

# *Faith Christian Academy*

*A ministry of Faith Temple*



*“The Fear of the Lord is the  
beginning of knowledge.”*

*~Proverbs 1:7*

***Parent-Student Handbook***

**2011-2012**

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# To Our Parents

To our parents:

We at Faith Christian Academy commend you for choosing to give your child not only a solid academic foundation but a solid spiritual foundation as well. We realize that for many of you, choosing to educate your child in a private school requires sacrifices on your part. Please be assured that our faculty is committed to working with you and your child to bring about success. It is our desire to partner with you to help your child become the man or woman that God desires for them to be. We consider our part in shaping and molding your child's character to be a very sacred and precious trust that we do not view lightly.

The policies and procedures outlined in this handbook have been carefully established in order to allow our school to run efficiently and to afford your child the best educational experience possible. We revise this manual yearly in the hopes of constantly improving our school and meeting your needs. Please read through it carefully so that you are familiar with our operating procedures and philosophy. This will be a valuable reference for you throughout the school year. Please feel free to contact me if you have any questions.

In His service,

Amy Stark  
FCA Principal

# FCA 2011-2012 School Board

## Faith Christian Academy

A ministry of Faith Temple under the leadership of  
Pastor Dick Stark, Ph. D.

**Lonny Harden**, A.S. from DeKalb College, B.S. in Criminal Justice from New York State University, M.S. in Criminal Justice from Troy State University; Ed.S. from Troy State University; Ph.D. in criminal Justice from Trinity College. He is a member of Kappa Delta Pi (honorary education).

**Patty Mann**, B.S. in Christian Education from Emmanuel College; M.A. in Biblical Studies with a concentration in Missiology from Regent University; M.A. in Teaching with certifications in Elementary K-6 and PreK-12 in Special Education from Regent University; Thirteen years teaching experience.

**Glenda Shaw**, attended the University of Montevallo for two years, taught at Concord Baptist School for one year, and attended the Pensacola Christian College Training course for A Beka instruction for Kindergarten.

**Amy Stark**, B.S. in Elementary Education from Auburn University, graduated cum laude; M.Ed. in Special Education with a concentration in Psychology and a certification in K-12 from Auburn University, Nine years teaching experience.

**Pastor Dick Stark**, B.A. with a Major in History and a Minor in Speech and Spanish from Auburn University; M.A. in Biblical Studies from Trinity Theological Seminary; Ph.D. in Expository Preaching from Trinity Theological Seminary.

## FCA 2011-2012 Teachers

**Rosemary Cook**, B.S. from University of Alabama in Birmingham in elementary education; taught a total of 24 years in the schools of Auburn, Mobile and Morocco (North Western Africa). She has been a pre-school and Kindergarten director in her church.

**Amanda Merkel**, B.S. in elementary Education from Auburn University, Attended Pensacola, Christian College Training course for A Beka instruction for fourth grade. Taught one year as a Reading interventionist. Three years teaching experience.

**Whitney Miller**, B.S. in Elementary Education from Auburn University, Highly qualified teacher. Attended Pensacola Christian College Training course for A Beka instruction for K4. Three years teaching experience.

**Denise Shivers**, B.S Elementary Education from Auburn University in Montgomery, double certification in PK and K-6<sup>th</sup>. Attended Pensacola Christian College Training course for A Beka instruction for several grade levels. Four years teaching experience.

**Amy Stark**, B.S. in Elementary Education from Auburn University, graduated cum laude; M.Ed. in Special Education with a concentration in Psychology and a certification in K-12 from Auburn University, Ten years teaching experience.

# Mission & Vision

## **Faith Christian Academy Mission:**

The mission of Faith Christian Academy is to educate students to become academically and spiritually prepared to meet the challenges of the future. This will be accomplished through quality academic instruction in the required subjects in conjunction with the impartation of Biblical values and by providing activities to enhance spiritual, academic, and social excellence.

## **Faith Christian Academy Vision:**

Our vision is to give the students the spiritual and academic foundation to confront and be victorious over the challenges they will encounter in the world.

## **Our Motto:**

“The fear of the Lord is the beginning of knowledge.” Proverbs 1:7

## **Our Philosophy:**

We aim for a high academic standard with a Biblical foundation to achieve a Christian world view.

