



Parent & Student Handbook



"PARENT & STUDENT" FAMILY HANDBOOK

(Revised 12-13 school year)

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FAITH CHRISTIAN ACADEMY PARENT & STUDENT HANDBOOK

Mission Statement: “Making a Difference...One Child at a Time”

And of some have compassion, making a difference: Jude 1:22 (KJV)

Opportunity Statement

Faith Christian Academy exists as an extension of the home and church in the training up of a child. (Pro. 22:6) We assist in the spiritual, academic, physical, emotional, and social progress of each child to live under the Lordship of Jesus Christ. Attendance at the school is a privilege and not a right. Therefore, individuals affiliated with the school (i.e. employees, students, parents of students) must support the teachings of Jesus Christ and His objectives, as well as the educational objectives of this school.

This school will attempt to raise the principle of moral character, self-discipline, individual responsibility, personal integrity, spontaneous initiative and good citizenship. It is, and shall be, the policy and practice in the admission of students or the hiring of employees not to discriminate on the basis of the applicants' race, sex, or national or ethnic origin. This school stands without apology for high standards of morality, truth, and wisdom.

Biblical Statement

The philosophy of F.C.A. is that all truth is God's truth, and that the Bible is the inspired and only infallible authoritative Word of God. This school uses the Biblically-based School of Tomorrow curriculum, which includes Scripture memory passages and references to God and Jesus Christ, all designed to help students develop moral character, sense of accountability, and wisdom in their lives. Therefore, it is our aim to shun the tendency to teach the Bible compartmentally or on an intellectual level alone, so the life of Christ is woven throughout the entire curriculum.

A NOTE FROM THE PRINCIPAL/ADMINISTRATOR

Why Christian education?

First, you must realize that the school of today is not the same as the school of our time. Though there are some great teachers that are trying to hold to Judeo-Christian values, their hands are tied many times. We want to hold to a more traditional school, teaching our youth the true history of our great nation and making sure every student has a quality education. We want them to be profitable citizens and leaders in their community.

Our desire is to provide a high quality education with a Christ centered emphasis. We want to be a partner with parents, to make a difference in their children's lives. The curriculum we use has been tried and tested through the years and has proven to be solid. The question many parents have is will colleges accept Christian school graduates. The answer is a resounding yes! First let me assure you, we don't give diplomas away. They are earned. Our students will take ACT/SAT tests, like any other student. I have a list available of the colleges that have accepted A.C.E. graduates. It is very extensive. My family doctor is an A.C.E. graduate.

Our school is not a correctional center. However, it is a school that works on an individualized level for each student. We are very structured, and some students that have challenges learning in a traditional classroom may find our technique easier. This is truly no student left behind.

We want to teach your children not only the scholastic things, but also to be self-disciplined, respectful of others, and a benefit to society. Most of all, we desire for them to know Jesus Christ as their Savior, and to reach their potential for God.

I will pledge to do all I can to make this possible, and to be a help to you and your children that you have entrusted FCA with.

Yours for His Kingdom,

Pastor/Administrator Brad Reed

Faith Christian Academy Support for Statement of Faith

As a Christian School, it is our intention to promote the basic doctrines of the Word of God (Bible), NOT a denomination.

We Believe These Seven Truths to be Foundational

1. The Godhead (Trinity) existing in three persons: the Father, the Son, and the Holy Ghost. He is creator, and Lord of all. He was, is, and will always be.
2. The scriptures of the Old and New Testaments to be the inspired, inerrant, infallible, Word of God. We hold the King James Version as the most accurate English version.
3. The Deity of Christ, including His virgin birth, sinless life, death on the cross for the sin of all mankind, His resurrection, and imminent return.
4. That God created mankind in His own image, for His glory. In their original state, humans had unity with God. They chose to disobey God (sin), breaking the union. The result was sin being passed upon all mankind.
5. All people have sinned. Salvation is only available through having your sins cleansed by Jesus' blood that was shed on the cross. It is by God's grace through faith, not by works.
6. There is one true church, of which Jesus is head. Individuals are to be involved in a local body (church) for fellowship, instruction, and service.
7. God has called the Christians out of the world; to be separate, and to be the salt and the light of the world.

