldest students are scheduled to be dismissed.

No drivers are to ever pass another vehicle while in line for the same pick-up location. When entering the car line, drivers are to pull behind the last car in the line. All drivers waiting to pick up students at the K5 - 5th grade pick-up location must remain in line until all K5 - 5th grade students have entered the vehicle. Once all K5 - 5th grade students are in the vehicle, drivers may proceed to the exit or to the next pick-up location as recommended. No driver or other passenger is to exit the vehicle to approach a faculty/staff member to call for students. All drivers and passengers are asked to remain in the vehicle at all times. If it is necessary to enter the building, park in the front parking lot and enter through the School Office.

Drive Pattern

drivers must adhere to the drive pattern during drop off and pick times. All traffic is one-way during certain times of the day as noted on the drive pattern. No driver is ever to drive against traffic during the one-way traffic times. Circling the gym to pick up children from daycare or preschool is prohibited. Drivers must follow the exit route and re-enter the car line during one-way traffic times if the designated pick-up location is passed. Traffic that is exiting the campus must yield to all other traffic. No driver should ever be ahead of the pick-up location starting point when picking up or dropping off students. Drop off and pick up location starting points are noted on the drive pattern



Student Driving & Parking

Driving and parking a vehicle on the school campus is a privilege that may be suspended or revoked at the discretion of the administration. The following guidelines apply: (1) student vehicles must be registered with the School Office, (2) student vehicles must be parked in the designated parking area as indicated by the driving pattern during school hours, (3) student drivers must observe and adhere to all traffic signs, signals, speed limits, and other traffic policies, (4) student drivers must yield to pedestrians, (5) students, who are not siblings, are not allowed to leave campus with another student without prior written permission from their parents/guardians and the approval of the school, (6) loitering is prohibited before 7:30 AM and after 3:30 PM on school days and any time on non-school days, (7) no students are permitted to drive vehicles not registered to them, (8) no students are allowed to leave campus without written permission from parents/guardians and prior approval from the School Office, (9) unrelated males and females are not permitted to share the same vehicle under any circumstances.

Driver's Education

FCA offers Driver's Education to students through the Wayne County Public School system. Parents/guardians may view detailed information along with eligibility requirements on the Driver's Education page of the WCPS website.

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DISCIPLINE POLICIES

Philosophy of Discipline

FCA believes discipline is necessary to the educational process. A subject can be taught without classroom discipline, but it is less likely to be learned. FCA believes a teacher earns respect by having authority to manage discipline. The faculty at FCA strives to provide love and individualized attention to each student since love forms the foundation of all discipline at FCA. The goal of the academy is to develop each student's academic potential while teaching good character and responsibility. All parents/guardians are asked to trust the judgement of the academy in disciplinary matters. It is understood the Bible places the authority for physical discipline of children within the hands of the parents/guardians, not within the hands of the academy. While FCA acknowledges the biblical mandate and implementation of corporal punishment, FCA does not administer it.

K5 & Elementary Guidelines

At FCA, discipline in the elementary grades is considered an essential part of training students to follow Christ. Students are held accountable for their choices. Our goal is to equip them to lead lives that honor the Lord and glorify Him every day. Most behavior issues are managed directly in the classroom by the teacher. Educators use a variety of classroom management techniques, including positive reinforcement rooted in biblical principles, to create a productive learning environment. When necessary, the teacher involves parents/guardians to seek support in addressing any concerns.

ATO Violation (K5 - 2nd) & Detention Violation (3rd - 5th)	OSS Violation
Physical Contact	5 ATOs/Detentions
Refusal to Work or Failure to Follow Instruction	Severe Physical Contact
Immoral Conduct or Profane Language	Severe Immoral Conduct
10 Tardies in a Semester	Severe Profane Language
Cheating or Assisting	Severe Harassment
Lying or Forgery	Inappropriate Items
Stealing	Threatening Statements
Disrespect	Repeated Visits to School Office
Continual Class Disruption	Any Other Offense Deemed by Administration
Defacement of Property	
Tantrums or Arguing with Faculty	

Office Visit

A student continuing to display inappropriate classroom behavior is referred to the Elementary Administrator for disciplinary action and receives a notice. Office visit notices identifying the reason for the office visit are emailed to parents/guardians and are visible in the FACTS Family Portal.

Administrative Time Out (ATO)

Students in K5 - 2nd grade are removed from the classroom and sent to the School Office for a "time out" under the supervision of administration. ATO forms identifying the nature of the violation are sent home for parents/guardians to sign. The form must be returned the following school day. On the fifth ATO, the student receives an OSS.