## **Our Instructional Goals:**

The broad instructional goals of Faith Christian Academy are twofold:

- (1) The development of Godly character in a loving Christian environment
- (2) To provide quality, challenging, academic instruction

# Mission & Vision

## Faith Christian Academy

### Statement of Faith:

We believe in one triune God: Father, Son, and Holy Spirit, Creator of all things.

We believe that the Lord Jesus Christ, the only begotten Son of God, was conceived of the Holy Spirit, born of the virgin Mary, crucified, died, buried, resurrected, and ascended into Heaven, and is now seated at God's right hand.

We believe the Bible in its entirety to be the inspired Word of God and the infallible and inerrant rule of faith and practice.

We believe in the resurrection of the dead, the eternal happiness of the saved, and the eternal punishment of the lost.

We believe in personal salvation of believers through the shed blood of Jesus Christ.

We believe in sanctification through the Word of God by the Holy Spirit, and in personal holiness of heart and life.

We believe in divine healing through faith in the name of Jesus Christ and that healing is included in the redemption of man. We also believe in the ministries of deliverance, reconciliation and restoration.

We believe in prayer as a primary means of speaking to and hearing from God and that a personal prayer language is given to every believer who desires it for personal edification.

We believe in the Scriptural pattern of church government through the ministries of Apostles, Prophets, Evangelists, Pastors, and Teachers and in God's plan for spiritual authority within the church.

We believe in the active work of evangelism and missions in accordance with the Great Commission.

We believe in the literal second coming of the Lord Jesus Christ to gather His prepared church to be with Him forever.

# Mission & Vision

## Philosophy of Christian Education

Faith Christian Academy recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the Christian family and should assist and complement the parents in that responsibility. For this reason, we must insist on having the cooperation and participation of all parents as long as their children are enrolled.

The Bible is the foundation for the education of our children. From the scriptures we understand that God desires certain principles, beliefs, and values to be developed in our children. The Bible speaks of the moral and spiritual instruction of believers in general and of children in particular. It places a high value upon knowledge, both of God and of His works and describes the moral and spiritual fruits which will follow. Biblical Christianity is a system of certain basic truths that God has revealed. God has revealed Himself to man, speaking through His Word (the Old and New Testaments) and His works.

The mission of Faith Christian Academy is to provide a superb quality education for all students attending the Academy. Included and essential within this education is a comprehensive scriptural foundation. This education and scriptural foundation will provide the student with the knowledge and faith tools necessary to meet the student's needs and propel them to success. Among these truths, the following are fundamental to Christian education:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth that God has established (2 Timothy 2:15).
2. Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his/her concept of God.
3. The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22:6). The key is for each person to discover what God's will is for him/her and then to do it through developing godly traits and correcting ungodly ones.
4. The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in all areas of Christian education.
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule will improve relationships.
6. Personal integrity (Psalm 1:1-2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. Productivity and the desire to always do one's best (Ecclesiastes 9:10; 2 Timothy 2:15). A healthy work ethic has application in all aspects of life.
8. Personal conviction and Christian witness (James 4:17; Matthew 5:16; 28:19, 20). Being willing to take a stand for the cause of right and declare the Gospel of Jesus Christ in word and deed are integral to living a Christian life.
9. Holding to the traditional structure of marriage (Genesis 2:24). God's plan for the family is one man and one woman united in holy matrimony for a lifetime.
10. Moral purity (I Corinthians 3:16-17; 6:19-20). Since our bodies belong to God, we must refrain from any act that would defile or degrade them, and maintain personal health and hygiene in order to strengthen them.
11. We fully understand that each child has a unique and valuable place in the plan of God and must be highly esteemed and respected. It is, therefore, important that our ministry to the student be well-rounded: introducing him/her to the redeeming work of Christ, helping the student to appreciate themselves and their fellow man, and enabling the student to take their proper position in creation as one who bears the image of God and exercises dominion over created reality.

# Policies & Procedures

## TUITION AND FEES 2011-2012

### Application Fee

Families wishing to apply for admission of a student to FCA must pay a one-time non-refundable application fee of \$25 per student. This fee is due at the time the application is submitted. (For specific dates, please see the “Overview” page at the end of this booklet.)