***We will not allow doctrines opposing our own to become an issue at the school.
Matters of doctrinal difference or personal interpretation are left to the parents.***

Faith Christian Academy Statement of Cooperation

Families play a vital part in the total program of FCA. Without the cooperation of the parents and the school, the educational process for their student is severely impaired. We believe that the following code, when subscribed to by all our parents, will make FCA a school which truly honors the Lord and produces the finest education possible.

1. I will pray regularly for the students, parents, staff, and administration of FCA.
2. I will cooperate fully in the educational function of FCA, doing my best to love and serve the Lord Jesus Christ in all my life.
3. I will volunteer and work for FCA as God provides time and strength.
4. I will faithfully attend meetings and parent functions of the school.
5. I will pay all my financial obligations to the school on or before the due date.
6. If I become dissatisfied with FCA in any respect, I will try to resolve the matter with the person(s) involved rather than seeking to spread criticism or hold a negative attitude in my heart. I will not criticize the school in my home, and will follow Matt. 18:15.
7. I will support the school by gifts beside my tuition as the Lord enables me.
8. As a FCA family, we recognize that it is our privilege and responsibility to strive to protect, promote and observe the above statement of cooperation as God enables us, by the power of the Holy Ghost.

OBJECTIVES AND GOALS

Spiritual Objectives

1. To develop a personal and growing relationship with Jesus Christ
2. To learn how to study God's Word
3. To learn how to deal with life through faith and apply Biblical Truths
4. To seek God's will and obey it
5. To develop prayer and worship with God
6. To embrace other Christians in worship, prayer, fellowship, and service
7. To develop concern for missions and evangelism
8. To learn how to share the Christian faith with others
9. To learn to reason logically and from a Biblical perspective
10. To appreciate the God-centered view of life and the stewardship of being a good citizen understanding our heritage as both Christian and American. To develop a Christian worldview.

Educational Goals

1. To learn to read with comprehension, emphasizing phonics and spelling
2. To learn to love reading and appreciate good literature
3. To effectively communicate, both orally & in writing
4. To master mathematical skills, principles, and formulas
5. To learn of and appreciate the disciplines of science of God's creation
6. To understand and embrace the United States Founding Fathers, and their cultural heritage and history.
7. To learn of the various styles of music and understand basic musical concepts for vocal and instrumental application
8. To learn of the various artistic styles and understand basic art concepts for expressing one's self through the art media
9. To understand the importance of physical fitness and developing good health habits
10. To learn sportsmanship and fairness through games and sports
11. To develop computer and technical skills
12. To learn to work cooperatively with supervision, or independently
13. To learn problem-solving skills and initiative
14. To learn and develop thinking and decision making skills
15. To encourage parents and or guardians to realize the importance of their students education at F.C.A. and it's needed support

CHRISTIAN AMERICA

Christian America places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical Truths of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

Pledge of Allegiance to the American Flag

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

Pledge of Allegiance to the Christian Flag

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

Pledge of Allegiance to the Bible

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

Chapel Services:

A 45 minute weekly chapel is held every Wednesday following the opening exercises. Students will be encouraged to express their faith in Jesus Christ, through Worship & Praise, Special Speakers, and Music. Students must bring KJV Bibles to all Chapel Services. Speakers will be obtained from area churches or Christian leaders in our community

See "Chapel Dress Code" for proper attire for Chapel Services.

REGISTRATION AND ADMISSION

Acceptance and grade placement for all students is based on Diagnostic Testing and Administrative decision. All prospective students must be present during the interview. FCA reserves the right to refuse any student that threatens the physical, emotional, or spiritual safety or welfare of the staff or students. This 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 FCA. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, athletics, or other school-administered programs. Only those students who have completed the admission process will be accepted and permitted to attend FCA.

All parents and students are required to read and sign a statement of cooperation, pledging their support of FCA. Any family who does not cooperate or agree with the purpose and program at FCA will not be admitted or allowed to remain in school. Students are also required to attend church services at least once a week. In order to complete the registration process, a letter of recommendation must be obtained from the student's pastor.

Home School Students

In addition, home-schooled students enrolling in FCA must observe all rules when testing at or attending the school and school events. Parents must present evidence of a daily work schedule.

Student Residence

All FCA students must live with a parent, legal guardian throughout their enrollment at FCA.

Student Transfers

Transfer students are not accepted after the last quarter begins unless transferring from another Christian School. Determination for acceptance will not be made until our school receives official school records, registration paperwork and tuition payment.

