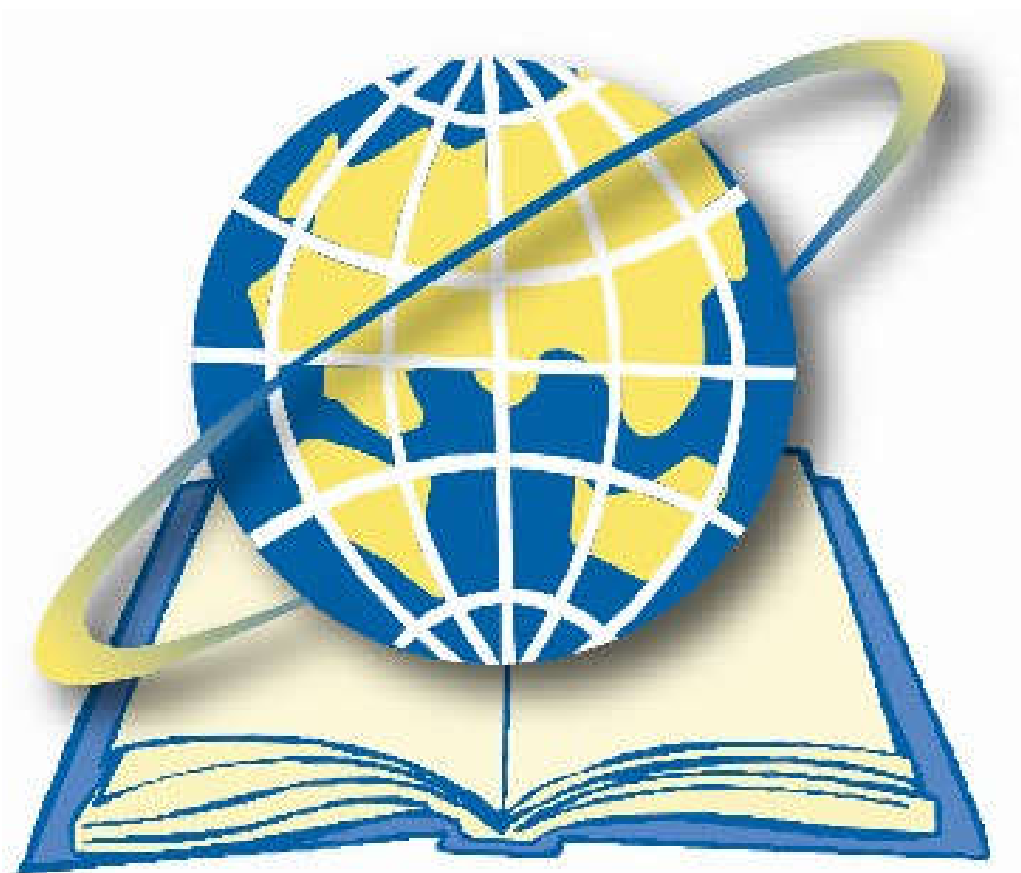


# Faith Christian Academy



## Family Handbook: 2018

“Training Students...Transforming Lives”

# Family Handbook: 2018

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## **I. PHILOSOPHY AND FOUNDATIONS**

### **ACCREDITATION**

Faith Christian Academy is currently approved to operate with Exemption K status and fully accredited by the West Virginia State Department of Education. The school meets the state's code of requirements. Faith Christian Academy is accredited by the Association of Christian Schools International (ACSI) and the North Central Association (NCA). The school is also a member of the Mid-Atlantic Christian School Association (MACSA).

### **ADMISSION INFORMATION**

#### **Admissions Policy**

##### **A. Spiritual Expectations:**

1. Parents/guardians who desire to enroll their child at Faith Christian Academy, and high school students who wish to enroll, must sign a Parent/Student Agreement which includes acknowledging that they have read the Faith Christian Academy Family Handbook.
2. Parents/guardians who desire to enroll their children at Faith Christian Academy must express that they desire a Christian education for their children.
3. Parents/guardians and high school students must express their understanding of the school's Biblical Code of Conduct and agree that all students should be held to those standards.

##### **B. ACADEMIC EXPECTATIONS:**

1. The placement of the child in school is the prerogative of the school and will be determined by academic records and/or the administration of a standardized test.
2. Incoming students may be administered a standardized achievement test unless achievement test scores from the previous twelve months are provided.
3. Students transferring from other schools shall provide a transcript of academic achievement as well as disciplinary records.

#### **Admission Procedures**

1. An admissions application and fee must be submitted to the office.
2. The office staff will request records from previous school (if applicable). Students seeking admission to Faith Christian Academy must have the current year testing on file before being officially accepted.
3. When all records and application materials have been received an interview with the principal will be scheduled. The students and both parents (if possible) should attend the interview.
4. The principal will make the decision to accept or deny acceptance and will communicate the decision by mail.
5. Occasionally students may be provisionally admitted pending requests for materials, result of academic progress, results of social adjustments, and/or other items as determined by the principal.

6. All new students are admitted to Faith Christian Academy on nine-(9) week's probation. Failure to meet expectations may constitute grounds for reassignment or dismissal.

### **Admission Procedures/Requirements by Grade Level**

**Pre-Kindergarten** – Prospective students shall be of appropriate age by September 1. Maturity has proven to be a very valuable tool in deciding placement level. Pre-kindergarten students must be potty trained prior to acceptance. Additional requirements will be communicated to families in the application packet.

**Kindergarten** – Prospective students shall be five years old by September 1. *The Young Children's Achievement Test* will be administered to determine placement level. New admissions will not be considered after January 1 unless the child has been in a similar program to FCA. Note: Testing fees apply.

**First through Twelfth Grade**– If a student seeking admission has not had a standardized achievement test in the previous twelve months Faith Christian Academy may require and may be able to provide appropriate testing for a fee.

**Immunizations:** Faith Christian Academy publishes and enforces the state code of West Virginia regarding immunizations for all school children. This includes requiring proof of immunizations and other applicable tests before a student is admitted to school for the first time or before a student is allowed to continue in school when boosters or other immunizations are required by law. Any medical exemptions submitted to Faith Christian Academy for review will be sent to the Berkeley County Health Department physician for approval. This physician will have the last word on approval of medical exemptions. This is in keeping with the Berkeley County School board policy governing county schools.

**Non-Discrimination Policy:** The school admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

**Students with Special Academic Needs:** The following guidelines apply to students with special academic needs:

1. Classroom accommodations will only be made for students with special academic needs when an official diagnosis has been established by a licensed physician or licensed psychologist based on the results of testing. Once a diagnosis is established re-testing may be required after several years or upon the student transitioning from one division to the next (i.e. elementary to middle school, etc.) This will be at the discretion of the administrator or his designee.
2. Academic records and other school records concerning counseling, discipline, emotional problems, acts of violence, suspension and/or expulsion from past educational settings may be required for a service plan to be developed.
3. FCA will make every effort to not allow more than 15% of a total classroom to be made up of students with special academic needs.

4. Special academic services such as tutoring or resource room time may be required for students with special academic needs as a condition of enrollment or continued enrollment.

**Special Academic Services, Program Overview:** Faith Christian Academy offers special services to families in order to provide a God-honoring learning environment for children with special academic needs. While the school recognizes that it may never be able to reach the needs of every individual child, these special services are offered as a means of reaching many who learn differently. The services below may be provided by Faith Christian Academy when personnel are available. Enrollment at Faith Christian Academy is required for these services, unless otherwise indicated. The cost for all services is determined annually by the school administration. Students not enrolled at Faith Christian Academy should expect higher costs for services made available to them.

Program Components:

**Tier 1: Enrollment in the National Institute for Learning Development Discovery Program**

Part I: Educational Therapy

Educational Therapy for students in the NILD program involves two 80-minute sessions of intensive educational therapy each week.

Part II: Search and Teach

Search and Teach is an early intervention program developed to meet the educational needs of young learners before they experience the frustration of learning failure.

**Tier 2: Resource Room**

The resource room is a small classroom where students with a Faith Christian Academy Service Plan may receive individualized or small group support for a portion of the school day.

**Tier 3: Tutoring**

Tutoring is arranged through the school for students who are having trouble with specific concepts or are struggling with organizational needs such as test-taking skills or note-taking skills.

**Students with Court Records:** Admission or continued enrollment of a student with a prior court record, at any grade level, must be approved by the full board of directors upon recommendation of the administrator. In most cases an individual with a court record would fall under the “unacceptable” category in the prioritization of admissions. However, there may be exceptions in cases such as traffic violations or other “minor misdemeanors.” In each instance the full support and cooperation of the parents must be evidenced.

**Students with Infectious Diseases:** Policy on Current or Prospective Students Diagnosed with Infectious Diseases can be obtained by requesting Student Policy #4070.

**CORE VALUES**

Faith Christian Academy affirms the following core values:

1. Scripture is recognized as the revealed Word of God and is taught as truth.
2. A rigorous process of the integration of faith and learning in all academic disciplines is maintained.
3. A Christian administration and faculty model Christ in teaching and leading.
4. High academic standards are maintained, internal and external evaluation is welcome.
5. The curriculum and other programs are characteristically innovative.
6. The school community exhibits love, justice, humility and service among board members, administration, faculty, students, parents and the larger community.
7. Organizational practices are thoroughly Christian; business, development, marketing, personnel, and government relations.

## **EXPECTED STUDENT OUTCOMES**

### **Students who graduate from Faith Christian Academy:**

#### **(Spiritual Formation)**

- Possess apologetic skills to defend their faith
- Understand and commit to a personal relationship with Jesus Christ
- Know, understand, and apply God’s Word in daily life
- Personally respond to and carry out the Great Commission locally and around the world in a culturally sensitive manner
- Are actively involved in a church community, serving God and others
- Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews

(Phil. 4:8, Phil. 2:5-8; I Pet. 2:13-15; Prov. 20:11)

#### **(Academic Formation)**

- Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking
- Are proficient in mathematics and science
- Have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
- Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas)
- Have the skills to question, solve problems, and make wise decisions
- Are committed to lifelong learning
- Know how to utilize resources—including technology—to find, analyze, and evaluate information
- Understand, value, and engage in appropriate social (community) and civic (political) activities
- Have an appreciation for the natural environment and practice responsible stewardship of God’s creation



- Appreciate literature and the arts and understand how they express and shape the students' beliefs and values

(Ps. 139:13-16; Neh. 8:8; I Thess. 5:21; Rom. 13:1, 2, 4; Ps. 24:1)

**(Social and Personal Formation)**

- Understand the worth of every human being as created in the image of God
- Respect, and relate appropriately with integrity to, the people with whom they work, play, and live
- Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien, or stranger
- Embrace and practice justice, mercy, and peacemaking in family and society
- Are good stewards of their finances, time (including discretionary time), and all other resources
- Understand that work has dignity as an expression of the nature of God
- Are prepared to practice the principles of healthy, moral, family living
- Treat their bodies as a temple of the Holy Spirit
- Understand the value of physical exercise
- Develop a love for lifelong sports and activities

(II Tim. 2:20-21; Rom. 12:10; I Cor. 12:20-26; II Tim. 2:15; Is. 40:31; I Tim. 6:6-10)

**HISTORY**

Faith Christian Academy is an independent, non-denominational Christian school. It opened its doors in September 1983 with 49 students, five faculty members, one administrator, and an eleven member Board of Directors. Incorporated in March 1984, FCA was originally housed in the basement of Pilgrim Presbyterian Church and offered education for Pre-K through 6<sup>th</sup> grade. The Academy added a grade each year and graduated its first senior class in May 1989.

**MISSION STATEMENT**

To provide the highest quality academic and Biblical world-view training in an environment that encourages spiritual, academic, social, and physical growth. (“Train up a child in the way he should go...” Prov. 22:6a)

**ORGANIZATION**

The policy making group of FCA is its board of directors. Qualifications for membership to the board of directors are:

1. All members of the board of directors shall be actively involved in the ministry of FCA for at least one year and be current members of the association.
2. All board members shall have the necessary competencies to credibly discharge the responsibilities of the office of a director.
3. All members of the board of directors shall be faithful members in good standing in one of the area's fundamental churches.

4. Each board member shall subscribe in writing that he/she is in full and complete agreement with Articles II and III of the constitution. If at any time the board member no longer agrees with Articles II and III of the constitution, he/she will voluntarily withdraw from the board of directors.

Board members serve on one or more of the following standing committees:

1. Finance Committee
2. Buildings and Grounds Committee
3. Education Committee
4. Development and Public Relations Committee
5. Spiritual Life Committee

Members of the association elect the board of directors. Association membership is composed of the parents and friends who apply for membership and meet the following qualifications:

1. Shall be 21 years of age or older.
2. Shall have a strong interest in the spiritual life and Christian education of children and youth.
3. Shall be a born-again Christian, regularly attending a local church, and exemplifying a life of faith and loyalty to the Word of God.
4. Shall subscribe in writing that he/she is in agreement with Articles II and III of the constitution and provide a written testimony of his/her salvation experience. If at any time the Association Member no longer agrees with Articles II and III of this constitution, he/she will voluntarily withdraw from the Association. The board of directors may accept an individual into membership in the FCA Association who does not agree with Article III, section 7 (Eternal Security), providing that is the only area of disagreement.
5. Shall pray for the work of the school, be prompt in paying the cost of tuition, cooperate with the faculty in the exercise of just discipline, assist the school with maintenance and improvement projects, and share in promoting the aims and objectives of this school.
6. All applications for membership in the association shall be submitted to the Membership Committee of the board for approval and referred by the Membership Committee with its recommendation to the board of directors for final action.