Detention

Students in 3rd - 5th grade are eligible to serve detention. Serving time in detention is a significant consequence for inappropriate behavior. Receiving multiple detentions will result in OSS and could ultimately lead to expulsion. When a teacher assigns a student to serve detention, the detention form identifying the nature of the violation and the date on which the student is expected to be in detention is sent home for parents/guardians to sign. The form must be returned the following school day. Students must report to detention to serve the assigned time. Detention is held from 3:15 PM to 4:00 PM on Tuesdays and Thursdays. Students who fail to properly serve detention receive a second detention. If there are extenuating circumstances preventing a student from serving their detention, parents/guardians must contact the School Office to schedule an alternative date.

Out of School Suspension (OSS)

All elementary students are eligible for OSS. Students placed on suspension are prohibited from participating in all school activities and earn zeros for all schoolwork during the suspension period. This includes, but is not limited to, field trips, extracurricular activities, and athletic events. The Elementary Administrator notifies parents/guardians of the date the OSS is to be served.

Progression of Discipline

Administration reserves the right to alter consequences for behavior using reasonable discretion.

Administrative Time Out (K5 - 2nd Grade)	Detention (3rd - 5th Grade)
5th ATO = OSS	5th Detention = OSS
6th ATO = OSS	6th Detention = OSS
7th ATO = OSS	7th Detention = OSS
8th ATO = Dismissal	8th Detention = Dismissal

Middle School & High School Guidelines

FCA aims to maintain a discipline system that is fair, consistent, and compassionate, while also being firm enough to ensure students understand the seriousness of an offense and avoid repetition. Students are required to adhere to the guidelines and policies set forth by FCA. Students who fail to abide by the guidelines and policies of the academy are responsible to serve the penalty. Parents/guardians must commit to support the position of the academy in terms of guidelines and policies. The support of parents/guardians is the key to success of the discipline of students.

Parents are asked to take an active part in the discipline process by: (1) reading the detention notice, (2) acknowledging awareness of the detention notice by informing the Guidance Counselor, (3) addressing the offense and sharing the biblical perspective of discipline and authority with the student, and (4) staying informed of the number of demerits accumulated by the student on a regular basis.

Detention

Students who accumulate five demerits must serve detention. Major violations result in detention on the first offense. Detention notices are emailed to parents/guardians and are visible in the FACTS Family Portal. Detention is held in Room 507 from 3:15 PM - 4:00 PM on Tuesdays and Thursdays. Students must report to detention to serve the assigned time. Students are not allowed to miss detention to participate in a scheduled extracurricular event. The only exception is if it conflicts with tournaments, fine arts competitions, or advanced scheduled medical appointments. In such cases, the student serves the detention on the next possible day. Students must inform the teacher in charge of detention by first period the day the detention is to be served if there is a conflict. The administrator must approve any exceptions to this policy. During detention, students may not talk or use electronics. Students may be assigned work or clean-up duties on campus. Students must not cause any form of disturbance or distraction during detention or while leaving. Such actions result in an additional detention. Failure to serve an assigned detention when scheduled results in an additional detention or OSS.

Probation

Students on probation are not permitted to participate in extracurricular activities with the exception of TriCom and Fine Arts. During the probation period students are allowed to try out for a sports team. Students are not permitted to actively participate in practice or games until the probation period is fulfilled.

Out of School Suspension (OSS)

Suspended students receive zeros on all in-class assignments, quizzes, and homework for the days missed during the suspension period. The student is allowed to make up all tests issued during the suspension period without penalty. The time allotted to make up the test is based upon how many days the student is suspended. For example, if a student misses one day of school due to OSS, the student has one day after returning to school to make up any missed tests. If the student misses two days of school due to OSS, the student has two days to make up any missed tests. Suspended athletes are not eligible to practice or play any days during the suspension period. Suspended students are not allowed to be on campus for any reason without permission from the administration. Suspended students are not allowed to attend any student function during the suspension period.

Demerits

Students who accumulate 25, 30, 35, 40, 45, and 50 demerits are placed on a two-week extracurricular probation period. Students who accumulate 40 or more demerits are placed on a two-week extracurricular probation and receive one day of OSS which carries academic penalty for missed work. The right to serve in class or student body leadership positions including, but not limited to, Mr. FCA and Mrs. FCA is forfeited for the remainder of the school year. Students are required to sign and agree to a Personal Commitment Contract. Violation of the contract disqualifies the student from attending the academy.

A high number of demerits is an indication a student has an uncooperative spirit and disrespect for the guidelines and rules established by FCA. The Head of School enacts administrative discretion when students accumulate 50 or more demerits. If administration deems that demerits are not changing the behavior of students, other means may be used in lieu of demerits. Demerits remain on record for the current school year. Demerits do not carry over to the next school year. Upon accumulation of 50 demerits, a meeting is held amongst the student, parents/guardians, and Head of School to discuss continued enrollment at the academy.