To Register

Parents wishing to enroll students in FCA should complete the following:

1. Admission Application
2. Signed Statement of Faith
3. Signed Statement of Cooperation
4. Signed Standard of Conduct
5. Provide up to date Immunization Records (photocopy)
6. Provide Birth Certificate (photocopy)
7. Provide Social Security Number (photocopy)
8. Provide a letter of recommendation from student's pastor
9. Volunteer Sign-up Form (one for each parent)

It is necessary for this information to be on file in the school office before the student will be admitted. Students will not be admitted to class for a new school year until all fees from the prior school year are paid in full.

ATTENDANCE POLICY

School Hours

We are, at FCA, a four day a week school, Monday through Thursday. There will be school on Friday for those not completing their goals on Thursday. School convenes at 8:30 am with arrival time no earlier than 8:00 am, unless special arrangements are made with administration. Students may be picked up at 2:45 pm. There is no supervision outside the building after 3:15 pm and no staff in building after 3:30 pm.

Student Pick-up

Parents must give FCA administration the names, phone #'s, and recent photo of those responsible for picking up their child throughout the year. Please notify us of any changes. To ensure their safety, children will be released only to those individuals listed. A parent wanting to change pick-up arrangements must send a note with the child the morning of the change or call the office before 2:00 pm.

Attendance

Regular school attendance is expected from our students. Absences are excused only for the following reasons:

1. Sickness
2. Death in immediate family
3. Doctor or dental appointments
4. Unusual hardship
5. Family commitments approved ahead of time

Parents should call the school when their child is absent that day and send a note of explanation the next day. Notes must be taken to the office before entering the Learning Center. If absence is foreseeable, a note and phone call should be made in advance. Doctor, dental, music and other appointments should be scheduled after school hours if possible.

Tardiness

School starts at 8:30 am. All students not at school by 8:45 am will be considered tardy. Five tardies will be treated as equal to one (1) unexcused absence. Detention will be given. Parents will be called for explanation. Excessive tardies and absences could possibly lead to revocation of student privileges or suspension.

Absence, Excused or Unexcused

Excessive absences jeopardize a student's time to complete the work required to progress and his or her promotion. Students who are absent for more than 10% of the total number of school days each quarter are considered at risk. A parent conference to discuss F.C.A.'s concerns will be mandatory. If matters cannot be resolved, then Juvenile Authorities will be notified. 3 unexcused absences will result in 2-30 min. detentions.

School Closing / Inclement Weather

If circumstances should necessitate the closing of school, families should listen to local radio stations, and local television stations. If FCA is not mentioned, then if the Lebanon Schools are closed, so are we. FCA will follow the advice of local authorities regarding its decisions for school closures during inclement weather.

PARENT INVOLVEMENT

Orientation

The Orientation Meeting is a mandatory meeting for both parents. It is a time of discussion, a time to plan fundraisers, a time to visit the school, a time to review this handbook thoroughly, a time to view short video of School of Tomorrow, and a time for questions and answers.

Volunteer Policy

FCA could not operate without volunteers! It is expected that all FCA families will share their gifts of time, talent, and expertise. Families are expected to participate regularly in Parent- Teacher Fellowship meetings and school programs and activities to show interest in their child's education. In addition, parents are expected to participate in fundraising activities, assist with lunchroom duty, recess monitors, and classroom monitors, etc. (Volunteer Sign-up Forms are available in school office.)

As a school, we could not possibly pay for all the services rendered by volunteers & staff. Without these sacrifices, we would have to hire additional staff, which would result in higher tuition for all students. We would gladly accept a donation of time from parents. If we do not have volunteers, we will have to hire workers resulting in higher tuition. Each family is asked to donate 20 hours of time.

School Visitation

All parents are welcome in the school. When a visit to the Learning Center is necessary, the parent must first check-in at the office. Parents are advised not to go directly to the Learning Center. If a parent wishes to speak to the Supervisor, a private conference should be arranged. Lunches, books, or homework may be left in the office to be delivered to a student. Students are discouraged from making more than one phone call home per semester regarding forgotten items. School phones are for business only. Please do not call and ask to speak to your child unless it is an emergency. Also, if your child brings a cell phone to school, it must be checked-in at the office and will be returned at the end of the day. Guests wanting to visit FCA need to ask permission from the administrator or head supervisor before entering the Learning Center. Guests and parents must observe the Learning Center rule of whispering so not to disrupt the students studying.