### **POTENTIAL FOR REVISION**

**The policies and procedures found in this Family Handbook represent the most recent expression of the management of Faith Christian Academy in order to provide for equitable and consistent treatment of students and families. To assure that Faith Christian Academy achieves and maintains the purpose of these policies and procedures and to assure the organization's continued ability to meet its needs and those of its families under changing conditions, Faith Christian Academy reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.**

### **STATEMENT OF FAITH**

1. The Scriptures

We believe that the Bible is the Word of God. It is verbally inspired by Him in the original manuscripts. It is infallible and complete. The Bible is our supreme authority for faith and practice. (2 Tim. 3:16-17, 2 Peter 1:20-21)

## 2. The Godhead

We believe that the Godhead eternally exists in three persons – the Father, the Son, and the Holy Spirit. These three are one God, having exactly the same nature, attributes, and perfections. Each is worthy of exactly the same honor, confidence and obedience. (Deut. 6:45, Matt. 28:19, 2 Cor. 13:14)

## 3. The Person and Work of Jesus Christ

We believe that Jesus Christ is the eternal Son of God. He came into this world to manifest God to man, fulfilling prophecy, and became the Redeemer of the lost world. He was born of a virgin, received a human body, and a sinless nature. (Luke 1:30-35; John 1:18, 3:16)

We believe that, on the human side, He became and remained a perfect, but sinless man throughout His life; however, He retained His absolute Deity, being at the same time very God and very man. (Luke 2:40, John 1:1-2, Phil. 2:5-8)

We believe that, in His infinite love for the lost, He voluntarily accepted His Father's will and became the divinely provided sacrificial Lamb that took away the sin of the world. He bore the holy judgments against sin that the righteousness of God must impose. He died to purchase our redemption and thus to fulfill God's plan for sinful man. His death was substitutionary and vicarious. (Isa. 53:5-7, Rom. 3:24-25, 2 Cor. 5:14, Heb. 10:5-14)

We believe that He arose the third day from the dead in the same body, though glorified, in which He had lived and died. (Matt. 28:1-10, Mark 16:1-14)

We believe that He literally ascended back to heaven and that He is on the right hand of the Father interceding for all truly born-again believers as our advocate. (Acts 1:9-10; Heb. 1:3, 8:1; 1 John 2:1-2) We believe that He will literally return a second time. (John 14:2-3)

## 4. The Person and the Work of the Holy Spirit

We believe that the Holy Spirit is the Third Person of the Blessed Trinity. He is co-equal in every aspect relative to divine attributes, with the other two persons of the Godhead. He indwells every child of God, and by His baptism, unites all to Christ in one body. He is the source of all power and all acceptable worship and service. He will never depart from the church nor from the feeblest of believers, but is ever present to testify of Christ. (John 14:16-17; 16:7-15; 1 Cor. 6:19, 12:13)

We believe that in this age the Holy Spirit has various well-defined ministries. It is the responsibility of every Christian to understand them and adjust to them. These ministries are: restraining of evil in the world; convicting the world; regenerating of all Christians; baptizing of all Christians into the one body of Christ; filling (continually) of all Christians who are yielded relative to power, teaching, and service. (John 3:6, 14:26, 16:7-11,13; Acts 1:8-9, 1 Cor. 12:13; Eph. 4:30, 5:18; 2 Thess. 2:7; 1 John 2:20)

5. The Depravity of Man

We believe that man was originally and immediately created in the image and in the likeness of God. But, as a result of Adam's sin, man inherited a sinful nature. He is totally affected and corrupted by sin and is separated from God and is essentially evil. Apart from divine grace, he is spiritually dead and this has been passed down to the entire human race, with Jesus Christ being the only exception. (Gen. 1:26, 2:17, 3:1-6, 6:5; Psalm 51:5; Jer. 17:9; Rom. 3:10, 3:23, 5:12,19; 1 John 3:8)

6. Salvation

We believe that salvation is a free gift offered to man by God. Its basis is the death, burial, and resurrection of the Lord Jesus Christ. Man receives this free gift of eternal life by realizing his sinful condition, believing that Jesus Christ died for his sins, and then receiving Him as his own personal Lord and Savior. Man in no way can ever work his own way to heaven.

Salvation is based solely on the finished work of the Lord Jesus Christ on the cross of Calvary, by the grace of God. That precious blood of the Lord Jesus Christ cleanses from all sin anyone who accepts God's free gift. (John 3:16, 5:24; Acts 13:39, 16:31; Rom 10:9-10; 2 Cor. 5:21; Eph. 2:8-9)

7. Eternal Security

We believe that once a person has truly been born again of the Spirit of God, that person is saved forever. Once a person is saved, he is always saved, and can in no way lose his salvation. God's free gift is eternal. (John 3:16, 10:28-29; Col. 3:3; Heb. 7:25; Jude 24)

8. Satan

We believe that Satan is a created being and actually exists, having a personality. Initially, he was called Lucifer and held the highest angelic position in heaven. He is the "god of this world" and the enemy of God and the Christian. Sin originated with him in heaven and he is the one who tempted Eve in the garden. He is the author of all deception. He will be ultimately cast into the Lake of Fire and suffer eternal punishment. (Gen. 3:1-6, Isa. 4:12-17, Ezek. 28:12-19, Rev. 20:10)

9. The Resurrection of the Saved and the Unsaved

We believe in the bodily resurrection of all men, the saved to eternal life and the unsaved to judgment and everlasting punishment. (Matt. 25:46; John 5:28-29, 11:25-26; Acts 24:15; Rev. 20:5-6, 11-15)

10. Separation

We believe that all truly born again Christians have a personal responsibility before God to live in such a manner as not to bring reproach upon the Lord Jesus Christ. He should separate from all manner and appearance of evil and all religious apostasy. Though living in the world, Christians are not to be associated or identified with the world. (Rom. 12:1-2, 14;13; 2 Cor. 6:14,17; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9:10)

11. Earthly Institutions

We believe that the family was established by God and is primarily responsible for the training of the

children within the home. (Gen. 2:21-15; Job 1:1-5; Eph. 6:1-4; Col. 3:18-21)

We believe that government was established by God and that every Christian should be in submission to its laws, but must obey God rather than man when government goes against God's Word. (Matt. 17:24-27, 22:21; Acts 4:19-20, 5:29, 23:5; Rom. 13:1-7)

We believe that the Church was established by God to evangelize the lost and to edify the saved. (Acts 2, Matt. 28:19-20, Acts 11:26, Eph. 4:11-16, Heb. 10:25)

## 12. Sanctity of Life, Gender, Marriage and Sexuality

We believe that all human life is sacred beginning at the moment of conception and ending at a person's natural death (Psalm 139). Accordingly, every unborn child is a living human being, created in the image of God, and must be respected and protected both before and after birth. Direct or indirect volitional taking of any innocent human life by any means and by any individual or entity through abortion or euthanasia constitutes a violation of the sanctity of human life, and is a sin against God and a crime against man.

We believe that God acts to give each person a gender by wonderfully and immutably creating each person as distinctly male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). Rejection, whether by personal volition or compulsion, of one's biological gender is a rejection of the image of God within that person and a sin against God.

We believe that the term "marriage" has only one meaning as created and sanctioned by God: the uniting of one man and one woman in a single, life-long, and exclusive union, as delineated in Scripture (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that condoning, engaging in, or facilitation of any form of sexual intimacy outside of marriage is sexually immoral, sinful, and offensive to God.

We believe that any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). Sexual immorality includes, but is not limited to adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex.

We believe that God offers redemption and restoration to all who confess and repent from their sin, who seek His mercy and grace, and humbly ask for His forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Behavior or attitudes not displaying compassion, love, kindness, respect, and dignity which are directed toward any individual are unacceptable, must be repudiated, and are not in accord with Scripture, or the policies of Faith Christian Academy as reflected in our

Statement of Faith.

13. Final Authority for Matters of Belief and Conduct

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Faith Christian Academy's faith, doctrine, practice, and discipline, our board of directors is Faith Christian Academy's final interpretive authority on the Bible's meaning and application

**STATEMENT OF PURPOSE AND PHILOSOPHY OF EDUCATION**

The purpose of Faith Christian Academy shall be to assist the Christian home in the training of its youth. We recognize that God has ordained the home as primarily responsible for the training of its children. Faith Christian Academy exists to complement the home's responsibility and does not seek to or ever could take the place of parents. The teacher must be the same proper role model as the parent so that the home and school reinforce each other. (Deut. 6:7; Prov. 4:1; Prov. 22:6)

We believe that education should begin with a concern for the student's relationship with God through His Son, Jesus Christ, and extend throughout every other aspect of his life. This is based on our beliefs outlined in our Statement of Faith and the basic tenet that all truth is God's truth. While a distinction is made between revealed truth and mundane truth as discovered by man, mundane truth must be subject to and evaluated in the light of the absolute criterion for determining truth—God's written Word. Therefore, all areas of curriculum and conduct must be interpreted and integrated within the recognized Christian view of the world. Human reason alone cannot be considered as a sufficient and independent criterion for judging truth. (Ti. 2:11-15; II Tim. 3:16-17)

We believe that education is the accumulated effect of every experience. Our responsibility, therefore, is to provide the experiences—spiritual, intellectual, emotional, and physical—that will result in the greatest possible growth. We believe that this is best achieved when the pupil is saturated in a Christian atmosphere of genuine joy and pleasant daily practice of thoughtful, responsible, purposeful activity. (Luke 2:52)

The aim of these directed experiences is to teach the pupil the necessity of making his own decisions and accepting responsibility for his actions. While developing this self-direction and self-control, the pupil should also be taught to be dependent upon the Holy Spirit. In other words, he should be an individual capable of making his own decisions, but at the same time be submissive to the will of God. (Rom. 6:13; 12:1-2; Eph. 2:10; John 16:13; 14:26)

We believe it is desirable that the student body reflects the diversity within American society, racially, socially, and economically, and that it be limited in size so a sense of community is possible. While the school seeks to serve as many children of Christian parents as possible, we believe it must also offer admission to students from families not professing the Christian faith. (Mark 16:15)

We believe that our curriculum should be governed principally by the requirements of both a general and college preparation and should include study of the Bible. We believe in seeking and initiating

new methods of teaching even as we try to pass on to our students the great essentials of traditional knowledge and learning. Within the framework of the school's spiritual and academic objectives, we want to include as large a choice of courses and learning experiences as possible. (I Tim. 3:16; Prov. 1:5; Prov. 12:1; II Chron. 1:10-12)

We are looking for academic achievement as measured by the acceptance of our graduates by accredited colleges and universities, but our overriding priority is the development of mature Christian character. We seek the development of our students into men and women who have the capacity to give leadership to others in the great task of loving God with all their heart, soul, mind and strength, and their neighbors as themselves. Therefore, Christian character is emphasized before career. (Phil. 4:9; Deut. 6:5; Prov. 6:20-22)

### **VISION STATEMENT**

Graduates who love the Lord, defend their faith, and pursue lifelong learning. (“...even when he is old he will not depart from it.” Prov. 22:6b)

## **II. Academic Information**

### **ACADEMIC ELIGIBILITY – EXTRA-CURRICULAR ACTIVITIES**

1. Academic Restriction: Any student in grades 6–12 with a “D” in any subject is not to be excused from a class in that subject. This applies for 2 weeks following the issuance of a mid-term progress report, or a 9-week report card.
2. Academic Ineligibility: Any student in grades 6–12 with an “F” in any subject or a “D” in any two subjects shall be ineligible to play inter-scholastic sports for 2 weeks following the issuance of a mid-term progress report, or a 9-week report card.
3. Failure to improve grades: Failure to improve to passing grades (“C” or above) may necessitate removal from the team. Ineligibility begins at 3:30 p.m. on the school day after the issuance of a mid-term progress report or at 3:30 p.m. on the day a 9-week report card is issued. Eligibility will resume at 3:30 p.m. exactly two weeks later if grades are improved to passing.

### **ACADEMIC FAIRS AND COMPETITIONS**

Students may be given an opportunity to participate in academic fairs and competitions. This may include participating in local county and/or regional Christian fairs and competitions. Students may also be given grades as they meet expected goals on their projects.