Level One Offense (1 Demerit)	Level Two Offense (5 Demerits)	Level Three Offense (10 Demerits)
Dress Code	Class Disruption	Cheating or Assisting
Tardy to Class	Failure to Follow Instruction	Lying or Forgery
Lack of Class Materials	Mistreatment of Student	Stealing
Littering or Leaving a Mess	Unauthorized Use of Electronics	Direct Disobedience
Chewing Gum	Horseplay	Disrespect
Talking without Permission	Indecent Language	Profanity or God's Name in Vain
Parking Offense	Failure to Sign Out at School Office	Reckless Driving
	Physical Contact	Harassment

Progression of Discipline

Administration reserves the right to alter consequences for behavior using reasonable discretion. Students cited for the offenses detailed below, are required to give a formal explanation to the administration in order to determine appropriate disciplinary action. This explanation is evaluated in conjunction with witness statements, incident reports, and relevant policy guidelines to ensure a fair and just resolution.

Offense	Penalty
Defacement of Property	10 Demerits to Expulsion & Pay for Repair
Bullying	15 Demerits to Expulsion
Immoral or Inappropriate Social Media 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 Assignment
Fighting	30 Demerits to Possible Expulsion
Pornography	30 Demerits to Possible Expulsion
Use or Possession of Lighter or Weapon	30 Demerits to Possible Expulsion
Indecent Exposure	40 Demerits to Possible Expulsion
Use or Possession of Alcohol	Expulsion
Criminal Activity	Expulsion
Use or Possession of Firearm	Expulsion
Use or Possession of Drugs (Including Non-Prescription)	Expulsion
Immorality	Expulsion

Bullying Policy

FCA is committed to providing a safe, positive, and Christ-centered learning environment where all students feel valued, respected, and secure. In accordance with biblical principles of love, kindness, and treating others as we wish to be treated, FCA has a zero-tolerance policy for bullying in any form.

We believe bullying is contrary to the values we uphold and can significantly impede academic and spiritual growth and the overall well-being of students. The bullying policy outlines our commitment to preventing, addressing, and resolving bullying incidents effectively and biblically.

Definition of Bullying

Bullying is defined as any unwanted, aggressive behavior by one or more students that involves a real or perceived power imbalance and is repeated, or has the potential to be repeated, over time. Bullying can inflict harm or distress on the victim and may include, but is not limited to: (1) verbal bullying such as name-calling, teasing, taunting, making threats, spreading rumors, or making demeaning comments about appearance, intelligence, family, faith, or any other characteristic, (2) physical bullying such as hitting, kicking, pushing, shoving, tripping, spitting, stealing or damaging property, or any other unwanted physical contact, (3) social/relational bullying such as excluding others, spreading rumors, gossiping, manipulating friendships, ostracizing, or publicly humiliating someone, and (4) cyberbullying such as bullying that takes place using electronic technology, including but not limited to, social media, text messages, emails, websites, or online gaming.

Scope of Policy

This policy applies to all students of FCA: (1) on school grounds, including buildings, athletic fields, and parking lots, (2) during school sponsored activities, events, or trips, both on and off campus, (3) on school buses or other school-provided transportation, and (4) through the use of school owned or personal electronic devices when the bullying impacts the school environment or the ability of a student to participate in school activities, regardless of where the activity originates.

Reporting Procedures

Students, parents/guardians, faculty, and/or staff who witness or suspect bullying are strongly encouraged to report the incident to administration or the Guidance Counselor. Reports can be made verbally or in writing. Anonymous reports are investigated to the extent possible, but providing identifying information may assist in a more thorough investigation. FCA prohibits retaliation against any individual who reports bullying in good faith or participates in a bullying investigation.

Investigation Procedures

Upon receiving a report of bullying, administration: (1) confirms receipt of the report and reassure the reporting individual that the matter is being addressed, (2) promptly and thoroughly investigates the incident, (3) notifies the parents/guardians of all involved students, provided such notification does not endanger the health, safety, or well-being of any student, (4) based on the gathered information, determines if the reported behavior meets the definition of bullying as outlined in this policy, and (5) maintains detailed records of the investigation, including interviews, evidence, and actions taken.

Disciplinary and Supportive Actions

FCA takes appropriate disciplinary and supportive actions when it is determined bullying has occurred. Actions are determined based on the severity and frequency of the bullying, the age of the students involved, and the specific circumstances of the incident.

For students who bully, disciplinary actions include, but are not limited to: (1) verbal warning and counseling, (2) parent/guardian conference with the administrator and Guidance Counselor, (3) loss of privileges, such as recess, extracurricular activities, and school events, (4) detention, (5) out of school suspension, (6) restitution for damaged property, (7) referral to counseling or anger management, (8) behavioral contract, and/or (9) expulsion. In addition to disciplinary actions, restorative practices may be employed to help students understand the impact of their actions, take responsibility, and make amends.

For students who are bullied, supportive actions may include: (1) counseling and emotional support, (2) strategies for self-protection and coping, (3) assistance in re-establishing positive peer relationships, (4) adjustments to schedules or seating arrangements to ensure safety, and (5) regular check-ins to monitor the well-being of the student.