Parent / Teacher Conferences

Scheduled parent/teacher conferences are held at the end of 1st quarter and upon request of parent or teacher. These special meeting times are important for the building of personal relationships between the parents and staff, and for understanding the progress of the student. Both parents are requested to attend these meetings. Parents are encouraged to seek a conference with our staff anytime it is deemed necessary.

Progress Reports

FCA encourages communication between parents and our staff so that each child's best interest and education will be achieved. To develop and enhance that partnership, progress reports will be issued quarterly. Additional time may be necessary for test preparation, special projects, and reports. If a student is spending an undue amount of time on homework, communication between the parent and staff is necessary to discuss observations, possible reason, individual needs and abilities, and possible assignment adjustments.

ACADEMICS

The purpose of the Faith Christian Academy academic program is to provide an environment for learning based on a God-centered worldview where children feel safe, protected, loved, wanted, and important.

Grades 1-4

The school of Tomorrow curriculum stresses speed and fluency in reading and mastery of basic phonics skills. Math, science, English, word building, & social studies (the five core subjects) are taught. Classes in art, music, PE, library, and Spanish are offered, when possible. Bible stories and skills, scripture memory, and weekly chapel are included as part of our curriculum.

Grades 5-8

Our Christ-centered School of Tomorrow curriculum of the five core subjects are Math (pre-algebra), Science (biology), Social Studies (history, geography), Language Arts, Word Building, Language Arts (grammar, literature, comprehension, composition, & public speaking) Missouri State History. Art, music, library, PE, and Spanish classes are offered. Bible parables, scripture memory & lessons, and weekly chapel services round out the curriculum.

Grades 9-12

Again, our Christ-centered School of Tomorrow curriculum expands now beyond the five core subjects of: Math, Science, Social Studies, Language Arts, Word Building, to include Algebra, Business Math, Accounting, Geometry, Biology, Physical Science, Physics, Chemistry, Etymology, Typing, Speech, Music, Foreign Languages, Sign Language, Home Economics, Basic Auto Maintenance, Bible (New & Old Testament Survey, Life of Christ & NT Church History, Scripture Memory) Weekly art, library, PE, and chapel services take students to graduation.

Computer usage

Computers are a way of life. Each student is given the opportunity to learn how to use computers starting as early as first grade. Every graduate is expected to be computer literate. Students are required to provide some disks for academic work.

Physical Education

It is our policy that no student is excused from the required P.E. course without a doctor's written excuse. Detentions will be given to students who do not participate. P.E. clothes must be washed each week.

Grading Scale

The following grade scale is used throughout the school to evaluate academic progress:

A.....94-100%

B.....88-93%

C.....80-87%

Everything below 80% is considered unacceptable and the pace will be reissued and all tests will be retaken. A note of a Failed Test will be sent home for a parent's signature and a charge of \$7.50 for a new pace must be paid.

“Inc”(incomplete) is given when requirements have not been met. Students are given ample time and strong encouragement to make-up an incomplete grade.

Congratulation Slips

Every time a student completes a pace, they receive a congratulation slip to take home to his or her parents. Parents have an excellent opportunity to compliment the student at this time.

Pace Testing

Students are tested at the end of each completed pace. Results of the test are used to help the administration and staff to work more effectively with each student. Parents, review homework slips early, know what your signing, work with your child. Parents are encouraged to make every effort at home to limit distractions, to have students present on testing days. Students allowed to waste their time are wasting your money.

Achievement Testing

One week of the school year is set aside for achievement testing. These tests at the lower level grades help the staff to work effectively with each student, as well with the upper level grades. Also the Jr. & Sr. students testing scores (if high enough) also make them eligible for scholarships. Parents are encouraged to make every effort to see that their child gets to bed early each day, eats a good breakfast each day, and is present each day. At least two weeks notice of testing dates will be given.

Homework

Most students should not need to take academic work home. The daily goals set by the student and reviewed by the supervisor are sufficient to insure that no homework be required. Should the student have homework, a Homework Slip giving the subjects & pages to be completed will be given to the student. The slip is to be signed by the parent and returned the following day. No resource books may be taken home.