### **CHEATING/ACADEMIC INTEGRITY**

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Students must understand the seriousness of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom for testing in order to protect students from unnecessary temptation. Students should always be reminded of the consequences of cheating. Please read the “Academic Integrity Guidelines” in the appendices. This document will be discussed with students each year and students will sign a statement of understanding. (See Appendix)

### **CHRISTIAN/COMMUNITY SERVICE RECOGNITION**

Students who graduate from Faith Christian Academy with a total of 60 hours of Christian/Community Service will receive special recognition on their permanent transcript. The total hours required will be no less than 15 hours for each year of high school attendance at Faith Christian Academy. The guidelines for this policy will be established and tracked by the school administration in conjunction with the Guidance Counselor to assure consistency and accuracy. The Spiritual Life Committee of the board will provide oversight to this policy.

### **COLLEGE COURSES/DUAL CREDITS**

Faith Christian Academy junior and senior students are encouraged to take college classes if they are academically prepared. Faith Christian Academy will accept a total of two (2) high school credits



taken off-campus as dual credit courses during the junior and senior years. One semester of a three (3) credit college course will count as one-half high school credit. Students wishing to take college courses for dual credit will need to get that approved through the school guidance counselor. Only college credits from an accredited college/university will be accepted. The CLEP test may NOT be used for dual credit.

## **CURRICULUM GUIDES**

Guides for each elementary and secondary subject are available upon request.

## **GRADING SYSTEM**

1. Grades: A=100-90, B=89-80, C=79-70, D=69-60, F=59-0
2. Elementary and secondary report cards are issued every nine (9) weeks. Mid-term progress reports and grade averages are posted after four (4) and ½ weeks. The purpose of the mid-term reports is to alert parents to situations or trends that may need to be addressed before the end of the grading period.
3. For grades that are taken for high school credit, quality points are assigned as follows in order to determine a grade point average: A=4.0 B=3.0 C=2.0 D=1.0 F=0
4. Faith Christian Academy honors courses and Advanced Placement (AP) Courses will be assigned weighted quality points as follows: (A list of those weighted courses will be provided by the guidance counselor each year.)  
A=5.0 B=4.0 C=3.0 D=2. F=0
5. All courses that are taken at Faith Christian Academy during the high school years will count toward the student's G.P.A. If a student fails a course and takes it over again or simply chooses to repeat a course, both grades will count toward the student's cumulative G.P.A.
6. Guide to the letters used on the report cards.  
F Is doing failing (unacceptable) work .  
I Incomplete work- this grade becomes an "F" if not made up by the next marking period.  
O Outstanding - consistently meets and exceeds expected goals.  
S Satisfactory – meets expected goals.  
N Needs improvement – Improvement is needed to meet expected goals.

## **GRADUATION REQUIREMENTS**

A student must have a minimum of 26 credits to graduate from Faith Christian Academy with a Standard Diploma and 28 credits for an Honors Diploma. Qualifications for the Honor's Diploma will be determined at the end of the third quarter of the students' senior year. All students are expected to take the ACT and/or SAT College entrances exams. A student enrolled in Faith Christian Academy for all four high school years will be allowed to have no more than four non-Faith classroom instructional credits in major academic subjects on their high school transcript. Algebra I, Geometry, and Algebra II are required as the first three math credits for both diplomas. A student may only walk in the graduation ceremony if he or she is within ½ credit of completing graduation requirements.

### **Honors Diploma**

Bible	4 credits
English/Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Foreign Language	2 credits
<u>Electives</u>	<u>3 credits</u>
Total:	28 credits

At least two junior or senior level core credits must come from honors or college dual credit classes. The Honors Diploma requires that the student earn a 3.25 cumulative G.P.A.

### **Standard Diploma**

Bible	4 credits
English/Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Physical Education	1 credit
Health	1 credit
The Arts	1 credit
Foreign language	2 credits
<u>Electives</u>	<u>1 credit</u>
Total:	26 credits

### **Modified Diploma**

The Modified High School Diploma is offered to students who cannot successfully complete the credit requirements for a Standard Diploma.

The modified graduation requirements for each student will be decided on an individual basis using standardized testing, Psycho-educational reports, and other relevant data. The final decision regarding a diploma type will be made by the school administrator after consultation with the secondary principal, teachers, and the student's parents as early in high school as possible.

## **HOMEWORK POLICY**

A general guideline to the amount of homework is: Grades 1-2 (15-20 min), Grades 3-4 (20-40 min.), Grades 5-6 (40-60 min.). Elementary teachers will avoid excessive homework on Wednesday evenings so that some may attend mid-week church services. Secondary teachers will also be sensitive to students who are actively involved in a mid-week service.

## **HONOR ROLLS**

### **Elementary Honor Roll**

1. High Honor Roll – Students who have all grades of “A” on their report card.
2. Honor Roll – Students who have all grades of “A” or “B” on their report card.

### **Secondary Honor Roll**

1. High Honor Roll – Students with a G.P.A. of 3.75 or higher.
2. Honor Roll – Students with a G.P.A. of 3.25 to 3.74.

## **INDEPENDENT STUDY COURSES**

The following guidelines will be utilized for the regulation of Faith Christian Academy students desiring to take courses by way of independent study:

1. Courses taken in summer school or at home (homeschool) will be considered as independent study courses and will fall under this policy.
2. Prior permission to take an independent study course while a student is enrolled at Faith Christian Academy may only be granted by the Administrator or his designee.
3. Independent study courses must be arranged through FCA. A Faith Christian Academy staff member or an individual approved by the Administrator must supervise them. The only exception to this would be for a legitimate summer school credit obtained at an approved institution. An official transcript showing the credit and grade must be forwarded to Faith Christian Academy before credit will be given.
4. The following guidelines will be used when granting permission to take an independent study course:
  - a. Students may not take an independent study course which is offered at FCA and which is available in the student’s schedule.
  - b. Students may take an independent study course if the course is not offered at FCA.
  - c. Students may take an independent study course if the course has been failed by the student as a part of his/her regular schedule at FCA.
  - d. Students may take an independent study course if the student because of transfer or other extenuating circumstance missed the course.
  - e. The transfer of independent study credits taken by a student before arriving at Faith Christian Academy will be evaluated on a case-by-case basis.
5. Students desiring to graduate before the completion of four years of high school will need to make application in writing of their intent to the administration. Permission to take independent study courses for this reason will only be granted after a formal interview has been conducted with the parent(s), student, Guidance Counselor, and Administrator or his designee.
6. Students may take no more than one independent study course per semester/summer, unless special permission is granted by the administration.
7. Certain fees will apply to these courses as determined by the administration. The fee will include supervision of the course by a staff member and any material costs.
8. Independent study courses taken outside the regulations listed above while a student is enrolled full-time at FCA will not be accepted toward the graduation requirements.

## **LATE WORK POLICY**

Homework that is not turned in on time is late and will result in a grade reduction. Major projects and/or assignments will be assigned a grade of “zero” after five (5) school days. Work related to a major project or assignment must be completed even if no credit is given, or an incomplete may result.

## **MAKE-UP WORK**

For every day a student has an absence, he/she has that number of days to make up work or prepare for tests that may have been missed. For one or two day absences, teachers may have the discretion to require quizzes that are a weekly event, i.e. spelling, vocabulary to be made up upon the student’s return. Any unexcused absence will result in a zero (0) for homework or daily class work missed. Tests will be made up at the discretion of the teacher.

## **NATIONAL BETA CLUB**

The National Beta Club is an organization that recognizes students who demonstrate outstanding accomplishments in scholarship, character, leadership and service. In order to be considered for membership, students must be a member of the junior or senior class, and must have a minimum cumulative grade point average of 3.25 (out of 4.0). A candidate’s eligibility then is determined after consideration of their contributions in the area of service, leadership, and character.

## **PART-TIME STUDENTS**

Part-time students are enrolled in the school’s home school program for individual classes, take less than five (5) credits (high school), and are not working toward a diploma from Faith Christian Academy. As such they must meet the standards and guidelines for home school students found in the home school brochure. Students enrolled in five (5) high school credit courses must be enrolled as a full-time student. Seniors who are on track to graduate may take no less than four (4) credit courses in their senior year and will be considered full-time. No discounts apply to full-time students.

## **PROMOTION AND RETENTION OF STUDENTS:**

Students who are performing at or above grade level will be promoted to the next grade level. This promotion is recommended by the student’s teacher and approved by the administration. From time to time, students who are not performing at grade level may have to be retained in the same grade level for another school year. The following criteria will be used to determine when a student will be retained:

1. Students in pre-kindergarten and kindergarten may be retained at the discretion of the teacher and elementary principal if it is determined that the student is not ready academically or developmentally for the next grade level.

2. Students in first through eighth grade who receive two failing grades for the year will be retained. Students who have low academic grades (but not necessarily two failing grades) may be retained at the discretion of the teacher and principal if it is determined that the student is not ready academically or developmentally for the next grade level.
3. Students in grades nine through twelve will be promoted to the next grade level based upon completion of numerous high school level credits. The completion of six (6) credits will qualify a student for sophomore status; the completion of twelve (12) credits will qualify a student for junior status; the completion of eighteen (18) credits will qualify a student for senior status. Seniors will graduate when they have accumulated enough credits based on the graduation requirements found in policy 4430 (Requirements for Graduation).

### **PROGRESS REPORTING SYSTEM**

The purpose of our reporting system is to give parents and children an indication of the progress that is being made. Each child's ability, attitudes, application, and achievement are taken into account in the grading; however, the students are marked primarily on actual achievement rather than on effort put forth.

A report card will be posted every nine (9) weeks. If, in the middle of a grading period, the teacher feels there is a problem in character development, or the student is earning a "D" or "F" academically, the student will receive a mid-term progress report. The purpose of the mid-term progress report is to alert parents to situations or trends that the teacher believes need attention. When a mid-term progress report is issued, it must be signed and returned by the parent. If your child is in danger of failing, a meeting will be arranged between parents, teachers, and an administrator. Progress reports may be sent at any time for any reason that the teacher deems necessary.

In order for parents to know their child's progress, firsthand, there will be at least one day set aside for parent/teacher conferences each semester. Parents are urged to ask for conferences at any time if they feel it is necessary. The teachers and administration welcome such opportunities. Please call the office for a conference time.

At the end of the year, the school will announce when report cards can be picked up. All accounts (tuition, lost book cost, fund-raising bills, assignments, etc.) must be paid in full before report cards, transcripts, diplomas, etc. will be issued.

### **SEMESTER EXAMS**

Students taking high school courses will have cumulative exams at the end of each semester. At the end of the fall semester, all students will take the exams regardless of their grade. At the end of the spring semester, students with an average of "A" may be exempt from the exams. No student with more than 10 total absences from a class will be "exempt" from that exam unless a documented medical condition has been approved by the administration.

## **SUMMER SCHOOL CREDIT**

Students must secure written permission from the administration before enrolling in any summer program. Faith Christian Academy will recognize up to one full credit each school year, providing the summer school program is appropriately accredited and an official transcript containing the final grade is on file in the student's permanent record.

Summer courses should be taken to make up failed credits or to earn elective credits. They may not be taken as a means of accelerating through basic, required courses unless permission is granted by the administration.

## **TRANSFER STUDENTS**

Faith Christian Academy will accept valid, high school credits from an accredited program of study. Transfer credits from a homeschool or non-accredited program of study must be validated by a placement test, or a review of the student's syllabus and course work, and an interview with the administrator that assesses the student's level of mastery. Acceptance of transfer credits will in no way minimize the Faith Christian Academy "Graduation Requirements."

## **TUTORIAL HELP**

Students will sometimes need additional help in a subject. The first place to turn for help is the teacher of the class. Another resource may be tutoring provided by the school during school hours, or by a tutor hired by the parent after school hours. Several faculty members may be available for this service. Tutoring provided by the school will be billed at an annually determined rate.

## **VALEDICTORIAN AND SALUTATORIAN AWARDS**

**Valedictorian:** The student with the highest academic standing in the senior class will be designated as class valedictorian. The student must have a minimum GPA of 3.75, and must be receiving an Honors Diploma.

**Salutarian:** The student with the second highest academic standing in the senior class will be designated as the Salutarian. The student must have a minimum GPA of 3.50

### **Guidelines:**

1. "Academic standing" will be calculated using the students' "cumulative GPA" at the end of the third quarter of the senior year.
2. In the case of ties the student with the highest numeric average will receive the award.
3. Only students enrolled full-time and completing 11 quarters at Faith Christian Academy will be able to compete for these graduation awards.

### **III Attendance**

Attendance at school is vitally important for a child's academic preparation. Faith Christian Academy recognizes that it is primarily the parent's responsibility to insure that their child(ren) are at school regularly and are on time for the school day. As such parents should strive to have their children at school whenever possible. Unexcused absences will result in a grade of zero for all daily work missed. Tests and quizzes will be allowed to be made up without additional time for preparation. The following definitions and policy statements are provided for your information:

**Absence** - Not being physically present in the school facility for any reason.

#### **Half-Day Absence**

1. If the student arrives after 10:00 a.m. and before 12:30 p.m.
2. If the student leaves after 11:00 a.m. and before 1:30 p.m.