### Registration Fee

1. A non-refundable registration fee of \$150 per child is due upon the acceptance for admission to Faith Christian Academy. All financial obligations for the current year must be satisfied before registration for the new school year will be accepted.
2. All registrations received after June 30, will be charged an additional \$25.00 per child.

### Book Fee

A book fee for each child is due by July 1<sup>st</sup>. The fee covers the cost of ordering and buying updated textbooks for student use, curriculum guides, teacher editions, and teaching aids. Non-consumable books remain the property of FCA, and are reused from year to year. Book fees are separate from tuition and must be paid separately from tuition. Family discounts do not apply to book fees, only to tuition. Please see the “Overview” page at the end of this booklet for specific book fees for each grade.

### Field Trip Fee

A field trip fee of \$30 per child is due by September 1<sup>st</sup>. This fee covers expenses incurred for gas and vehicle maintenance of the Faith Temple bus and vans.

### Tuition Rates

Tuition rates for the 2011-2012 school years are as follows:

<u>Regular Rate</u>	<u>Faith Temple Member</u>
\$300 monthly for grades K4 and K5	\$270 monthly
\$325 monthly for grades 1-8	\$292.50 monthly

### Tuition Discounts

**Faith Temple Church Member Discount.** Members of Faith Temple who are in regular attendance at Faith Temple pay the Faith Temple Member tuition rate. This 10% discount will be discontinued when a family transfers to another church or is no longer in regular attendance.

**Multiple-Student Family Discount.** In an effort to keep tuition more affordable for families with multiple children in the school, a subsequent child discount is given to families who have more than one student enrolled in FCA. The oldest child pays full tuition. Tuition for subsequent children is as follows: second child receives a 15% discount, third child receives a 25% discount, and fourth child receives a 40% discount. The discount is applied to the tuition of the second child and subsequent children from the same home. The family discount applies only to tuition. It does not apply to book fees or other fees.

# Policies & Procedures

## Tuition Due Dates

- Tuition will be paid monthly beginning August 1<sup>st</sup> of each school year and ending May 1<sup>st</sup> of each school year.
- Tuition is due on the 1<sup>st</sup> of each month and late after the 10<sup>th</sup> of each month beginning August 1<sup>st</sup>. Any payment received after the 10<sup>th</sup> of each month is subject to a \$30 late charge. An additional fee of \$5 per day will be charged for each subsequent day your account falls delinquent past the 10<sup>th</sup>.
- Returned check fee: \$25

If you have questions regarding tuition, please contact the school office. If your tuition account becomes one month in arrears and no arrangements have been made, your child will not be allowed to return to class until tuition is paid in full.

## Refund Policy

Parents of students who withdraw from Faith Christian Academy during the school year due to a family move will be charged tuition only for the days the student actually attended FCA (prorated amount). Families with extenuating circumstances such as loss of job, serious illness, or death of a parent, will also be charged a prorated amount based upon actual attendance. This does not apply to absences due to illness, vacation, etc. Students who withdraw for any other reason will be charged full tuition for any semester in which they were in attendance. Because loss of students mid-semester results in a loss of anticipated income to the school, enrollment of a student by a family is considered at minimum a semester-long commitment. Please provide the school one month's written notice before withdrawing your child, if at all possible.

## Daily Schedule

### Arrival

Parents should bring children to the covered drive at the side of the church. Students will gather in the gym prior to the start of the school day. A teacher will be on duty to receive your child each morning at 7:10 am. Parents should enter the parking lot from Gorgas Street and exit the parking lot onto Franklin Street. Please do not leave your child unattended at the church. You must wait for the **teacher on duty** to arrive.

### Dismissal

The school will only release your child to the people you have identified on your registration form. If an emergency occurs and someone other than those persons you have identified picks up your child, we **must** hear from you by phone or note. In addition, the person picking up your child must furnish us with picture identification.

### Length of School Day

8:00 a.m. – 3:00 p.m.

# Policies & Procedures

## Departure

Parents should pick up their students in front of the Education Annex. Please pull your vehicle parallel to the school entrance. All students will be waiting in the hall accompanied by a teacher. Parents will need to identify which child or children they are picking up and we will make sure the children get to your vehicle. Please do not get out of your vehicle if you are in the line to pick up your child. **If you need to come into the building during dismissal, please park in a parking space across from the school entrance.** This will ensure a smoother traffic flow and expedite our dismissal procedure.