LEARNING CENTER RULES

1. A student is not permitted to communicate without permission.
2. A student is not permitted to be out of his/her office without permission.
3. The student is not permitted to turn sideways, around, or tip back in the office chair.
4. Activities not related to schoolwork are not to be conducted in an office unless privileges have been earned.
5. A Christian flag should be raised for supervisor help in academic difficulties.
6. An American flag should be raised for monitor assistance in non-academic activities (score, library, etc.)
7. Recess and lunch hour are times when personal matters should be addressed (i.e. bathroom, water fountain, small talk, etc.)
8. Gum is not allowed on school property.
9. Offices are assigned and changed only by supervisor. Damage to desk will be charged to the student and his/her parents.
10. Anything to be placed in the office must be approved by the supervisor.
11. Students are not to lean or sit on the office or divider.
12. The **Goal Card** is to be kept up-to-date: use a blue ballpoint pen in setting goals. Goals are set at the completion of previous goals. Student should set exact page numbers of work for that day. Student should cross off daily goals when they have been scored and corrected (with blue ballpoint pen) Goal Card is placed on the upper right corner in student's office, in plain sight for supervisor review.
13. A **Progress Chart** is also placed on the student office wall, in plain sight and no marks are to be made on it.
14. PACEs are private property and are not to be shared among students. After PACEs are completed, they are placed on top of the office, collected at the beginning of each day, and tests are given. Work is done in pencil.

15. Calculators are permitted only at the discretion of the supervisor, for high school students only.
16. **Scoring Station Rules:** Score Keys are to be handled carefully. Mark a red “X” beside each wrong answer. If working on a PACE which has a score strip, put a red “X” in the first box of the score strip. Use only red pen supplied at scoring station (NO student is allowed to have a red pen at their office. Likewise NO lead pencils are allowed at the scoring station.)
17. Score Key answers are for scoring only. *Going to the scoring station to get the answers is cheating.*
18. Correct wrong answers in pencil at office. (Note the page # and paragraph of the correct answer.)
19. If working on a PACE which has a score strip, put an “X” in the second box in pencil.
20. Rescore and circle each red “X” in red when answer is correct.
21. When scoring is complete, put red “X” in third box of PACE score strip. Replace red pen in holder. Replace score key in proper place.
22. **Six-Inch Rule:** All students should keep “hands-off” other students.
23. The student that checks out games or sports equipment is the one to return items to their proper place.
24. **Lunch rules:** Eat only in the assigned area, put trash in trash can, put aluminum cans in recycle can, clean off table, & get permission to go to recreational area.
25. **Off Limits:** Other students’ offices and the Learning Center when staff is not present.

DRESS CODE

Learning Center Uniforms

Our desire at Faith Christian Academy is to do all things in a way that honors Jesus Christ. The Scripture teaches that we are to be examples in every area of our lives. Recognizing that we are representatives of Jesus Christ (1 Tim. 4:12), students are expected to dress neatly and avoid extremes in hairstyle, make-up, jewelry, and clothing. Each student's appearance must be discreet and modest. It is vital that each student whole-heartily supports the dress standards. Students who attend official school activities after school hours (either on or off campus) must also abide by dress code standards of FCA.

Boys Dress Code

Boy's uniforms consist of:

- Monday, Tuesday & Thursday :

1. Khaki pants (no denim, or zip-off pants)
2. Polo shirts: White or Navy (long or short sleeve)
3. Shoes of your choice (no expensive shoes)

- Wednesday Chapel Clothes:

1. Black dress slacks
2. White dress shirt w/ tie
3. Black or brown dress shoes only

Girls Dress Code

Girl's uniforms consist of:

-Monday, Tuesday & Thursday:

1. Khaki skirts or jumper (no Denim) must be to middle of or below knee when standing, slits must be below knee as well.
2. Navy or white button down style polo shirt w/collar (long or short sleeves)
3. Shoes of your choice (no expensive shoes)

-Wednesday Chapel Clothes:

1. Black dress, skirt, or jumper (no denim) must be to middle of or below knee when standing, slits must be below knee as well.
2. White dress blouse w/ collar (not a polo shirt) long or short sleeves
3. Dress shoes only

P.E. Attire: Boys & Girls

1. Swishy pants, No full-length zippers or snaps. No writing on them. Prefer black or darker solid color.
2. T-shirts - plain or with Christian logos.
3. Tennis shoes (no expensive shoes)

Dress Down Day

P.E. attire as listed above, or blue jeans (not baggy or tight) any solid color T-shirt or Christian T-shirt. (no other logo's) **NO SHORTS!**

ANY student coming to school dressed inappropriate for the designated day will be allowed to call parents for required clothes, if arrangements cannot be made, student will be dismissed for the day. This will be counted as an unexcused absence.