#### **Whole Day Absence**

1. If the student is not in school at all.
2. If the student arrives after 12:30 p.m.
3. If the student leaves school before 11:00 a.m.

**Excused Student Absences** - When a student is absent from school, a note from the student's parent/guardian, or physician must be presented within two (2) school days after the absence(s) in order for the absence(s) to be excused. The following are excused absences:

1. Illness or injury of the student requiring a physician's written verification.
2. Medical and or dental appointment that cannot be scheduled outside the school day when physician or dentist verifies the absence in writing.
3. Illness of student verified in writing by parent/guardian not to exceed ten (10) total days per year.
4. Documented Chronic Medical Condition - Any physical or mental condition that may require multiple or regular absences. This condition must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance.
5. Calamity, such as fire in the home, flood, or family emergency upon approval by the school administrator or designee.
6. Death in the family is limited to three (3) days for each occurrence except in extraordinary circumstances and additional days are approved by the administrator.
7. Absences of parental choice and/or educational value adhering to these situations:
  - a. Prior approval of the school administrator
  - b. Shall not exceed seven (7) days per year
  - c. Missions' trips, family vacations, and college visits are examples of absences which will be excused under this category.
8. School approved curricular or extra-curricular activities.

**Tardy** - A student is tardy from a particular class when he/she arrives less than ten (10) minutes late for class. A student is tardy from school when he/she arrives late for school but before 10:00 a.m.

**Early Sign-out** - a student leaves school after 1:30 p.m., but before the designated dismissal time

**Perfect/Faithful Attendance** - In determining perfect and faithful attendance recognitions, all absences (excused and un-excused) shall be considered.

1. A half-day absence is not perfect attendance.
2. Faithful attendance will be defined as no more than three (3) total absences during a school year.
3. School curricular and co-curricular trips will not count against the student when calculating perfect and faithful attendance.
4. No more than three (3) tardies or sign-outs per semester for perfect attendance.
5. For the purpose of giving out the rewards before the end of the school year, a cut-off date will be established in May for determining perfect attendance.
6. All transfer students within the school year need to have verifiable records of perfect attendance to qualify for the award.

### **Unexcused Absences**

1. Any absence not defined as excused in Section D above.
2. Any out of school suspension.

**Student Driver Eligibility Certificate** – Faith Christian Academy recognizes that driving a vehicle is a privilege and that West Virginia Code § 18-8-11 requires young people at least fifteen but less than eighteen years of age to maintain specified driver eligibility requirements related to school attendance, personal behavior and academic progress in order to obtain and maintain a West Virginia license of instruction permit for the operation of a motor vehicle. While the West Virginia Department of Motor Vehicles (hereinafter WVDMV) has the authority to deny and suspend a license or instruction permit for the operation of a motor vehicle, the West Virginia Code places certain responsibilities on school administrators to identify students who do not meet any or all of the driver eligibility requirements and communicate this to the WVDMV. Because of this any student who has more than ten (10) consecutive or fifteen (15) total days unexcused absences during a school year will be reported to the WVDMV.

### **Preventive and Corrective Measures**

1. When a student reaches five (5) unexcused absences during the course of the year the parents will be required to meet with the administrator or principal to discuss the absences.
2. When a student reaches ten (10) unexcused absences during the course of the year the Berkeley County Magistrate may be notified and the student's promotion may be in jeopardy.
3. Any high school student missing any class more than fifteen (15) times in a semester will not receive credit for that course, regardless of the grade earned in that class. The only exception to this will be students who have had a documented medical condition as noted by a physician and approved by the administrator.
4. Students missing a high school class more than ten (10) times in the second semester will not be exempt from semester exams unless approved by the administrator due to a medical condition.
5. Each five (5) unexcused tardies and/or early sign-outs during the year will result in one day of unexcused absence.



### **III. Discipline Information**

The primary responsibility for discipline is reserved for the home. In matters of discipline at Faith Christian Academy, the school acts as an extension of the home. Discipline in the classroom is first and foremost the responsibility of the classroom teacher. In order for us to provide the best possible environment for learning, it is essential to maintain order in the classroom at all times. Therefore, disruptive students will not be tolerated in the classroom.

Teachers have the responsibility and authority to enforce rules of discipline. Teachers will first seek to resolve matters of conduct and discipline within the classroom. Should private counseling be required by the teacher outside of the classroom, teachers have the responsibility and authority to address the matter. A student that is consistently uncooperative and disruptive either within or outside of the classroom will then be referred to the administration. When a student is referred to the administration for discipline, it becomes a very serious matter.

When a student is involved in behaviors off campus that reflect poorly on the name of Jesus Christ and the testimony of Faith Christian Academy he or she may be held accountable for those actions by Faith Christian Academy, including the possibility of expulsion. Such behaviors may include, but are not limited to: bullying and harassment either personally or by any means of social media, use or sale of illegal drugs, sexual immorality, and the commission of a crime for which the student has been arrested.

#### **AFTER-SCHOOL DETENTIONS**

After-school detentions will be held on designated Wednesdays from the end of school dismissal for one hour. If a student cannot attend an assigned after-school detention he or she must notify the Dean of Students by the end of school on the assigned date with an appropriate excuse. If no appropriate excuse is given by the end of school on the day assigned, the student will be charged a \$5 fee and assigned to the next available date.

#### **AT SCHOOL FUNCTIONS**

1. Students are expected to be respectful of authority and be obedient to school staff.
2. Student behavior will be such that it glorifies the Lord and does not bring reproach to Faith Christian Academy.
3. Students will remain in the building where the activity is occurring under the supervision of the school staff.
4. Students are expected to dress modestly at all school functions.

#### **DISRUPTIVE BEHAVIOR/LUNCH DETENTIONS**

Disruptive behavior in the classroom will not be tolerated. Students in secondary grades who are disrupting instruction within a given class period will first be given a demerit as a warning. A second instance of disruptive behavior in the same class will result in a second demerit and a lunch detention assigned by the teacher. A third instance of disruptive behavior will result in a third

demerit and the student being sent to the principal's office. Students who are sent to the office for disruptive behavior in a class will be assigned a consequence in this order:

- 1<sup>st</sup> trip to office in a semester: after-school detention
- 2<sup>nd</sup> trip to office in a semester: in-school suspension
- 3<sup>rd</sup> trip to office in a semester: Saturday school

### **ELECTRONIC DEVICES/CELL PHONE DURING SCHOOL DAY**

Students are not to be using their electronic devices or cell phones during school hours unless they have specific permission from a teacher or member of the school administration. Each time a student is found to be using their device without permission the following consequences will be applied each semester:

1. First offense – 1 demerit and device taken until the end of the day
2. Second offense – 5 demerits and device taken until end of the day. Parent/guardian will be notified.
3. Third offense – one day suspension from school; device taken and student will not be allowed to carry device for remainder of semester. Parent/guardian will be notified.
4. Fourth offense – administrator will determine consequence

### **ELEMENTARY DISCIPLINE SYSTEM**

The reminder discipline system is designed to encourage order in the classroom, with instruction as a primary goal. If a student shows a lack of self-discipline, he/she will be counseled and appropriately disciplined. Correction is administered to promote growth and reconciliation. In the event that a student is uncooperative and disruptive either within or outside of the classroom, redress may be sought at the administrative level of the school. **When a student is referred to the administrator for discipline, it becomes a very serious matter.** Parents will be notified when more than a reminder is given.

A student who accumulates 5 reminders in a day or 10 reminders in a week will be assigned a lunch and recess detention. Classroom teachers may send students to the office, regardless of the number of reminders, when they deem it necessary. Students who are seen in the office for excessive reminders or for a more serious infraction (i.e. Intentional Disobedience) may be assigned to an after-school detention, a "Saturday School," or suspended from school.

**HOW I ACT** is a memory acrostic designed to remind and encourage responsible behavior and to create a peaceful learning environment in elementary classrooms. Each reminder is assigned a weight which indicates the number of reminders counted for each infraction.

**(1) HULLABALOO (YELLOW)** – Consists of noise that is disturbing and/or distracting to the class. Example: tapping of pencil, unnecessary rattling of papers, burping,

**(1) OUT-OF-ORDER (ORANGE)** – Anything that the other rules do not include.

Example: getting out of line, throwing things, passing notes, littering, eating at undesignated times and places, out of seat without permission, tardy to class, etc.

**(1) WORK–NOT-IN (GREEN)** – Homework, class assignment not in on stated date and time, working on unrelated materials, being unprepared (books, paper, pencil, gym clothes, etc.). Daily assignment must be in the next day.

**(5) INTENTIONAL DISOBEDIENCE (RED)** – Open defiance or absolute refusal to obey a rule or direct command. It also applies to any happening of a serious nature such as cheating, lying, fighting, flagrant disrespect, inappropriate language, etc.

**(3) ATTITUDE LACKING (LIGHT BLUE)** – Facial expression which shows defiance, lack of respect, lack of reverence, sneering, haughty spirit, uncooperative attitude, student slamming doors, worldly conversation, insolence, negativism, sarcasm, and similar expressions which do not express Christian joy, peace, love, patience, kindness, goodness, faithfulness, gentleness, and self-control.

**(3) COURTESY LACKING (DARK BLUE)** – Action affecting staff, teachers and peers; Example: inconsiderate or bullish behavior, lack of manners and similar expressions which do not express Christian character.

**(1) TALKING (PINK)** – Any talking without permission.

### **EXPULSION PROCEDURES**

A student may be expelled from school for a serious breach of conduct on or off campus and/or for repeated problems with behavior or academic performance. In matters regarding student conduct, the student will be suspended from school until the administrator can meet with the parents/guardians and the student (if applicable) to discuss the offense. The administrator will then make a determination of whether or not the situation calls for an expulsion or a suspension. If the administrator determines that the student is to be expelled that decision will be communicated to the family by way of registered mail. If a student is expelled prior to the end of a grading period or semester, he or she will be granted only the grades and/or credits that were earned prior to the date of the expulsion.

Should the family decide to appeal the decision to the full board, a request needs to be made in writing within 7 days of receipt of the registered letter. The student will remain under suspension from school until such time that a meeting of the full board can be called. Following the board's decision, a registered letter will be mailed to the parents/guardians that state the board's action. Expulsion may include rejection of enrollment for the following year.

### **GENERAL RULES**

1. Students are to be thoughtful and mannerly at all times. Respectful words and tone are expected in all interactions when addressing teachers, staff, and students. Only language that is pleasing to God is to be used.
2. Students are expected to refrain from the use of tobacco, alcoholic beverages, and illegal drugs at all times, both on and off campus. Violators may be expelled.
3. Wholesome male-female relationships are encouraged. Students, however, must refrain from all physical displays of affection at school, traveling to and from school or school activities, or at school functions.

4. Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted.
5. Tardiness – Anyone not in his or her seat when the final bell rings is tardy. The classroom teacher and the administration will deal with excessive tardiness.
6. For safety reasons, do not place books, papers, bags, etc. in walking areas or halls.
7. Students are to obtain a teacher’s permission before leaving a classroom or before being absent from a particular class for another activity. The class will be dismissed by the teacher, not by the bell. If an entire class is detained, the faculty member must assure admittance for each student to the next class.
8. Students must get permission from the administration to leave school early and must check out at the office at the actual time of departure.
9. Personal grooming should not be attended to in class.
10. When running errands to other rooms, enter without knocking and quietly stand in the doorway until recognized by the teacher.
11. Personal property of others should always be respected. Students’ property (purses, desks, book bags, lockers, etc.) is off limits to other students. Students are not to touch or read anything on or in a teacher’s desk or filing cabinet except as directed by the teacher.
12. Students are asked to sit in a respectful manner and not to sit on desk tops or tables or lean back in chairs or desks.
13. Students are to enter and exit chapel reverently.
14. An appropriately reverent attitude is expected during assemblies and chapels.
15. No weapons of any kind will be permitted on school grounds at any time. Violation of this rule may result in expulsion from school and legal charges being filed.
16. Students will not be allowed to use electronic devices, including cell phones, iPod, iPad, PDA, etc. during the school day or before and after care unless permission has been granted by the teacher/supervisor.
17. Motor vehicles must be kept in designated areas and must not be ridden or driven except in traveling to and from school unless special permission is granted by parents, faculty, and the administration. Students are not permitted to visit their cars during the school day as outlined in the Driver’s Covenant (**See Appendix**).
18. Lockers at Faith Christian Academy are the sole property of FCA and are provided as a convenience to the student. Use of lockers is at the sole discretion of Faith Christian Academy and as such the privilege may be revoked or suspended with or without cause. The lockers are not to be defaced in any way either on the interior or the exterior. Lockers may be inspected at any time by the faculty or administration of FCA. Inspections that discover inappropriate items, trash, or glass objects will result in disciplinary proceedings. Students are not to gain access to other students’ lockers at any time.
19. Lost and/or damaged equipment will be paid for by the one(s) responsible.