Dismissal & Expulsion

A dismissed or expelled student is not allowed to attend school functions nor is allowed on school grounds unless otherwise instructed during the duration of the dismissal. Dismissal from FCA is an administrative decision based on relevant circumstances. Students who are dismissed may reapply for admission based on administrative discretion.

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DRESS CODE

UNIFORM GUIDELINES

All students are expected to adhere to the uniform guidelines established by FCA. Students found in violation of these standards are directed to the School Office until the infraction is corrected. Class privileges and participation in school activities are suspended until the student conforms to the uniform guidelines. For detailed information regarding enforcement, refer to the Discipline Policies section.

General Guidelines

1. Uniforms must be purchased from Land's End using FCA's preferred number (**900184169**).
2. Student dress and appearance must be neat, clean, and appropriate at all times.
3. Attire, accessories, hairstyles, etc. that are deemed disruptive by administration are not permitted.
4. No holes, rips, tears, or frays (or the appearance of these) on clothing.
5. Uniform tops and bottoms must be loose fitting (pinch one inch of loose material from all sides).
6. Only the top button on polo shirts is permitted to be unbuttoned.
7. Skirts, skorts, dresses, and shorts must come to the top of the knee in length.
8. Hair must be a natural color and traditional style based on gender assigned at birth.
9. A boy's hair must be a uniform style, free of lines, shapes, or designs. Hair should not touch the ears or collar, exceed two finger-widths above the eyebrows, or appear excessively bushy. Sideburns must remain above the lowest point of the ear opening.
10. A boy's face must be clean shaven at all times. Facial hair is not permitted.
11. Students in K5 – 5th grade must wear closed toe shoes with appropriate socks.
12. Flip-flops are not permitted for any student.
13. Girls in 6th – 12th grade are permitted to wear appropriate open toe shoes.
14. Boys must wear casual dress shoes or tennis shoes with appropriate socks.
15. Undergarments and midriff must be fully covered at all times, including during movement.
16. Earrings are limited to a maximum of two per earlobe for girls. Nose rings are not permitted.
17. Boys are only permitted to wear watches, rings, and bracelets.
18. Tattoos and body piercings are strictly prohibited.

Base Layer

The base layer is required to be worn every day and at all school-related activities including, but not limited to, away games and field trips, unless otherwise instructed by administration. Only certain items are permitted to be worn for certain ages and genders. Reference the following guidelines for base layers:

1. Elementary Girls: polo shirt and jumper, skirt, skort, or pants; polo dress.
2. Elementary Boys: polo shirt tucked in, shorts or pants, and belt.
3. MS/HS Girls: polo shirt, and skirt or pants.
4. MS/HS Boys: polo shirt tucked in, pants, and belt.

Outerwear

In addition to the base layer, the following outerwear items purchased from Land's End using FCA's preferred number (**900184169**) may be worn during school hours: crewneck sweatshirt, quarter zip sweatshirt, quarter zip pullover, fleece jacket, insulated jacket, and rain jacket. Non-uniform outerwear may only be worn outside and must be kept in lockers/cubbies.

P.E. Uniforms

Elementary students are not required to purchase a P.E. uniform. Students in 6th – 9th grade are required to purchase P.E. uniforms consisting of a T-shirt, joggers or shorts, and tennis shoes. P.E. shirts and joggers must be purchased from Land's End using FCA's preferred number (**900184169**).

Shorts can be purchased from a separate website at various times throughout the year. A link will be sent out by administration with ordering instructions.

Uniform FAQs

1. What is the school's preferred number? It is 900184169. This number must be used when purchasing any items from Land's End. Items not purchased using the school preferred number are not approved to wear.
2. How do I know what size to choose? Land's End provides an interactive sizing chart. Simply enter the information and a recommended size is given.
3. Is there free shipping? Yes, orders over $99 receive free shipping.
4. How long does it take for my order to arrive? It takes roughly 2-3 business day for orders to ship when purchased during regular months. Orders can take 7-10 business days to ship when purchased during high-volume months such as July and August.
5. Are there promotions? Yes, there are promotions throughout the year which allow you to buy at a discounted price. Summer discounts offer the greatest savings. ***Only promotions sent directly from FCA are valid.*** Promotions on the website are not valid for school uniforms.
6. Can I return an order? Yes, you can return an order within 90 days of the purchase date for store credit.
7. What is the website? The website is https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900184169
8. Who do I contact if I have an issue with my order? Contact Land's End customer service if you have any questions.

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FINANCIAL POLICIES

Payment & Responsibility

Payment plans are set up by the responsible party during the enrollment process each school year for new and returning students. The following policies apply:

1. A fee is assessed for all card payments. The amount of the fee is subject to change.
2. Scholarships cannot be combined. Only one scholarship per child is applied.
3. Book and resource fees are due August 15th unless you set up a monthly payment plan.
4. A returned check fee of $50 is assessed for returned checks.
5. After two failed payments (ACH/Check) only cash or credit card payments are accepted.
6. A late fee of $25 may be assessed for past due accounts.
7. A withdrawal fee of $250 is assessed, if classes have started.
8. Students enrolled for only a part of the school year are charged a prorated amount based on the number of school days enrolled.
9. Student records such as diplomas, report cards, and transcripts are not released to any party until accounts are paid in full. Records are sent directly to the new school. If records must be hand carried, accounts must be paid in full via cash or cashier's check.
10. Students are not eligible to enroll for the next school year if there is a past due balance on the account.