3 unexcused absence result in 2--30 min. detentions.

Reminder: 3--30 min. detentions.....earn 3-day suspension.

Hair Styles, Coloring, Make-up

Extreme hairstyles, hair coloring, and or make-up will not be allowed. To attempt to list every type of hairstyle, hair coloring, and or make-up combination would become redundant. What will be considered extreme, will be determined by F.C.A. administration.

Body Piercing

Absolutely **NO** body piercing jewelry will be allowed. The only exception will be: Ladies may have earrings (limit 1 per ear)

Consequences for Noncompliance with Dress Code

- 1st offense.....Call parent who must bring clothes.....1 demerit
- 2nd offense.....Student will be sent home for day....unexcused absence
- 3 unexcused absences.....2-30 min. detentions
- 3-30 min. detentions.....3 day suspension
- 3 suspensions.....dismissal from school

Social

There is no dating allowed between FCA students.

MEDICAL GUIDELINES

Immunization Record

By law, a student must present their immunization record to the school, and all immunizations must be up-to-date before a student will be allowed to attend school. Religious and Medical exemptions will be allowed per the Missouri Department of Health Bureau of Immunizations guidelines. State requirements can change from time to time. Current immunization requirements can be obtained from the Community Health Office.

Illness

Children need to be kept at home if they have symptoms of illness such as fever of 99°+, stomach ache, vomiting, diarrhea, runny or discharging eyes, a sore throat, swollen glands, etc. If your child becomes ill at school and has a fever, the office will call home or the emergency number provided by the parents and will expect the child to be picked up. Children will also be checked for head lice periodically throughout the school year. If a child is found to have head lice, they will be required to be nit free prior to their return.

Medications

No staff member will be allowed to administer any medicines without parent's authorization in writing. All medicines must be kept and administered at the school office. Please bring all medication to the office; do not send it with your child. You are asked to furnish any medication your child will need while at FCA. Pain reliever; cough medicine, cough drops, etc.

Injuries

Minor injuries will be taken care of at school. An injury report will be provided to inform you of any minor accidents. If a more serious injury occurs, we will follow emergency procedures and notify you immediately. Please keep all contact numbers current on your child's emergency form.

Field Trips

Field trips are important educational experiences, and they are planned carefully to enhance the students' safety, enjoyment, and learning. Parental assistance is often needed and encouraged during field trips. Medical Release Forms are required for field trips.

AWARDS & REWARDS

Principals Award (Highest PACE %)	Trophy
Most Paces Completed (1 st semester)	Trophy
Most Paces Completed (entire year)	Trophy
Miss Improved Student	Trophy
Mr. Improved Student	Trophy
School Spirit Award	Trophy
Boys Christian Award	Trophy
Girls Christian Award	Trophy
Boy's Sports Award	Trophy
Girl's Sports Award	Trophy

Sports Awards are given on the basis of moral character, sportsmanship, & athletic ability.

Earning Merit Money

At FCA we strive to accent the positive, thus Merit Money allows the students to earn FCA currency to purchase special privileges and Honor Road Trips with Pastor & Sister Reed. Here are a few ways students may earn Merit Money.

Ways to Earn

Monthly Scripture Memorization (first week)	\$500.00
Chapel Involvement (special song, etc.)	\$200.00
Oral Book Reports (approved books)	\$150.00
Completing Pace in 2 weeks (w/no scoring violations)	\$100.00

100% Final Pace Test (1 st attempt only).....	\$100.00
Helping Hands or Good Deeds (the staff is watching).....	\$20.00
Character Trait Memorization	\$50.00
Obtaining Privilege Status (A, C, or E).....	\$100, \$250 or \$500

Check with administration for other fun ways to earn Merit Money!