### **MIDDLE/HIGH SCHOOL DISCIPLINE SYSTEM**

1. Faith Christian Academy will utilize a demerit system with several levels of offenses.
  - a. First Level Offenses - one (1) demerit each:

- Disruptive behavior in class
  - Tardy to class
  - Unnecessary loudness/horseplay in the halls
  - Gum chewing
  - Dress code violations (at the discretion of the administration, students may be required to wait in the office until they can acquire appropriate clothing)
  - Cell phone ringing in class
  - Other items at the discretion of the faculty or staff
- b. Second Level Offenses - five (5) demerits each:
- Disrespectful Attitude
  - Physical altercation involving pushing or shoving
  - Initial incidents of a harassing or bullying nature
  - Threats of violence
  - Throwing food
  - Sharing images with others obtained without permission from school or from a school-sponsored event
  - Minor Vandalism
  - Inappropriate language
  - Inappropriate or vulgar music
  - Inappropriate display of physical affection
  - Other items at the discretion of the administration
- c. Third Level Offenses – out-of-school suspension for a period of time to be determined by the administration:
- Stealing
  - Cheating/Plagiarism
  - Fighting with punches being thrown
  - Repeated incidents of harassment or bullying
  - Death threats
  - Major vandalism
  - Cutting class
  - Leaving school grounds without permission
  - Lying/forgery
  - Profanity/vulgarity
  - Flagrant disrespect
  - Direct disobedience
  - Use or possession of tobacco or alcohol on or off school grounds
  - Pornography in any form on or off school grounds
  - Other items at the discretion of the administration
- d. Offenses of a more serious nature will be dealt with separately from the demerit system. Expulsion level offenses will include, but are not limited to:
- Use or possession of illegal drugs
  - Use or possession of weapons of any kind on school grounds
  - Sexual immorality

- Other matters considered by the administrator to be of a serious nature.

**Note: The administration reserves the right to apply multiple demerits and/or “greater” consequences, including suspensions and expulsion, for students who are involved in repeated offenses at any level.**

2. Demerits will accumulate over the course of each nine (9) weeks in the following manner:
  - a. Middle School Students:
    - 15 demerits = Warning notice will be given to parents
    - 25 demerits = In-School Suspension
    - 35 demerits = Saturday School/conference required
  - b. Demerits for MS students will be wiped clean based on the following limits:
    - 2 demerits or less in any given week will be eliminated
    - 10 demerits or less at mid-term will be eliminated
  - c. High School Students:
    - 10 demerits = Warning notice will be given to parents
    - 20 demerits = In-School Suspension
    - 30 demerits = Saturday School/conference required
  - d. Demerits for HS students will be wiped clean based on the following limits:
    - 7 demerits or less at mid-term will be eliminated

### **MORAL CONDUCT POLICY**

The potential for the serious moral misconduct of students is as real in a Christian school as it is in the world. This is particularly true in a society where the restraints on such conduct have been generally undermined. This policy deals with the issues of moral misconduct and the responsibility of Faith Christian Academy to maintain Christian standards and discipline within those standards. While corrective discipline is primarily the responsibility of the parents and their local church, the school must maintain Biblical standards of conduct and present a Biblical role model. Any sexual conduct outside of a heterosexual marriage is prohibited by Scripture.

When instances of serious moral misconduct become known to the board, the parties involved shall be confronted immediately with discretion. In so doing, the school is responsible for its testimony of the Lord Jesus Christ as viewed by nonbelievers and the treatment of serious moral misconduct as viewed by other students. The school is also responsible to set and maintain standards on behalf of the parents.

The parties involved will be expelled. The duration of the expulsion shall not be less than one full semester following the semester in which the expulsion took place, and no student shall be considered for re-admission until genuine repentance has taken place. If pregnancy is involved, no less than 12 weeks shall intervene between the delivery and readmission of either party (under no circumstance shall this lessen the normal duration of an expulsion).

Conditions for Readmission:

1. Moral misconduct is no longer practiced.
2. Genuine repentance has been demonstrated.

3. Parents have submitted their student to Christian counseling and/or the local church for discipline.
4. Any other condition may be applied that the board of directors may deem appropriate for the particular case.

The Biblical and philosophical goal of Faith Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Faith Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Faith Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, any student who is "transgender" or who professes to be "transgender," as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

### **SATURDAY SCHOOL**

Saturday school will be held once each quarter as needed throughout the school year. Students may be assigned to Saturday school for disciplinary reasons as indicated above or to make up excessive absences as indicated in the attendance section. Saturday school will be held for 3 hours and parents will be billed at rate determined annually by the administration. If a student does not come to an assigned Saturday school without notifying the administrator or principal, the parent must meet with the administrator or principal before bringing the student back to school to arrange a Saturday school date.

### **SUSPENSION PROCEDURES**

A student may be suspended from classes or school for failure to comply with the expectations of the school. The administrator has, at all times, the authority to suspend a student. An in-school suspension with assigned work for lesser infractions or an out of school suspension of 1-5 days for infractions of a more serious nature will be determined at the discretion of the administrator. Daily work missed during an out-of-school suspension will result in a grade of zero (0).

The first out-of-school suspension will result in a student-athlete being suspended from his/her sport (or cheerleading) for one athletic contest. The second out-of-school suspension during the course of the year will result in a student athlete being disqualified from participation in his/her sport (or cheerleading) for a minimum of two athletic contests. A third out-of-school suspension by the same student during the course of the year will result in a student athlete or cheerleader being disqualified from further participation for the remainder of the school year.

## V. DRESS CODE

### DRESS CODE

#### **Pre-Kindergarten/Kindergarten**

Skirts/Pants/Shorts – Boys may wear shorts, jeans, or other pant styles that are neat and in good repair. Girls may wear shorts, skirts, dresses, pants/jeans that are neat and in good repair. Leggings may only be worn under skirts/dresses of appropriate length. Leggings may not be worn as pants with regular sized shirts. Students may not wear shorts or blue jeans on Chapel Day.

Shirts – Shirts/sweatshirts/sweaters must contain no objectionable writing or pictures of people. The classroom teachers in conjunction with the administration of the school will determine whether a picture is objectionable.

#### **Elementary (Grades 1-5)**

Skirts/Pants/Shorts – Girls may select navy or khaki slacks, capris or shorts, or blue jean jumpers, skirts, slacks, or shorts. Absolutely no “low-rise” or tight-fitting pants or skirts will be allowed. Boys may select navy or khaki slacks or shorts, or blue jean pants or shorts. Navy or khaki slacks and blue jeans must be plain, straight leg without “extra” pockets (i.e., not a cargo style). Students may not wear shorts or blue jeans on chapel day.

Shirts/Sweaters/Sweatshirts – Girls may wear solid uniform color, blouses, polo shirts, or turtlenecks. Boys may wear solid, uniform color polo shirts or turtlenecks. Solid uniform color, sweatshirts, sweaters, or sweater vests may be worn over uniform shirts. Sweatshirts purchased through Faith Christian Academy with school logos may be worn over uniform clothing. Only FCA, Falcon Apparel, hooded sweatshirts will be allowed. Small, unobtrusive logos on solid uniform color shirts, sweaters, and sweatshirts will be allowed.

#### **Secondary (Grades 6-12)**

Skirts/Pants/Shorts – Girls may select navy or khaki skirts, jumpers, slacks, capris, or shorts. Absolutely no “low-rise” or tight-fitting pants or skirts will be allowed. Boys may select navy or khaki slacks or shorts. The slacks or shorts must be straight leg without “extra” pockets (i.e., not a cargo style). Girls in high school must wear their navy or khaki skirt or jumper on chapel day. Students may not wear shorts on chapel day.

Shirts/Sweaters/Sweatshirts – Girls may wear solid, uniform color blouses, polo shirts, or turtlenecks. Boys may wear solid, uniform color polo shirts, dress shirts, or turtlenecks. High school boys must wear a dress shirt and tie on chapel day. Solid uniform color, sweatshirts, sweaters, or sweater vests may be worn over uniform shirts. Sweatshirts purchased through Faith Christian Academy with school logos may be worn over uniform clothing. Only FCA, Falcon Apparel, hooded sweatshirts will be allowed. Small, unobtrusive logos on solid uniform color shirts, sweaters, and sweatshirts will be allowed.



### General Guidelines:

- Uniform colors are blue, yellow, and white.
- Shirts worn under uniform shirts must be of solid, uniform color.
- Boys' dress shirts (those that button all the way up the front) must be tucked in.
- No tank tops, sundresses, or thin straps will be allowed.
- Jumpers, skirts, and shorts must be within three (3) inches of the knee (front and back).
- Shirts/blouses must cover mid-section at all times.
- All clothing must be in good condition and fit loosely without being baggy.
- Shoes, sandals, or flip-flops must be in good repair and worn at all times.
- Jackets and hats may not be worn in the school building, unless permission is given by the teacher. A fleece that zips all the way up is considered a jacket.
- Leggings or knee-high socks must be black or solid school colors
- Physical Education shirts must be purchased through the Rose Uniform Company or at Faith Christian Academy. Uniform shorts must be solid color navy or royal blue and must come within three inches of the knee. Navy sweatshirts and sweatpants to be worn over uniforms in cold weather are allowed.

### DRESS DOWN PRIVILEGES

- Dress-down privileges will be announced by administration
- Dress-down privileges can be revoked by the administration when a student is not following the guidelines
- Each dress-down privilege will come with a written description of what clothing items are acceptable

### SCHOOL FUNCTIONS

If the function is of a relatively formal nature and occurs primarily in the classroom, chapel, or local church, students should wear appropriate school attire (i.e. skirts/slacks, collared shirts). Jeans, shorts or other casual clothing may be permitted at more informal events. Students and parents are expected to dress modestly while on the school grounds or at a school function.

### TRENDS AND FADS

Students are not permitted to have visible body piercing or tattoos. Boys will not be allowed to have ear rings while at school or at school functions. Appropriate hair styles should be worn by boys and girls with special attention to cleanliness, neatness, and moderation. Hair shall only be colored a natural color. Boy's hair should be above the eyebrows, off the collar, and cut so that some of the ear is showing. Facial hair must be trimmed neatly. Extreme styles (fads) which draw excessive attention to the person will not be permitted.

## **WEATHER RELATED DRESS CODE**

In the event the area experiences severe heat or cold temperatures a notice will be sent home to the parents about dress code changes. Students should adhere to the code until notified by the administration.

## **VI. Financial Information**

### **CLASS DUES AND FUNDRAISERS**

Students in grades 9-12 may be asked to pay class dues on a monthly basis. Students who do not participate in class dues or fundraising efforts will not be permitted to participate in class functions such as the senior trip.

### **DELINQUENT ACCOUNTS**

Any accounts overdue two months, as of the 15<sup>th</sup> of the month, will be sent a letter reminding them of the school's need for the tuition and the board's policy that the student must be withdrawn if arrangements are not made to pay past due tuition.

### **FUND-RAISING SALES CAMPAIGNS**

(See Appendix)

### **LATE PAYMENT FEE**

If a payment is not made by the end of the month a late fee may be added to the account.

### **OUTSTANDING ACCOUNTS OF FAMILIES WHO HAVE WITHDRAWN**

The following procedure will be enacted for families who have withdrawn their student(s) from the school and who have outstanding account balances: Two letters will be sent by the school regarding the outstanding balances. If no effort is made to pay the school, a bad debt may be reported to the credit bureau after ninety (90) days.

### **PARENT/SCHOOL STEWARDSHIP**

Faith Christian Academy cannot operate without support of the parents in finances, work, and prayer. FCA is a faith operation. Each year a small percentage of operational costs must come through gifts from parents, grandparents and friends of FCA. Each year an annual fund is pursued which will cover additional expenses and miscellaneous projects throughout the school. From time to time a capital campaign may be used to solicit funds for the purpose of major building projects.

## **PAYMENT PLAN**

The standard FCA tuition payment plan is a twelve payment schedule with each payment being taken out electronically from the families' account on the 5<sup>th</sup>, 10<sup>th</sup>, or the 20<sup>th</sup> of each month. The twelve-payment schedule begins in July and ends in June. Families who wish to deviate from this payment schedule must make an alternative request, in writing, stating their desired payment schedule and reason for the deviation. The administration will consider each case on an individual basis. Families who wish to pay the entire year in advance may receive a discount for doing so. This discount is determined annually.

## **VII. General Information**

### **BEFORE AND AFTER-CARE**

The beginning times for the school day and for before and after-care are published annually. According to insurance stipulations, students must be under adult supervision while they are on school property. Therefore, all students who are on school property before the official start and end of the school day must be in our before and after-care program unless they are practicing with a team or working with a teacher or parent. Before and after-care costs will be communicated to parents annually and billed on a monthly basis.

There is a fee assessed for each one-half hour or portion thereof per child for before or after care. A charge of \$10.00 per half hour or any portion thereof will also be applied if students are not picked up on time after practices, games, and after-care since this necessitates school personnel waiting with the student. There is no after-care on days of early dismissal.

### **BIBLE TRANSLATIONS**

Bible memory work is assigned from the translation as specified by the approved curriculum.