Tuition & Fees

Tuition rates along with other fees are posted on the school website each school year as soon as the rates and fees are determined. Many fees are non-refundable. Non-refundable fees include, but are not limited to, the application fee, enrollment fee, re-enrollment fee, FACTS enrollment fee (not payable to FCA), books and resources fee, individual music lessons fee, fine arts competition fee, sports fee, and class trip fee. Additional fees not listed may be charged during the school year—field trips, class shirts, lunch, etc.

Opportunity Scholarship

FCA is eligible to receive funding through the Opportunity Scholarship. For details on student eligibility, how to apply, and more, visit the North Carolina State Education Assistance Authority website (www.ncseaa.edu/k12/opportunity).

Multi-Child Discount

FCA values the commitment families make when choosing this academy for their children. To show support, FCA offers a multi-child discount for each additional student within the same household enrolled at FCA. This discount helps make our exceptional education more accessible for families with more than one child, fostering a strong and supportive community within our school.

GENERAL POLICIES & INFORMATION

Student Dating Relationships

The following guidelines apply to students in a dating relationship: (1) physical contact is not permitted while on campus or at any school-related activity, (2) couples are not permitted to be in the same vehicle on campus without a proper chaperone, and (3) couples must remain in an open and observable location at all times while on campus. These guidelines must also be followed by a non-FCA student who is in a dating relationship with an FCA student.

Social Media Policy

Parents and students are expected to use social media responsibly. Posting content that slanders, ridicules, harasses, or damages the reputation of the school, its employees, students, or families may result in disciplinary action, up to and including dismissal. School administration may request the removal of inappropriate content. School-related concerns should be addressed respectfully and through the proper chain of command, following the principles of Matthew 18.

Physical Education

All students in 6th - 9th grade are required to participate in physical education. Reference the Dress Code & Guidelines section for uniform and shoe details. Reference the Discipline Policies section for uniform violations. The first portion of P.E. class will consist of physical exercise followed by seasonal sports and activities. No students are to be in the gymnasium or weight room without permission or adult supervision.

Library

While the academy does not 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 Bible. It is also understood 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. Every book purchased for the school library is screened. The following rules for the library at FCA are necessary to preserve present books and to aid the growth of the library: (1) students may check out two books at a time, (2) the check-out period is two weeks, (3) students may not check out books if there are past due library books or balances, (4) damage fees are charged to students who damage any book, (5) students must pay the cost of replacement books plus a one dollar processing fee for lost library books, and (6) report cards are held at the end of the school year if library fees have not been paid.

Extracurricular Activities

FCA offers extracurricular activities to provide opportunities beyond the classroom to explore interests, develop new skills, and build lasting relationships. These activities foster creativity and teamwork to prepare students for future challenges. Moreover, extracurriculars enhance self-esteem, boost confidence, and instill a sense of purpose. By actively participating in these activities, students gain valuable experiences that complement their academic pursuits and contribute to their overall well-being. Reference the respective handbooks for detailed information. For music related activities, reference the Music Handbook. For athletic activities, reference the Athletic Handbook.

Kindergarten

Kindergarten at FCA is designed to give students a smart start academically, socially, and emotionally with a biblical basis. Students are taught phonics, reading, writing, math, poetry, and Bible. It is recommended students entering kindergarten be five years of age by August 31st to qualify. FCA requires all students entering kindergarten take a placement test. It is a tool used to assess the current skill level of students which aids in appropriate educational placement. At the end of each school year, students participate in a special program highlighting academic skills, musical talents, and select memorizations learned throughout the school year. The four 1st grade students with the highest numeric year average will serve as K5 Graduation Marshals.

Special Events

Many special events take place throughout the school year. These special events often blend academic achievement with spiritual growth and provide opportunities for students to connect on a personal level. All school programs, outings, parties, skits, and any other activities not scheduled on the official school calendar must be approved by administration at least one day in advance. Music at any special event must be consistent with the standards of FCA and FFWBC. Music must be approved by administration, the FFWBC Music Pastor, or the school music teacher.

Class Parties

Class parties celebrate special times of the year, including Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the school year. Parties are limited to the classroom and, with permission, the outdoor pavilion. Teachers will contact parents regarding planning and preparations for these seasonal celebrations.

Students may bring a snack or treat to share with their class on their birthday. Parents should coordinate with the classroom teacher in advance. Treats are distributed during lunch or afternoon snack time, and all allergy concerns should be confirmed with the homeroom teacher. Parents are not permitted to attend birthday celebrations.