Using Merit Money

The FCA Administration strongly suggests to our parents to partner with us in an attempt to accent the positive. How you might ask? Well, by urging your child to do their best academically, behaviorally, and being considerate of others. Also, if you know of something special that your child wants, put a Merit Money Price on it and make them earn it! Example: New Shoes (name brand of course, ha-ha).....\$500.00

Help us keep Christian Education fun & rewarding.

WAYS TO SPEND

Dress Down Days (see dress code) Thur. only.....	\$500.00
Boys Honor Road Trip (full day, golf, or trout fishing & lunch).....	\$10,000.00
Girls Honor Road Trip (full day shopping mall & lunch).....	\$10,000.00

We also offer a monthly Merit Store in which the students are able to purchase things such as school supplies (i.e. pencils, erasers, or folders), T-shirts, candy and other fun items

Others Special Items and Privileges Will Be Announced Throughout The Year!

DISCIPLINE POLICY

**THIS IS NOT A CORRECTIVE INSTITUTION;
THEREFORE, WE ASK THAT YOU NOT ENROLL YOUR
CHILD WITH THIS IN MIND!**

(EXAMPLE) HAVE YOU SAID: IF YOU DON'T STRAITEN-UP WE'RE GOING TO SEND YOU TO A CHRISTIAN SCHOOL. Students now see FCA as a prison. We are here to work with the home, but not to take the place of the parents who have experienced difficulty in fulfilling their roles. All students are admitted on probation for the first six weeks.

Expectations for Student Behavior

The items listed below are not an exhaustive list, but are example of behavior which reflects FCA expectations.

1. Listening during instruction time
2. Positive participation
3. Obeying school rules & requests
4. Honesty
5. Respecting the rights & property of others
6. Exercising self-control & good manners
7. Respecting the authority of school personnel
8. Maintain a positive environment for learning
9. Use language that edifies

We Support You & Expect Your Support.

Slanted News

Judges 21:25 says when there was no authority, or respect for authority: every man did that which was right in his own eyes. When your child comes home with a story, or complaining about a policy or discipline, remember they are telling it the way that is right in their eyes. Please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.
5. Count to 10, we all will kill for our kids!

Unacceptable Behaviors

The guidance of children's behavior should always be approached positively and with their best interest in mind. It is our desire to reward good behavior so as not have to address bad behavior. However, it is also our aim to use discipline that will help children develop self-control and assume responsibility for their own actions. Praise and encouragement as well as punishment will be used at FCA. The purpose of discipline is to help the student who cannot govern himself/herself during regular school hours and school-sponsored activities, and to help students develop self-discipline. The staff is to use their authority with wisdom and discretion in dealing with discipline problems.

The student must at all times conduct himself in a manner becoming a lady or gentleman. When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and a conference of both parents will be required. If the administration feels the situation has not changed within the designated time, parents will be asked to withdraw the child. High school students pose a greater threat because of their influence on younger children. The items listed below are not an exhaustive list, but are examples of behavior which would merit disciplinary action.

Demerits Are Given For:

1. Disrespect for those in authority, including supervisors, monitors, substitutes, volunteers, parents, custodians, and church staff.
2. The careless use or misuse of another's property.
3. Stealing
4. Disrupting the Learning Center environment.
5. Disrespect toward fellow students (no name-calling, teasing, or fighting)
6. Inappropriate language (profanity, racial/ethnic slurs or slang)
7. Use of tobacco, alcohol, drugs, porn, or talking about such.
8. Cheating, and or, lying.
9. Complaining will not be tolerated!

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men." Our staff strives to maintain these standards of behavior in the Learning Center through kindness, love, and a genuine concern for the student. However, when disciplinary action becomes necessary, it will be firm and fair. The following scriptures are used for references: Col. 3:20, Heb. 13:17, Romans 13:1, Pro. 10:17, 19:18, & 22:15

Personal Possessions

Radios, walkmans, CD players, DVD players, pager, cell phones, MP3 players, electronic games, laser pointers and toys are not to be brought on campus or to school activities unless authorized by the administration. No student will have in his/her possession any kind of matches, lighter, fireworks, explosives, weapons, tobacco, alcohol, illegal drugs, secular music, or secular books/magazines. Any such items will be confiscated.