### **BOOK COVERS**

All school-owned books assigned to the student are required to be covered with an appropriate book cover. Inappropriate writings or drawings are not permitted. Novels and soft-covered books are to be covered with clear contact paper.

### **CHAPEL**

Chapels are held weekly to give opportunity to worship, sing, and fellowship together. Special speakers are invited to come from time to time. Periodically there will be assemblies scheduled for special occasions and programs. Parents are welcome to attend chapels and special programs.

## **FIELD TRIPS**

Various classes take trips to interesting and educational places in the area from time to time as a part of the instructional program. Parents will be notified beforehand and must sign a permission slip for a student to participate. Small fees may be charged to cover expenses. Upon approval, teachers then plan field trips with the following rules:

1. Students may not attend without a permission slip granting the student permission to attend. There must be at least one adult for every five students (elementary division).
2. There must be at least one adult for every twenty students (secondary division). Each chaperone must be approved by the administration. A briefing for all chaperones may be held prior to a trip.
3. Boys and girls must have separate sleeping accommodations for overnight events
4. The entire trip should be detailed and planned out one month prior to the trip, showing all objectives, the time spent, and how it is integrated into our curriculum.
5. Student accident and liability insurance shall be required.
6. Parents/volunteers must hand in a completed chaperone form and driver information if driving. (See Appendix)

## **GRIEVANCE PROCEDURE**

Any parent, guardian, teacher, or staff member of Faith Christian Academy having a complaint or unresolved problem relating to the school should follow the “grievance procedure”.

1. The person with the complaint or problem should first go directly to the person with whom they have the problem, whether it be a teacher or staff member, and try to resolve it privately.
2. If the problem is not resolved privately, the person with the complaint should go to the Administrator of the school and seek assistance.
3. If the problem is still not resolved, the person with the complaint should then go to the Chairman of the Spiritual Life Committee, who will then have the prerogative of doing one of two things (or both):
  - a. Act as a mediator himself and try to resolve the problem without bringing it before the committee.
  - b. Bring it before the whole committee for their consideration and assistance.
4. If the Spiritual Life Committee is not able to resolve the problem satisfactorily, the person with the complaint should then contact the Chairman of the Board of Directors and request a meeting with the board. The complaint should be submitted in written form. The Board will then meet with the parties involved, consider everything that has happened up to that point, and then afterwards make a final ruling on the matter. The Board’s decision will be final.

## **HEALTH SERVICES**

**Minor emergencies:** The office staff will deal with minor first aid needs. For more serious emergencies that involve no immediate danger, the pupil will be kept at school until the parent can be reached. In case of severe problems, pupils will be taken or sent to the emergency room at Berkeley Medical Center, 2500 Hospital Drive, Martinsburg, WV 25401 unless otherwise specified.

**Illness:** Students should not be sent to school with a temperature or any other signs of illness. When a child becomes ill at school, the office staff will immediately contact the parent/guardian or other emergency contact. **If there is any change in your telephone number or the individuals listed for emergency contact, please inform the office.**

**Medications:** Faith Christian Academy staff members are not permitted to administer medications of any kind, including aspirin or other over-the-counter drugs, without written permission from a licensed physician. Medication of any kind should not be sent to school without a Faith Christian Academy “Physician’s Medication Order Form.” The first dose of any medication should be given at home. Medication should be brought to the school by an adult and will not normally be sent home with a student. All medications must be kept in the office in the original over-the-counter container or prescription bottle and will be administered by the office staff only. **(See Appendix)**

### **HOLIDAY CELEBRATIONS**

**Halloween:** There will be no recognition of Halloween by the school. It is our policy that no witches, ghost, black cats, etc., be made or displayed in the classrooms. There will be recognition of the autumn season with special emphasis on Thanksgiving.

**Christmas:** Christmas is a Christian holiday to celebrate the birth of Jesus Christ. Santa Claus is left out of the school celebration. Christmas trees, homemade decorations, cards and or gift exchanges, and class parties will be permitted in such a way that they give glory and honor to our Lord.

**Easter:** Easter is a Christian holiday to celebrate the resurrection of our Lord Jesus Christ. The “Easter Bunny” is to be left out of the school celebration of this great event. Great emphasis is to be placed on the reality of our risen Savior whose victory over death offers us eternal life.

### **INTERNET POLICY: GUIDELINES FOR INTERNET USE**

Faith Christian Academy believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of the resources available through the Internet. Within the context of our mission statement, our students will be allowed to use the Internet as an aid to and in accordance with meeting the goals of our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- A wealth of additional resources for reference and research
- Consulting with experts in a variety of fields
- Communicating with other students and individuals in areas or situations they are studying
- Learning to conduct searches, evaluate resources, and locate relevant material
- Interacting with up-to-date primary sources

Faith Christian Academy will do everything in its power to educate students in the methods for accessing the resources available through the Internet in an ethical and appropriate manner. This includes providing:

- A reliable connection that is protected by the best censorship software currently available to schools for this Internet. Software will block sites that are objectionable for content,

language, and a variety of other reasons that the school defines as inappropriate. As an example; a site that will release personal information obtained from any person “visiting” that site.

- Supervision of students, by an adult, while they are using the Internet. The Internet connection will be unavailable for student use whenever there will not be adequate supervision.
- Training of students for the purpose of educating them as to the acceptable and unacceptable uses of the Internet. Students will be given general instruction for accessing the resources available on the Internet. They will be educated in the implementation and methods used to conduct a search for information within the Internet, downloading information from the Internet and printing a hardcopy of the information.

The Internet user is held responsible for his/her actions whenever using the Internet. School personnel have the authority to end an Internet session if they perceive a violation of the FCA’s rules, mandates, or policies has occurred. Misuse or abuse of the Internet by a student will result in the suspension or revocation of these privileges as well as possible disciplinary action.

The Internet is provided as a service to further and/or complement the education of our students. In light of this priority, certain restrictions must apply. Current restrictions are as follow:

- The use of chat rooms, file transfer protocol, and games are prohibited.
- Material printed from the Internet will be printed at a cost to be determined by the administration.

Access to the Internet is a privilege for students, not a right. All students using the Internet will agree to adhere to the following Code of Ethics:

- I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will remain conscious that I represent Faith Christian Academy while using the Internet. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with while on the Internet. I agree to follow Faith Christian Academy’s basic rules, mandates, and policies for student use and conduct while accessing the Internet. I will strive to apply Philippians 4:8 to my electronic communications. “Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things.”

### **LOST/DAMAGED SCHOOL PROPERTY**

Students are responsible for taking proper care of school property and the property of other individuals. Appropriate restitution may be required if property is lost or damaged.

## **LOST AND FOUND FOR PERSONAL ITEMS**

Students' personal items carelessly left around the school will be placed in "Lost and Found." At the end of each marking period, the items that are not claimed by the student will be thrown away, sold, or donated.

## **MUSIC SELECTIONS**

Music selections at Faith Christian Academy fall into one of four categories: classroom, chapel, concerts, and extra-curricular activities. While it is understood that music selections will vary with the intended purpose of the event at which it will be played or performed, music should always bring honor and glory to the Lord. It is the intent of the school to bring honor to the Lord and not to offend. The final decision on music selections is made by the school administration.

## **OFFICE HOURS**

The office is generally open from 7:45 a.m. to 4:00 p.m. during the school year. Summer office hours will be announced at the end of the school year.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held to give opportunity to become better acquainted with the teacher, to discuss the student's progress, and to clarify the school's program. Certain days are set aside for Parent-Teacher Conferences each fall and spring. At any time the parents or school may request a special conference.

## **PARENT-TEACHER ORGANIZATION**

The Faith Family Fellowship provides a framework in which both parent and teacher, through mutual understanding of the problems involved in Christian education and of the needs of the child, may work together for his best interest in developing intellectual, spiritual, physical, social, and emotional maturity. (See Appendix)

## **PLEDGES**

### **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."

### **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."

### **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."

## **PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

Faith Christian Academy adheres to the School Laws of West Virginia when dealing with child abuse or neglect. Faith Christian Academy's reporting procedure is as follows:

- Any employee that suspects that a child is being abused or neglected must report that incident to the principal in charge of that division.
- The employee must put in writing the suspected abuse or neglect and submit it to the principal. The teacher will not divulge that information to any other employee or individual at the school.
- The principal and the employee will investigate the individual situation and report it to the administrator.
- If there is reasonable cause to suspect that abuse or neglect is taking place, the principal or administrator will then follow the state law by contacting the proper authorities.

## **SCHOOL CLOSING PROCEDURE**

If school is closed or delayed due to inclement weather or any other type of emergency, the following media will be used to notify families as quickly as possible:

- Posting on the school website
- Text alert sent to families through the student information system
- Radio message on WEPM (1340 AM)
- Television Message on WHAG TV25
- Phone message left on school answering machine

## **STUDENT ACCIDENT INSURANCE/LIABILITY INSURANCE**

Student attending Faith Christian Academy may be provided with an accident insurance policy that supplements their own medical insurance. Faith Christian Academy maintains a liability policy with a minimum of \$1 million in coverage.

## **STUDENT COUNCIL**

Students in grades 9-12 may take part in student council elections each year. The president of each class is automatically a member of the student council. One other member is also elected from each class to represent the class to the council.

## **STUDENT DRIVERS**

**Student Driver Guidelines:** Student drivers, who wish to leave school before the dismissal time, will need written permission from home. If leaving early is going to be a regular occurrence for a junior or senior, then a form is available on file in the office that will permit them to leave each day when their classes are completed. Student drivers who have permission to leave early may not leave early if they are returning to school at dismissal time for practice or to pick up siblings unless special



permission is obtained. All students leaving before dismissal time must sign out even if a form has been submitted.

**Student Travel to School Events:** All students participating in school events will ride in the vehicles designated by the school. When traveling from Faith Christian Academy to a school event student drivers may only transport themselves or their siblings. Students may be transported by their parents, or an adult designated by their parents, only at the discretion of, and after prior arrangements have been made with the coach, sponsor in charge, or the school administration. In these cases that adult must have permission to transport students, including a form on file in the office indicating a proper driver's license, vehicle registration, and insurance information.

**Student Drivers to and from School:** Driving to school is a privilege, not a right. Any student driving to and from school or to any school event must have a "Driver's Covenant" on file in the school office with a parent signature affixed. The Driver's Covenant outlines the student and parent responsibilities as it relates to safety and other driver guidelines. That covenant can be found in the family handbook and in the school office. **(See Appendix)**

### **STUDENT USE OF SCHOOL PRINTERS/COPIERS**

Students using any school-owned printer or copier for personal use will pay \$.10 per page. Personal use will be defined as follows:

1. Any assignment, paper, or project that is expected from students as a part of the work that they must turn in to a teacher. If students in a class are expected to print an assignment at home, those who have no printer at home, or whose printer is broken, etc. must pay to print at school.
2. Students that ask to make copies (including class notes) for any reason other than the following:
  - a. Students with service plans that have the stipulation in their plan that they are to receive copied notes from another student
  - b. Items that the teacher distributes to all students as a part of the material provided for a class or items that the teacher instructs all the students in a class to print or copy as a class activity.

Students seeking to use a printer or copier during the school day for any reason will need to come to the school office first to receive permission and to have their request classified as "personal use" or "school use". Only then may they proceed to the lounge to make their copies or retrieve their printed items. Payment must be made in the office at the time that personal pages are retrieved. The office will provide a pass (if the student is using the teacher's lounge) indicating whether the pages are for personal or school use. Student aids are exempt from acquiring the office pass when making copies for the teacher they are aiding. A student who needs personal photocopying done for a class must have a note from the teacher. A fee will be assessed for the service.

## **TELEPHONE USE**

Students may not use the office phones. In cases of emergency, students may request that an office staff member call home to notify parents. Students will not be permitted to call home for assignments that have been forgotten.

## **VISITORS**

Any person other than students, staff, faculty, administration, and board members are considered visitors and are asked to come directly to the office to sign in before going anywhere on campus. The office will issue a visitor or volunteer pass for each approved guest. Before inviting a friend to visit the school, a student should get prior approval from the administration. It is desirable that visitors comply with the dress standards of FCA while visiting or volunteering.

## **VOLUNTEERS**

**Definition:** A “volunteer” is an individual who serves without compensation in a position of trust and has regular contact with Faith Christian Academy students, parents, or staff (e.g. classroom helpers, chaperones, library workers, assistant coaches, etc.).

**Purpose:** The mission and objectives of Faith Christian Academy are inextricably interlaced with biblical principles. Therefore, the lifestyle of each regular volunteer is an important issue. This policy defines several “levels” of volunteerism and sets the expectation for certain volunteer positions as a role model for students. All volunteers serve at the discretion of Faith Christian Academy.

**Volunteer Levels:** All volunteers for level one must complete the “Volunteer Application Form” and submit to a background check at their own expense every three years.