Field Trips

School field trips are educational experiences designed specifically for students enrolled in the participating grade level. Attendance is limited to students in the designated class or grade level and approved school chaperones. All students are expected to attend scheduled field trips. Students who do not attend a field trip are counted absent, and the absence is considered unexcused. Teachers communicate field trip costs, schedules, dress code requirements, lunch arrangements, and other pertinent information to parents via email.

Parents/guardians may be asked to serve as chaperones. Chaperones help supervise students and ensure their safety throughout the trip. Chaperones may bring infants or toddlers if necessary; however, school-aged siblings and other family members are not permitted to attend field trips.

All chaperones are required to follow the FCA Chaperone Etiquette Guidelines and any instructions provided by the teacher or school administration. Failure to follow these guidelines may result in the loss of future chaperone privileges.

The school reserves the right to limit the number of chaperones or make exceptions when necessary for student safety, supervision, or venue requirements.

Required School Activities, Trips, and Experiences

Faith Christian Academy recognizes that education extends beyond the traditional classroom and may include educational travel, overnight experiences, grade-level activities, retreats, senior experiences, and other school-sponsored activities. These experiences may support academic learning, spiritual growth, character development, leadership, community, and class relationships.

The administration may designate certain school-sponsored activities and experiences as required school activities. Required activities may include, but are not limited to:

- Overnight school activities and retreats
- Grade-level educational trips
- Williamsburg, VA- Sophomore Class
- Washington, D.C.- Junior Class
- Orlando, FL- Senior Class
- Fine Arts/TriCom
- Other off-campus activities designated by the administration

When an activity is designated as required, participation is considered part of the student's school experience and attendance expectations. The school will communicate the dates and costs in advance.

Certain required school activities may involve additional costs beyond regular tuition, including transportation, lodging, meals, admission fees, program fees, and other expenses. When a required activity involves an additional cost, FCA will communicate the anticipated cost and payment expectations to families in advance. The fact that an activity involves an additional cost does not make the activity optional and failure to attend will result in an unexcused absence.

FCA recognizes that parents or legal guardians have the authority to determine whether their child participates in an overnight or off-campus activity. However, when FCA has designated an activity as a required school activity, a parent's decision to prohibit the student's participation does not change the school's classification of the activity. Nonparticipation in a required school activity will be recorded as an absence in accordance with FCA's attendance policy.

Parents should communicate concerns regarding the required activity to the administration by August 1st or as early as possible. Since the planning process begins in the summer, the parents will be responsible for any non-refundable expenses incurred prior to August 1st if the school is not notified in advance. The administration may approve an exception when circumstances warrant, including significant medical, family, or other concerns.

Junior & Senior Banquet

The Junior & Senior Banquet is a required event for all junior and senior students to attend. The junior class is also required to plan and decorate for the event.
All dresses must be approved twenty-one days prior to the event. On the day of the banquet, those attending will be dismissed after fourth period. Any absence prior to this time will be considered unexcused and no make-up work is permitted. Students are asked not to schedule appointments before 12:15 PM on the day of the banquet. All dates/guests must be approved and must consent to uphold the same dress and hair standards set forth for all FCA students. Juniors and seniors must notify administration of the name of their date/guest no later than thirty days prior to the banquet. The date/guest must complete and return a signed Standard of Conduct form thirty days prior to the event.

Grandparent's Day

FCA believes grandparents play a vital role in the lives of children. It is for this reason K5 - 5th grade students celebrate Grandparent's Day. Grandparent's Day is a special occasion to honor the love, wisdom, and sacrifices of grandparents. It is a time to express gratitude for their support and invaluable life lessons.

Yearbooks

Each school year FCA publishes a yearbook entitled *The Shield*. Yearbooks are a treasured keepsake that capture a snapshot of the history of the school. Included are photos of students, teachers, and school activities, along with personal messages and dedications from classmates. Yearbooks are a valuable source of nostalgia and connection that provide a way to remember friends, teachers, and shared experiences. All students are encouraged to purchase a copy. If interested in advertising in *The Shield*, contact the Yearbook Advisor.

Lunch Program

FCA offers a hot lunch program. Menu items and prices are posted in the FACTS Family Portal. Parents or guardians who wish to purchase cafeteria lunches must place orders online through the FACTS Family Portal by Friday of the week before the lunches are needed. Lunches ordered through the school office on the day of service will be considered an Emergency Lunch and will be limited to the available emergency menu. Combo Lunches are not available for same-day orders.

Faith Christian Academy does not maintain student cafeteria accounts. Parents should place orders ahead of time. Students who wish to purchase an extra snack or drink must bring cash on the day of purchase.