Disciplinary Procedure

For unacceptable behavior by a student, the staff may exercise the following disciplinary options:

1. Confront the student with the offense in order to correct issue
2. Counsel the student on correct behavior
3. Isolate the offender from others
4. Remove privileges
5. Give demerits.....3 demerit's a day.....earns 30-min. detention
6. Notify the student's parents (parents may be called to discipline)
7. Parent-supervisor conference
8. Referral to principal (counsel & prayer)
9. Detention during school, & or after school

- 3 detentions.....earns 3-day suspension

(when a student receives detention, a "corrective action notice" is sent home and is to be signed by the parent, the next day the slip is returned and the detention is served.)

10. 3 suspensions.....earn dismissal from school w/ no refunds.

The paramount rule is "do right; do not disturb."

MY ATTITUDE

Promise yourself ...

to be so strong that nothing can disturb your peace of mind.

to talk health, happiness and prosperity to every person you meet.

to make all your friends feel that there is something in them.

to look at the sunny side of everything and make your optimism come true.

to think only of the best, to work only for the best and expect only the best.

to be just as enthusiastic about the success of others as you are about your own.

to forget the mistakes of the past and press on to the greater achievements of the future.

to wear a cheerful countenance at all times and give every living creature
you meet a smile.

to give so much time to the improvement of yourself that you
have no time to criticize others.

to be too large for worry, too noble for anger, too strong for fear, and too happy to
permit the presence of trouble.

MY ATTITUDE.....IS MY LIFE
ASK JESUS TO HELP AND HE WILL!

TUITION & WITHDRAWALS

Financial Information

Non-Refundable registration fee of \$100.00 set by the Faith Christian Academy Administrator, reserves your child's place in the Learning Center. The first tuition payment is also due before school begins. Diagnostic Testing fees are \$25.00. For tuition cost sheet see school administrator. Payment of tuition is expected in full by 1st day of school if possible. Tuition can be put in 10 monthly payments, beginning in August and ending in May. Payments are due by the second Monday of each month.

Withdrawals

A student is not classified as withdrawn until the school (FCA) receives at least two weeks notice in writing. All school materials, equipment, and other school owned property must be turned in before withdrawal can be completed.

Acceptance to FCA is granted based on an agreement between Parents and FCA Administration. FCA depends upon every family paying their tuition, and FCA obligations & budget are set accordingly so that the educational program of all students can continue as planned. By making application to FCA parents agree to the following financial conditions:

1. I understand that all withdrawals, whether before the school year begins or during the school year, must be made in writing with at least two weeks notice. Parents are expected to meet with the principal before proceeding with withdrawal.
2. I understand that all accounts must be current, (tuition, failed pace fees, property damage, etc.) for academic records (grade cards) to be released, transcripts to be issued, or for students to participate in graduation ceremonies. School records will be forwarded to another school only when an account is current. Any account two weeks delinquent will be charged a late fee. After four weeks delinquency, the student will not be allowed to continue at FCA until financial responsibilities are met.
3. Regrettably however, Tuition, PACE's, and deposits, are not refundable.

**Tuition would be refundable only if school were to close, being the fault of Faith Christian Academy.*

MISCELLANEOUS

Transportation

Student cars or bikes should be locked. Keys should be checked in at office. All students must stay out of and off vehicles from arrival time to departure. (Parents must give written permission, and call if possible for student to leave school with anyone other than them)

Fire & Tornado Drills

Practice fire drills will be held during the school year. At the sound of the Mega Horn Siren, three short blasts, students are to stand and march out of the building in an orderly manner to a designated place. The supervisor will then inform the students when they may return to the Learning Center. Students must walk in line. They are expected to refrain from talking, pushing, or running.

A tornado drill will be signaled by a long, unbroken blast from the Mega Horn Siren. Students should get under their office; assume a crouched position with their heads protected.

Lost & Found

All Lost & Found items will be kept in school office. A charge of 1 demerit may be given for each article recovered. At the end of a reasonable time, all items not claimed will become property of FCA.

Special Occasions

Parties: Thanksgiving, Christmas, Valentine's Day, and Easter are to lead the students to a greater awareness of Jesus Christ as our personal Savior. Celebrations shall instill in the students the concept that the greatest form of love is to give and serve others. We are aware that the world has different standards than we do as a Christian School, so some holidays are inappropriate for us at FCA.

Spirit-Week: Spirit week will occur once a year. On these days, students will be allowed to wear clothing corresponding to a special them.

FCA reserves the right to amend the handbook at any time. Parents will be notified of any changes that need to be made.