**Level One:** Volunteers who are permitted to be alone with students. *Volunteer Application, Criminal Background Check, and Lobby Guard check are required.*

**Level Two:** Volunteers who are not permitted to be alone with students. *Lobby Guard check is required.*

### **Role Model Requirement for Level One:**

The volunteer will manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by work, deed, example, and shared experience. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living. (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 5:18, 21-22, James 3:17-18)

The volunteer is expected to follow the dress and appearance guidelines as outlined in the parent/student handbook. The volunteer is expected to maintain a good personal appearance that is a biblical role model of cleanliness, modesty, good taste, and is in agreement with school policy. It is

expected that each volunteer will use discretion in clothing selections to help formulate a professional atmosphere.

The volunteer will agree to live as a biblical role model, agreeing that scripture dictates standards for sexual behavior. Specifically, scripture prohibits premarital, extramarital or homosexual activity, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse of children. Such activity is forbidden and violates the requirement of being a biblical role model. Such behaviors are grounds for immediate dismissal from responsibilities and positions. Other grounds for dismissal include abandonment of position, neglect of responsibilities, heresy, or any conduct tending to bring discredit upon the school or upon the volunteer that causes a diminishing of his/her effectiveness as a Christian role model for the students of Faith Christian Academy. Role model responsibility also includes an acknowledgement that the unique roles of the male and female are clearly defined in scripture and that Romans 1:24-32 condemns the homosexual and transsexual lifestyles. (Romans 12:1-2, 1 Cor. 6:9-20, Eph. 4:1-11; 5:3-5, 1 Thess. 4: 3-8, 1 Tim. 4:12, 2 Tim. 2:19-22, 1 Peter 1:15-16, 2:15-17, 1 John 3:1-3)

The volunteer is to follow the biblical principle of Matthew 18 and Galatians 6:1 regarding disputes and disagreements. All differences are to be resolved using biblical principles, always presenting a united front. Appropriate confidentiality will be observed in regard to student, parents, and school matters (Titus 3:2, Galatians 5:15). Regular volunteers shall support school policy and administrative decisions thereby not creating dissension.

Volunteers may be placed into positions where parents seek information regarding their child or other children. Volunteers are never to share personal views regarding the assessment of a child or an incident they may have observed. They are to refer all matters to the classroom teacher or school administrator. It is expected that volunteers will never put themselves into a position where their own integrity or the integrity of the staff of FCA might be compromised.

By agreeing to become a volunteer at Faith Christian Academy, the individual agrees to be subjected to a variety of background checks as indicated in this policy. A signed release and/or consent form will be required prior to Faith Christian Academy conducting a "Criminal Background Check."

### **VOICE OF FAITH**

This newsletter is one means of informing parents about school activities and events. The weekly *Voice of Faith* is posted on the school's website and a copy e-mailed to families.

### **WEAPONS ON CAMPUS**

The purpose of this policy is to ensure a safe work environment, free of intimidation and threat of physical harm. This policy prohibits everyone except law enforcement officers, military, and security personnel from carrying a firearm while on campus at Faith Christian Academy. No person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or firearm onto Faith Christian Academy property except for those persons and circumstances specified in Section II below. This policy applies to students, faculty, employees, Association members,

visitors, independent contractors, vendors and any other person on Faith Christian Academy property, including individuals with valid permits to carry firearms.

## I. DEFINITIONS

- A. Firearm: "Firearm" means any deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. Firearm includes an unloaded firearm and any firearm that is inoperable but that can readily be rendered operable. Firearm includes, but is not limited to, handguns, pistols, rifles, shotguns, automatic and semi-automatic weapons, and zip guns.
- B. Deadly Weapon: "Deadly weapon" means any instrument, device, or object capable of inflicting death, and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon.
- C. Non-Lethal Weapon and Look-alikes: "Non-Lethal weapon and Look-alikes" means any instrument, device, or object that has similar physical features to a firearm, but is non-lethal. Included weapons in this category include paintball guns, airsoft guns, rubber band guns, b-b guns, pellet guns, tasers, and taser-like weapons.

## II. EXCEPTIONS

- A. Law Enforcement Officers: Law enforcement officers are exempt from this policy.
- B. Security officers: Security officers and security personnel who are authorized to carry a firearm as a requirement of their duties, and who are acting within the scope of their duties at the time of that possession or control, are exempt from this policy.
- C. Military Personnel: Military personnel, who are authorized to carry a firearm as a requirement of their duties, and who are acting within the scope of their duties at the time of that possession or control, are exempt from this policy.
- D. Other Authorized Persons: Qualified security personnel who are specifically and individually issued written authorization by the Administrator of the school, under authority granted by the Board of Directors are exempt from this policy.
- E. Parking Areas: This policy does not prohibit the lawful possession or carrying of firearms in private vehicles in a Faith Christian Academy parking area or parking facility, provided the owner has obtained the appropriate permit(s) required under the law, and the firearm is securely locked, out of sight, and unloaded.

- III. FIREARMS STORAGE Firearms are not permitted in any Faith Christian Academy vehicle. For purposes of this policy, Faith Christian Academy vehicles include any vehicle owned, leased or otherwise under the control of the Faith Christian Academy. Faith Christian Academy vehicles will not be used to store or carry a firearm, except as authorized for purposes under Section II above. Nothing in this policy requires Faith Christian Academy to provide storage facilities for employees' firearms. Faith Christian Academy reserves the right

to search all people and property in accordance with local, state, and federal law.

IV. VIOLATIONS BY EMPLOYEES

- A. Use of Firearms: Violation of this policy by an employee while on duty or in the course of Faith Christian Academy business is grounds for immediate removal from Faith Christian Academy property and termination of employment. An employee who uses a firearm while on duty or in the course of Faith Christian Academy business will not be defended or indemnified by the Faith Christian Academy. Furthermore, Faith Christian Academy may refer suspected violations to appropriate law enforcement authorities, as permitted by law.
- B. Display of Firearms or Holsters: Display of a firearm while on Faith Christian Academy property is considered a threat, and will subject the employee to disciplinary action up to and including termination of employment. An employee who displays an empty firearm holster while on campus, creates a physically intimidating and hostile work environment and will be subject to disciplinary action up to and including termination of employment.

V. VIOLATIONS BY STUDENTS

Please see student policy on weapons (p. 29 of Family Handbook, discipline section)

- VI. **REPORTING RESPONSIBILITY** If an employee believes that another person (student, Association member, visitor, independent contractor, vendor or another employee) is in possession of or carrying a firearm in violation of this policy, the employee must report the suspected act immediately to the Administrator or Principal, or a Faith Christian Academy security officer, unless reporting at that time would subject the employee or others to physical harm. The threat of physical harm may delay, but does not excuse this reporting requirement. Faith Christian Academy will not tolerate retaliation toward or harassment of any employee who, acting in good faith, reports violations of this policy.

Failure to Report: Failure to report knowledge of the presence of any firearm on Faith Christian Academy property in violation of this policy shall subject the employee to discipline up to and including termination of employment.

False Report: If an employee knowingly makes a false report of a suspected violation of this policy the employee will be subject to disciplinary action, up to and including termination of employment.

- VII. **SAFETY & ENFORCEMENT** Employees should be aware that the enforcement of this policy may deal with confronting individuals carrying potentially loaded firearms. Under no circumstances should an employee take unnecessary risks or compromise his or her safety in

order to enforce this policy. The Police Department or a Faith Christian Academy security officer should be contacted immediately if there is a possibility of imminent threat to the personal safety of an employee or others.

- VIII. **EMPLOYEE RESPONSIBILITY** Employees are responsible for making sure, in advance, that any potentially covered item in their possession is not prohibited by this policy. Questions regarding items covered in this policy should be directed to the Administrator.
- IX. **LIMITATIONS** In the event any other local, state, or federal law or regulation is found to be in conflict with this policy, the terms of this policy will govern. To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary, this policy is deemed to be amended to be in compliance, pursuant to such law, rule, or regulation. The school administration reserves the authority to revoke an exception under paragraph II either temporarily or permanently.

### **WITHDRAWAL OF STUDENTS**

When parents or guardians decide to withdraw a student(s) from Faith Christian Academy, they should immediately notify the school office. Return of textbooks, library books, athletic uniforms, and/or any other school property will be requested. Arrangements will be discussed concerning the transfer of student records. Finance personnel will review the family's account for any adjustments and/or final closeout. If desired, an exit interview may be conducted with the Administrator. Families may be asked to complete an exit questionnaire to assist the school in its annual evaluation.

## VIII. Appendices

### Appendix A

#### Chaperone Form

Dear Chaperone,

We thank you for your willingness to chaperone our students. Supervision of students is sometimes a challenging, yet rewarding experience. We are mainly concerned about the safety and well-being of our students. We expect our students to behave properly so that our school is well represented. We ask chaperones to keep their group of students together and with them at all times. Chaperones will not be permitted to bring other children with them so that they can devote their full attention to the safety of the students in their care.

Parent volunteers must also adhere to the school guidelines which encourage modest dress, prohibit the use of tobacco products, drugs and alcohol, profanity, etc. If you are willing to accept this responsibility, please sign and return this entire page to the school office.

Sincerely,

Eric L. Kerns  
Administrator

Please return by \_\_\_\_\_

I have read and understand the expectations of a parent volunteer/chaperone, and will serve as a chaperone for this activity.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix B**

### **Academic Integrity Guidelines**

**Intro:** Faith Christian Academy students are expected to maintain integrity in all areas of their lives. Academic classwork, homework, and examinations are opportunities for students to practice integrity. The entire area of academic integrity can be broken down into two types of offenses: cheating and plagiarism. The guidelines and definitions below will be used when determining if cheating and/or plagiarism has occurred. Students found “attempting” to cheat or plagiarize will also incur consequences as described below.

#### **Cheating:**

The following definitions are not meant to be exhaustive:

- Copying another individual’s homework or class work and presenting it as if it is your own
- Copying or soliciting information from a fellow student for purposes of answering questions on a quiz or test
- Stealing, buying, selling, or transmitting a copy of answers to any examinations or papers of any kind for any class

#### **Plagiarism**

Plagiarism (papers, projects or any assignment prepared for the class) shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing a specific passage from a specific source without properly referencing the source
- Replicating another student’s work or parts thereof and submitting it as an original
- Purchasing a paper and (mass) representing it as your own work
- Resubmitting a work that was prepared by the student for another class without the teachers’ permission

#### **Consequences**

If it is determined that a student has cheated, the following actions will be taken:

- The student will receive a zero (0) for the assignment.
- The student will meet with the administrator or principal.
- The elementary student may be suspended or some other consequence given.
- The middle or high school student will be suspended.
- The parents will be notified.
- If the student holds any position of leadership in a club (i.e. National Beta Club), or athletic team, the student may be required to forfeit that position for four and one-half weeks, or a time recommended by the administrator.
- A second offense in the same class may cause the student to fail that class for the nine-week period. A conference with the student, teacher, parent, and an administrator will be held.



Appendix C

**Memo of Understanding  
Student Driver Covenant**

**In an effort to comply with school board policy and provide a clear record of understanding, the following covenant will be signed each year by the student driver, a parent of the student driver, and the school administrator or his designee. The student and parent shall initial each item and have all appropriate signatures affixed at the bottom.**

1. I understand that it is a privilege to transport myself to and from campus, and violation of campus rules and regulations could result in loss of this privilege. **Student Initials:** \_\_\_\_\_  
**Parent Initials:** \_\_\_\_\_
2. I understand that my vehicle is only to be used for personal transportation to and from campus. It is not to be used for personal errands, favors, etc. **Student Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_
3. I understand that once I have arrived on campus I may not re-visit my automobile without permission of the staff of FCA. Once on campus, students must promptly leave the vehicle. **Student Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_
4. I understand that I must park in areas so designated by FCA officials. Failure to do so could result in loss of privilege. **Student Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_
5. I understand that I have an obligation to arrive on-time. Failure to do so on a consistent base could result in the loss of privilege. **Student Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_
6. I understand that I may not transport any other student other than siblings or members of my immediate household from school to any school event. **Student Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_
7. I understand that I must operate my vehicle in a safe and gentle manner while on campus and obey all designated traffic flow patterns. Failure to do so on a consistent base could result in the loss of privilege. **Student Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_
8. I understand that loitering at any time is not permitted in vehicles or in the school parking lot. Students are not to socialize in or near vehicles in the parking lot upon arrival or prior to departure. **Student Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_
9. I understand that I may not drive any other student's or any other person's vehicle to or from the campus or to any school event. **Student Initials:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_

**2200 Development/Fundraising**

INTRODUCTION: Faith Christian Academy seeks to honor the Lord through all of its development and fundraising activities. Biblical principles give us a clear picture of God's instructions about giving. The following policy guidelines are presented in light of these Biblical principles.

- A. Guidelines for Fund-Raising and Development
  1. Pray without ceasing. (1 Thess. 5:17)
  2. Communicate the need. (2 Cor. 11:7-9, Ex. 25:1-3)
  3. Do what is right. (2 Cor. 8:20, 21)
  4. Do things decently and in good order. (1 Cor. 14:20)
  
- B. The highest priority will be the development of “friends” of Faith who will see the value in the mission of the school and support that mission financially. These annual donors will become the basis of development activities to support the “Annual Fund” and any “Capital Campaigns” that may be pursued.
  