## Van Program

The Faith Temple van will be available after school to take students to any location within Alexander City. There is a \$3.00 fee per day for each drop off location. If you need this service for your child, please contact the school office to sign up.

## Late Pick-Up

Please be prompt in picking up your child. You are considered late if you arrive after 3:15 p.m. You will be charged a \$10 late fee for the first 5 minutes you are late and \$1 for every minute thereafter. This must be paid when your child is picked up. If you are going to be late, please call the church office. This may help alleviate the anxiety your child might feel, but will not cancel the late fee.

## Lunches and Snacks

Parents are required to provide a morning snack and a lunch for their children. **Packed lunches should include utensils, napkins, and condiments. The school is not equipped to supply these items.** We have a refrigerator available for the students' use each day. The microwave is for use for students in 4<sup>th</sup> grade and above. Hot lunch with milk may be purchased from the school for \$2.50 each. We will notify you of the menu in advance so that you may decide if you would like to buy lunch for those days or not. You may purchase in advance a four-day or a sixteen-day ticket. Tickets do NOT expire. Tickets will be marked (punched) ONLY on the days your child orders lunch. Lunches are preordered by 9:00 each morning. If you are going to be late for school and want to order lunch, please call the office by 9:00. Students will eat lunch in the gym, their classroom, or a designated area outside if weather permits. A drink machine is also available. Students will not be permitted to use it before school. Students are allowed to use it during snack or lunch if they bring **correct change**. Juice boxes and snacks may be purchased for fifty cents each. As a special treat to the students, we will have regular "pizza days" on Fridays. This is a fundraiser for the school. Please send forms and exact cash or a check payable to Faith Christian Academy by the due date in order to insure your child has pizza if he/she desires it.

## ATTENDANCE POLICIES

### School Calendar

Our calendar is in compliance with the Alexander City School calendar. Calendars will be distributed with your registration papers.

# Policies & Procedures

## Holidays and Teacher Workdays

Our holidays and teacher workdays are in compliance with Alexander City public schools. In addition to those days, Faith Christian Academy is closed on Good Friday. We also reserve the right to close on federal holidays regardless of the public school calendar. These days will be noted on the calendar distributed at the start of the school year.

## Absences

Attendance is a vital component of education; a student who is not in the classroom simply cannot learn as effectively as a student who is under the instruction of a teacher. In addition, Alabama law requires that we verify attendance of our enrolled students. By setting forth a high standard we are protecting the integrity of the grades earned by FCA students now and in the future.

Absences cause hardship on both the child's classmates and the classroom teacher. Often, test and class schedules have to be adjusted to accommodate the absent child. Absences create extra work for the teacher by requiring her to spend time writing down assignments and often re-teaching concepts. For all these reasons, **please make every effort possible to have your child at school.**

When a student is absent, please call the school to notify the office manager as to the reason for the absence. **A written explanation from a parent or other documentation must accompany the child on the first day the student returns to school.** Students must be at school for at least a half day to be counted present. Therefore, if a student leaves school before 11:15 am, they are marked absent. If a student arrives by 11:00 am, they are marked present, but tardy.

The following absences qualify as excused:

1. Student illness
2. Death in the family
3. Hazardous weather conditions preventing travel
4. Business trips and trips of an educational nature. These trips must be pre-approved by the principal and will not be granted if they cause the student to exceed the allowable number of absences.
5. Official business such as driver's tests, court appearances, etc. Appropriate documentation must be provided and verified.

The following absences will be unexcused:

1. No note/inappropriate documentation
2. Suspended by school
3. Skipped class
4. Any other reason not listed above as excused

# Policies & Procedures

## Attendance Verification

It is the responsibility of the parent and child to ensure that excuses are provided on the first day the child returns to school. A student will be allowed a total of four parent notes per semester. After four, a parent note will no longer be accepted as an excused absence. Parent notes must list an acceptable reason. **Work missed as a result of an unexcused absence, including tests and projects will receive a grade of zero.** Any questions regarding absence verification should be directed to the office manager.