Teachers will verify during attendance that each student has either a lunch from home or a cafeteria lunch ordered. If a student arrives at school without lunch, the school office will contact the parent or guardian. The cost of the Emergency Lunch will be charged to the family's FACTS account. Emergency Lunches are intended only for unexpected situations (student did not bring lunch, parent is unable to deliver lunch, etc.). Parents who bring a lunch to school after the school day has begun must leave it in the school office at least 15 minutes before their child's scheduled lunch period. To minimize classroom disruptions, lunches may not be delivered directly to classrooms or the gymnasium.

Students bringing lunch from home should bring meals that are ready to eat. Students in Kindergarten through 3rd grade may not use cafeteria microwaves. Therefore, lunches for these students should not require heating or warming. Students in grades 4-12 may use the cafeteria microwaves responsibly and with good manners. Food items should not require extensive heating times.

Student water bottles may contain water only during the school day. Students may not share food or drinks with other students. This practice helps protect students with food allergies, dietary restrictions, and other health concerns.

Faith Christian Academy does not accept food deliveries for students from DoorDash, Grubhub, Uber Eats, or any other third-party delivery service. All lunches must be brought from home, purchased through the school's lunch program, or delivered by a parent or guardian in accordance with school procedures.

Students are expected to demonstrate Christ-like behavior during lunch by using good table manners, speaking respectfully, remaining seated unless given permission to leave, cleaning up after themselves, and following the directions of cafeteria staff and supervising teachers. Lunch is considered part of the instructional day, and all school rules remain in effect.

Emergency Procedures

FCA established proper protocol for emergencies. These protocols are in alignment with the recommended national and state standards. In the event the school must close early, parents/guardians are notified through Parent Alert. The alert details the event and proper procedures to follow. Students engage in fire, tornado, and lockdown drills throughout the school year to gain knowledge of the procedures to follow in the event of an emergency.
Parents/guardians who need to contact students during the school day for emergency purposes must call the School Office. The School Office staff assists parents/guardians in communicating with the student in appropriate emergency situations.

Health Safety

Illness

Students who present with one or more of the following symptoms are sent home unless the symptom is determined by a physician or the local health department to be a noncommunicable/noninfectious condition: (1) fever of 100°F or higher*, (2) rash with fever and/or behavior change*, (3) unusual lethargy, irritability, persistent crying, difficulty breathing, and/or other signs of possible illness, (4) diarrhea*, (5) vomiting*, (6) mouth sores associated with the inability to control saliva**, (7) purulent conjunctivitis*, (8) impetigo*, (9) strep throat*, (10) scabies*, (11) chicken pox**, (12) whooping cough**, (13) mumps**, (14) measles**, and (15) other symptoms that indicate a serious or contagious condition.
Students with symptoms denoted by one asterisk (*) may return to school twenty-four hours after antibiotic or treatment has been started, and/or twenty-four hours after being free of the symptom. Students with symptoms denoted by two asterisks (**) may return to school when cleared by a physician; a note from the physician must be turned in to the School Office.

Injury

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/guardian 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.

OTC Medication Policy

FCA provides over-the-counter (OTC) medications to treat students who present with fever or injury sustained on campus, if FCA receives consent from parents/guardians. OTC medication is not administered to treat seasonal allergy symptoms, headaches, toothaches, or other general sources of discomfort. Students may call parents/guardians to treat these symptoms. FCA administers OTC medication as follows: (1) ibuprofen if pain due to injury or fever due to sickness occurs, (2) acetaminophen if pain due to injury or fever due to sickness occurs, and (3) antihistamine if non-seasonal allergic reaction occurs.

Prescribed Medication Policy

FCA administers prescribed medications to students whose parents/guardians have completed the Written Medication Consent form. One form must be completed for each prescribed medication. Multiple medications may not be listed on one consent form. The form is valid for one school year. One school year is defined as the first day of school through the last day of Summer Camp. All prescribed medications must be presented in the original packaging along with inserts describing side effects or special instructions to be kept in the School Office.

Extended Care

FCA offers extended care for students who need to arrive to school early or stay at school after the school day has ended. Extended care starts at 6:30 AM and ends at 5:30 PM. The cost of extended care is posted on the school website. Students may bring a snack to eat during extended care. Extended care is not provided when the school is closed. There is no extended care on early dismissal days. At the end of the school day, students who attend afternoon extended care are required to immediately report to the designated area.

Visitors

For the security and safety of all students, visitors are not allowed in the classroom or lunchroom. Exceptions are made for kindergarten and elementary seasonal class parties. The administration may also make exceptions based on other special events. Those requesting to visit FCA must obtain a visitors pass and must meet the following criteria: (1) report to the School Office immediately upon arrival before entering any other part of the campus, (2) wear the visitors pass so that it is visible at all times during the visit, (3) meet the Dress Code, (4) must notify the School Office at least one day in advance, and (5) be as quiet as possible while in the building.

Parent & Teacher Conferences

An open line of communication between parents/guardians and teachers is essential for the success of students. Teachers communicate with parents/guardians on a regular basis. Parents/guardians are encouraged to contact the teacher directly if an additional meeting is requested. The purpose of a meeting is to address concerns, offer support and suggestions to help students perform at best, and gain a knowledge of issues that may have an impact on the classroom experience of the students.