- C. It will be the goal of the school to raise financial support that will be used for specific purposes other than general budget support. As the budget permits, development and fundraising activities by the school will be solely for capital needs, retirement of debt, and/or specific programs or personnel needs.
  
- D. Giving through methods other than cash giving will be allowed. (i.e., land, stocks, life insurance, deferred gifts, annuities, etc.)
  
- E. Organizations within the school may conduct various fund-raising projects to raise funds for their organization for a specific purpose that is of benefit to the school body: (i.e., senior class, choir, booster club, etc.) Each organization is responsible for organization and promotion of these fundraisers according to the following guidelines:
  1. These fund-raising projects must be coordinated with the Director of Development and approved by the Administrator.
  2. Promotion of these projects should be such that they do not interfere with regular giving to the school.
  3. Organizations will be ordinarily limited to one school-wide project or campaign.
  4. The funds will be used for areas not already covered by the budget.
  
- F. Prohibited Activities
  1. Any game of chance or other activity that is or suggests gambling.
  2. Any illegal or morally questionable activity.
  3. Raffles, bingo, slots, and video equivalents.
  
- G. Any outside organization that requests the use of the FCA name being used in any commercial activity must be approved by the board of directors.

**2210 Fund-Raising Sales Campaigns**

Parents and students may be asked to participate in sales campaigns. Any sales campaign will include only items which would be considered consistent with the policies and philosophies of the school constitution and by-laws.

## Appendix E

### **POLICY 4515 STUDENT HARASSMENT, BULLYING, AND INTIMIDATION POLICY**

#### **I. Harassment, Bullying, and Intimidation**

- A. Faith Christian Academy prohibits any form of harassment, bullying, or intimidation among students of Faith Christian Academy. Faith Christian Academy will act promptly and confidentially to investigate all harassment and bullying complaints, whether verbal, written, or electronic, and will take appropriate disciplinary action based upon the results of the investigation.
- B. Examples of harassment, bullying, and intimidation are (but not limited to):
  - 1. Verbal/written/electronic: name calling, put downs, racist remarks, excessive or persistent teasing, threats, spreading rumors, sending inappropriate notes, texts, e-mails, and/or pictures via any form of media, including cell phone and/or the internet
  - 2. Physical: pushing, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing another student's property, rude gestures, initiating and/or forcing inappropriate touching
  - 3. Social: isolating a student from activities, ignoring, being unfriendly, or alienating others
  - 4. Psychological: acts that instill fear or anxiety in a student
  - 5. Any of the above acts that are inappropriate, severe, persistent, or pervasive enough that they create an intimidating, threatening, or abusive environment for another student.
  - 6. Bullying is never justified and is NOT excusable as "kids being kids" or "just teasing."
- C. The administrator shall develop such administrative procedures as necessary to implement this policy, including the establishment of a procedure for reporting, investigation, and a process of notifying all parties involved of the results of the investigation.

#### **II. Potential Consequences**

- A. Students found to be guilty of harassment, bullying, or intimidation may receive consequences as outlined in the Family Handbook, up to and including expulsion from school.
- B. Parents wishing to appeal disciplinary action shall make their appeal in writing to the Board of Directors within seven (7) days of the notification of a consequence.

(Please note that a "student agreement" will be sent home the first week of school and must be signed by each student and at least one parent. See next page.)

## Appendix F

### Harassment, Bullying, and Intimidation Guidelines and Student Agreement

It is the intent and policy of Faith Christian Academy (FCA) to maintain a safe learning environment that is free from harassment, bullying, and intimidation. Students are expected to conduct themselves in a Christ-like manner, and to demonstrate a level of respect and dignity toward others.

#### Examples of harassment, bullying, and intimidation are (but not limited to):

1. Verbal: name calling, put downs, racist remarks, excessive or persistent teasing, threats, spreading rumors, sending inappropriate notes and/or pictures via any form of media, including cell phone and/or the internet
2. Physical: pushing, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing another student's property, rude gestures, initiating and/or forcing inappropriate touching
3. Social: isolating a student from activities, ignoring, being unfriendly, or alienating
4. Psychological: acts that instill fear or anxiety in a student
5. Any of the above acts that are inappropriate, severe, persistent, or pervasive enough that they create an intimidating, threatening, or abusive environment for another student.
6. Bullying is never justified and is NOT excusable as "kids being kids" or "just teasing."

#### Reporting and investigation:

1. Anyone witnessing an occurrence of harassment, bullying, or intimidation is expected to report it to the teacher or adult who is supervising the students involved. If the adult is involved in any way, the incident can be reported to the school administrator, Guidance Counselor, or Elementary Principal. If the school administrator is involved, the incident should be reported directly to the Board of Directors.
2. Any employee of FCA who has been told of a possible incident of harassment, bullying, or intimidation will report the incident to his or her direct supervisor.
3. All reported incidents will be investigated. Once an incident is reported, investigated, and verified as an occurrence of bullying or harassment, a written report will be made by the administrator and tracked for future reference. The consequence assigned will also be documented.

#### Notification:

1. The parents of those who are being accused of bullying will meet with the Administrator to discuss the allegations and possible consequences.
2. The administrator will notify the parents of those who have been victimized to assure them appropriate action is being taken.

I have read the Board Policy on "Student Harassment, Bullying, and Intimidation," and I intend to do everything in my power to implement these procedures, including reporting any form of harassment, bullying, and intimidation of which I am made aware.

---

**Signature of Student**

---

**Please print your name**

---

**Date**

---

**Signature of Parent**

---

**Please print your name**

---

**Date**

**Appendix G**

**Physician's Medication Order Form**

**I. For completion by Parent/Guardian**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Phone # \_\_\_\_\_

Name of School \_\_\_\_\_ School Year \_\_\_\_\_

To the Parent/Guardian: I hereby request that authorized staff of Faith Christian Academy administer prescribed medication as directed by the physician (Item II below). I have read the guidelines on the back of this form and assume the responsibilities as outlined.

Before a school, its agents, employees or representatives, can administer any medication to your child, you are required to sign the authorization form which signifies your request to have the medication administered, as well as your agreement to relieve the school, its agents or representatives of any responsibility resulting from the administering of said prescribed medication as set forth herein.

\_\_\_\_\_  
Parents/Guardian Signature Date

**II. For Completion by Authorized Prescriber (for medication given during school hours)**

Drug(s)	Dosage (in mgs)	Time to be Given

Medication to be administered until the end of the school year unless date is specified here:

Route of administration \_\_\_\_\_  
(if administered by EpiPen, Inhaler, Nebulizer, etc., complete box below)

Possible side effects \_\_\_\_\_

Diagnosis \_\_\_\_\_

<b>Medication by EpiPen, Inhaler, Nebulizer, etc.</b>		
Type of device		
Specific directions for use		
Student may carry inhaler if permitted by school policy.	YES	NO

**Physician or other authorized prescriber signature required.**

\_\_\_\_\_  
Physician's Signature Date

\_\_\_\_\_  
Physician's Printed Name

\_\_\_\_\_  
Physician's Address

\_\_\_\_\_  
Physician's Phone Number

<b>NKDA:</b> <input type="checkbox"/> (No known drug allergies)
<b>ALLERGIC TO:</b> _____

## **Appendix H**

### **Articles of Association of the Faith Christian Academy Faith Family Fellowship**

#### **Article I**

##### The Name:

The name of the association shall be the Faith Family Fellowship.

#### **Article II**

##### Statement of Purpose:

The Fellowship shall provide a framework in which both parent and teacher, through a mutual understanding of the challenges and rewards involved in Christian education and of the needs of children, may work together to encourage and promote intellectual, spiritual, physical and emotional maturity.

#### **Article III**

##### Membership:

The membership of this organization shall consist of parents, grandparents, and interested friends of students enrolled at Faith Christian Academy. Members of the faculty, staff and coaches shall be members by virtue of their position. Each member present shall be entitled to one vote on each matter submitted to the general membership. Simple majority shall rule.

#### **Article IV**

##### Executive Board:

Section 1: The Executive Board shall consist of the Administrator (as an ex-officio members), the four (4) elected officers, one teacher from the elementary level, and one teacher from the secondary level as selected by faculty.

Section 2: Meetings of the Executive Board shall be scheduled by the President. The President shall preside over these meetings.

#### **Article V**

##### Officers and Elections:

Section 1: The officers of the club shall consist of a President, Vice-President, Secretary and Treasurer. The term of office shall be one (1) year.

Section 2: The officers shall be elected by written ballot annually at the spring meeting. If there is only one (1) nominee for any one office, election for that office may be by voice vote.

Section 3: Elected officers shall assume their official duties on July 1, but shall serve in conjunction with current officers following the close of the spring meeting.

Section 4: A person shall not be eligible to serve more than three (3) consecutive terms in the same office.

Section 5: A nominating committee consisting of the president, a past president and a delegate-at-large will meet in March to devise a list of nominees for each office. Suggestions for nominees may be made to the committee by any member providing the person being nominated has consented to allow his/her name to stand in nomination. The list of nominees will be presented to the Nominating Committee of the Board. The Nominating Committee of the Board will then

- present the list to the FCA School Board for approval. It is desired that the Nominating Committee shall present at least two (2) candidates for each office.
- Section 6: All officers shall be members of the Faith Family Fellowship who have given evidence of being a born again believer in Jesus Christ, who have a good Christian Testimony in their home churches and in the community at large. Since they represent FCA and this organization, they should be persons of good moral character and reputation. They must have the recognizable abilities to fulfill their offices and have a commitment to the Christian school philosophy and this organization. They must be willing to commit themselves for the time needed to fulfill the duties of their offices. It is desirable that all the officers attend different churches to properly represent this organization.
- Section 7: President
- A. Shall preside at all meetings of the Executive Board and general meetings.
  - B. Schedule said meetings as deemed necessary.
  - C. Shall be responsible to conduct the affairs of the Faith Family Fellowship and the Executive Board, in a manner consistent with the authority and responsibility pertaining to his office.
  - D. He shall be an ex-officio member of all standing committees.
  - E. The chairpersons of all standing committees shall report to, and be under the authority of the President.
- Section 8: Vice-President
- A. Shall coordinate with the administration all scheduled academic events for meetings.
  - B. Shall coordinate with the administration awards for all students who excel on a local, county or state level.
  - C. Make the membership aware of any academic items needed by the school faculty.
  - D. Carry out any such duties as assigned by the President.
  - E. Shall act in the absence of the President.
- Section 9: Secretary
- A. Shall give notice of all meetings of the Executive Board and the Fellowship.
  - B. Shall attend all such meetings and keep a true and accurate record of all procedures.
  - C. Carry out any such duties as assigned by the President.
- Section 10: Treasurer
- A. Shall have custody of all records and funds.
  - B. Shall keep a full and accurate account of receipts and expenditures.
  - C. Make disbursements as authorized by the general membership and Executive Board.
  - D. Shall present a financial statement at every meeting and verify the organization's books with the school's bookkeeper on a monthly basis.
  - E. Deposit all funds into a designated account.
  - F. Carry out any such duties as assigned by the President.
  - G. The account shall be audited or reviewed annually by the same accounting firm that represents the School Board.

- H. All Financial Records shall be Permanent.
- Section 11: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

## **Article VI**

### Fiscal Year:

The fiscal year of this fellowship shall begin on the first day of July each year.

Section 1: There shall be two (2) standing committees with a selected chairperson responsible for organizing and over seeing the activities of the committee.

Section 2: These committees are: Fundraising and Activities.

A. Fundraising Chairperson shall:

1. Be under the guidance of the President and the FCA Fundraising Committee. All fundraising activities will be coordinated with the fundraising committee of the FCA school board.
2. Design, organize, implement and coordinate all Faith Family Fellowship sponsored fundraising activities.
3. Shall be responsible for recruiting committee members to assist in the discharge of the duties and responsibilities of the committee.

B. Activities Chairperson shall:

1. Be under the guidance of the President and be responsible for promoting and supporting all academic activities at Faith Christian Academy.
2. Coordinate with the principals at the elementary and secondary divisions a system of honoring academic achievement.
3. Seek to encourage and promote more fine arts activities among all FCA students.

Section 3: The committees shall keep regular minutes of their proceedings and report the same to the fellowship when requested.

## **Article VIII**

### Meetings:

Section 1: Meetings shall be scheduled by the Executive Board and placed on the school calendar. Executive Board members shall be in attendance at all Faith Family Fellowship meetings.

Section 2: All meetings shall be run in accordance with Roberts Rules of Order.

## **Article IX**

### Amendments:

Recommended changes to these articles must be approved by a simple majority of the members of the Faith Family Fellowship who are present and voting at a given meeting. Those changes must then be presented to the FCA School Board for their approval. A simple majority of the FCA School Board is needed to approve the recommended changes.