## Number of Absences

A student may have **no more than twenty total absences for the year.** Any student whose absences exceed twenty may be given a grade of I (incomplete) and may be required to repeat the grade. In addition, the following table illustrates the consequences that will be applied to students in grades 5-8.

Number of Absences	0-15	16	17	18	19	20+
Consequence	none	Loss of 5 points from final average	Loss of 10 points from final average	Loss of 15 points from final average	Loss of 20 points from final average	Loss of 25 points AND grade of I may be given

Faith Christian Academy recognizes that in rare cases there may be extenuating circumstances that justify violation of the attendance policy such as surgery or prolonged illness. In these cases, parents should schedule a conference with the principal to request an exemption.

## Student responsibility

The student is responsible for all work missed during an absence. A student who misses an entire day is given two school days for each one missed to make up missed work. A student who misses only part of a day is responsible for getting the work from any class missed that day, completing the work as homework, and turning it in the following day.

## Parental responsibility

In lower elementary grades, it is the parent's responsibility to request work missed by their child. In all grades, it is the parent's responsibility to see that any work missed is made up in the time allotted for make-up work. Parents should send a written excuse with the child when he returns to school following an absence. If the absence is planned, teachers should be notified in advance so that any work that can be done prior to the absence may be given to the child. Please keep in mind that students can rarely be absent without a negative effect on their progress. Also, asking the teacher to use his or her personal time to help a student catch up on missed work creates an unfair burden on teachers.

## Teacher responsibility

Upon request teachers should prepare daily work assignments and books to be picked up by parents. In the case of prolonged absences teachers should work with parents so that missed work can be made up in a timely manner, causing as little negative results to the student's learning as possible. In the case of absences planned in advance, teachers should, upon request, provide as much make-up work as possible prior to the absences and any accumulated work upon the student's return.

# Policies & Procedures

Part of preparing our students for life is teaching them to be on time. A student is considered tardy if he is not in the assigned area by 8:00 a.m. Unexcused tardies include any reason not listed in the excused absence list. In order for a tardy to be excused, parents must send a note or other proper documentation to school with the child. **Five unexcused tardies in any quarter will equal one unexcused absence.**

**Escort your child to the sanctuary if you arrive after 8:00 am or to his or her classroom if you arrive after 8:15 am.** This will maintain security within the building. It is imperative that your child arrives at school promptly. Each school day begins with a school assembly, which includes scripture recitation and prayer. Failure to consistently have a student arrive on time speaks volumes to the child about the importance of this part of the school day.

Please note: **It is the responsibility of the parent to see that any work missed as a result of tardiness is made up outside the classroom.**

## Early Dismissal/Check-Out

If you need to remove your child from school during the school day, please notify the teacher in advance. This will afford the teacher an opportunity to schedule tests and class work around the child's absence. At the appropriate time, you must come to your child's classroom to sign your child out before leaving the campus. Sign in and sign out sheets will be posted on the classroom doors. If the student returns to school the same day, you will need to return to the classroom to sign in. This disrupts class, so please refrain from early dismissals unless absolutely necessary. Again, school success is dependent on attendance. **Therefore, if a student is checked out more than five times in any quarter, this will translate to one unexcused absence.**

Please do not use this time to confer with your child's teacher. There have been days set aside for this purpose. (See school calendar)

## GRADING POLICIES

### **Report Card & Grading Procedure**

Students will receive report cards at nine-week intervals. Mid-term grades will be sent according to the schedule determined at the beginning of each school year.

All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes, and effort. If you choose to discuss the report with your child, remember that grades should be guides in learning rather than goals for learning. Parents should be reminded that grades are merely indications of present achievement and not indications of one's overall ability to learn. Letter grades are determined by the following criteria:

# Policies & Procedures

## **Kindergarten:**

- E      Excellent
- N      Needs Improvement

## **1<sup>st</sup> – 8<sup>th</sup> grades:**

- A      90-100
- B      80-89
- C      70-79
- D      60-69
- F      59 and below

In addition to the standard grades, marks indicating conduct, effort in different areas, habit, and attitude are as follows:

- E      Excellent
- S      Satisfactory
- N      Needs Improvement

## **Ways to get grades:**

1. Tests
2. Classwork
3. Homework
4. Effort Criteria – should account for about 5% of grade
  - a. Daily class participation
  - b. Thoroughness and quality of work
  - c. Attitude
  - d. Utilization of time
  - e. Initiative (self-reliance and self-motivation)

## **Conduct Grade**

Starting with the 2009-2010 school year, students will be given a conduct grade on their report card. A student must maintain A's and B's in conduct in order to achieve honor roll at the end of the year.