The school schedules a week in January, immediately following the posting of first semester report cards, for Parent & Teacher Conferences. These conferences are held in person or over the phone at the discretion of the teacher unless the student receives a grade of 72 or below in a course. The purpose of the conference is to discuss the student's academic performance and overall classroom participation for the first half of the year. If high school students fail the first semester of a course, the options for recovery are discussed during the conference.

FACTS Family Portal

The FACTS Family Portal gives parents/guardians and students the ability to view grades, assignments, report cards, attendance, schedules, events, and more. Parents/guardians are also able to view behavior, order lunches, set up payment plans, and make payments. All families are required to have a FACTS account.

Community Service

Community service provides students with the opportunity to put their faith into action by serving others and making a positive impact on their community. Volunteering time and talents allows students to develop compassion, empathy, and a sense of responsibility. Students learn the importance of giving back and making a difference in the world, ultimately becoming more well-rounded and compassionate individuals. Students are encouraged to participate in community service without receiving any external reward—no form of compensation or pay. High school students are encouraged to provide at least forty-eight hours of community service prior to graduation. All community service hours must be logged on the Community Service form and turned into the School Office. Hours logged will be added to enhance a student's transcript. The service options are listed on the form along with instructions on how to complete the form. FCA organizes a school-wide annual community outreach project. It is requested that all students be involved.

Sexual Harassment and Child Safety

Faith Christian Academy is committed to providing a safe, respectful, and Christ-centered environment for every student. Sexual harassment, sexual abuse, sexual misconduct, exploitation, grooming, inappropriate sexual behavior, and retaliation are not permitted.

Prohibited conduct includes inappropriate sexual comments or communication, unwanted and inappropriate touching, sexual advances, sharing or requesting inappropriate images or messages, and other behavior that violates appropriate student-adult or student-student boundaries. This includes conduct occurring in person or through electronic communication, social media, or other technology. FCA will comply with applicable North Carolina laws regarding the reporting of suspected child abuse or neglect and will cooperate with appropriate authorities. Concerns may also be reported directly to the appropriate authorities. FCA prohibits retaliation against anyone who reports a concern in good faith or participates in addressing a concern.

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ADMINISTRATION & LEADERSHIP

Administration & Leadership

Christian Powell	Senior Pastor
Craig Taylor	Executive Pastor
Morgan Moser, Ed.S.	Head of School
Jennifer Prahl, M.Ed.	Middle School/High School Administrator
Kristin Ellis, M.Ed.	Elementary Administrator
Holly Solis	Preschool Director
Sharon McNeese	Administrative Assistant
Roxie Davis	Human Resource Director
Melody Parrish	Financial Secretary
Olivia Pierce	Administrative Assistant
Jessica Brown	Admissions Assistant
Sharon Coker	School Secretary
Charity Willoughby	Senior Pastor Assistant
Marcus McComb	AV & Technical Support
Crystal Armes	School Advisory Board
Amy Kennedy	School Advisory Board
Mary Katherine Kelley	School Advisory Board
Russell Wade	School Advisory Board
Larry Brown	School Board
Chad Coker	School Board
Sam Davis	School Board
Marc Holloman	School Board & School Advisory Board Chairman
Ray Myers	School Board
Jeff Phillips	School Board
Thomas Rouse	School Board
Taylor Whitfield	School Board & School Advisory Board
Robert Winders	School Board & School Advisory Board

PARENT/STUDENT ACKNOWLEDGEMENT

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Signature Acknowledgement

As a Christian school, Faith Christian Academy (FCA) believes in fostering a community that reflects the values and principles found in the Bible. The Parent/Student Handbook outlines the expectations and guidelines that FCA believes are essential for creating a positive and nurturing learning environment. Parents/guardians and students are required to read the Parent/Student Handbook carefully, as it will help to ensure a shared understanding of the mission, policies, and procedures of FCA.

By signing below, you acknowledge that you read, understand, and agree to abide by every component of the Parent/Student Handbook. You read and agree that you must abide by all the policies, rules, and regulations of FCA, including those listed in the Music Handbook and Athletic Handbook, and agree to support FCA with your conduct, words, and prayers.

Parent/Guardian Printed Name	**Parent/Guardian Signature**	**Date**

Student Printed Name (*6th – 12th Grade*)	**Student Signature** (*6th – 12th Grade*)	**Date**

Please return this signed page to the School Office.

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Revisions & Additions

The Parent & Student Handbook is revised and updated annually to ensure it remains current, compliant with regulations, and fully aligned with the academy's goals. While a comprehensive update is performed before each academic year, revisions and additions may also be made throughout the school year as necessary. The following outlines the specific changes made to the handbook during the 2026-2027 school year:

General Policies & Information *9.8.26*

Special Events Required School Activities, Trips, Experiences Page 45-46