# Policies & Procedures

## Honor Roll Policy

In order to be on the A Honor Roll, a student must have A's in all subjects on every report card for the school year as well as a current A average for the final nine weeks. The A/B Honor Roll will be awarded by the same set of standards. The FCA faculty realizes that this policy is somewhat more stringent than that of the public school. However, it is our desire to set forth policies that reflect the highest academic standards possible.

## Homework

We believe that homework should be worthwhile and limited. It is a valuable learning tool and is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parent involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework.

## Homework Guidelines

**K – 2<sup>nd</sup> Grades** – Students should read or be read to with an adult for twenty minutes each night. Time allotment for all other homework should be approximately 15 minutes per night.

**3<sup>rd</sup> – 5<sup>th</sup> Grades** – Students should read for thirty minutes each night. Time allotment for all other homework should be approximately 30 – 45 minutes each day.

**6<sup>th</sup> – 8<sup>th</sup> Grades** – Students should read for thirty minutes each night. Time allotment for all other homework should be approximately one hour each night.

These time estimates are based on the amount of time an average child would take to complete an assignment. Parents should understand that some students might need more time to complete their assignments.

Homework will not ordinarily be assigned on Wednesday night due to other church activities. An occasional weekend assignment may be necessary.

While homework is important and the completion of it necessary, we want to be sensitive to parents and the different emergencies that can be a part of family life. If you feel your child is justified in not completing a homework assignment, please send a note to the teacher the following day. Include in your note the assignment that was not completed and the reason the child was unable to do so. This should be done only on rare occasions and not as a habit due to the child's laziness, procrastination, or other forms of rebellion.

A reading log will be used in each classroom. **Parents are responsible for signing these notebooks each weeknight and returning them the following school day.** Your signature means that your child has read the required number of minutes for that night. Nightly reading is considered a homework assignment. As such, failure to comply with the requirement may negatively impact a student's reading grade.

All classes will have a weekly memory verse. This will be recited for a grade each week.

Homework not attempted or not turned in as assigned will receive a grade of 0.

The standard of the home and of the school must be consistent in timely completion as well as neatness and thoroughness of the work if homework is to be an effective means of building a Christian work ethic. Our goal is to assign homework that is worthy and to expect it to be completed in a worthy manner as unto the Lord.

# Policies & Procedures

## Tests

Teachers do not retest students who do poorly on a test unless the class as a whole does poorly or if there are some extenuating circumstances.

## SAT Testing

Grades 3 – 8 will be required to take the SAT test in April of each year. Second graders will be allowed to take the SAT if requested by the parents and if there are enough test administrators available to give the test. Parents are responsible for the cost of the SAT.

## **DRESS CODE FOR FCA**

In order to promote an atmosphere that is conducive to spiritual growth and academic success, Faith Christian Academy students must wear uniforms to school each day. By holding to standards of modesty, students will demonstrate an attitude of respect for themselves, their fellow students, and their teachers. When a student is observed by a teacher or the administrator to be in violation of the dress code, a parent or legal guardian will be contacted to bring a change of clothes to the school. Since this normally places a greater hardship on the parents or guardians than the students, parents are urged to supervise their child's dress on a daily basis.

## Shirts

The following are approved for FCA uniforms:

1. Plain navy golf shirts, short or long sleeved
2. Plain white golf shirts, short or long sleeved
3. FCA golf shirts
4. FCA t-shirts
5. FCA sweat shirts

Students will need to purchase at least one golf shirt with the FCA logo to be worn on field trips and chapel days. The school will also sell FCA t-shirts and sweat shirts. These are optional but are approved for uniform wear. An order form for both the FCA golf shirt and t-shirt will be included in your registration packet. Sweatshirts will be available for purchase in the fall. For cold days, long sleeved shirts of any shade of blue or white may be worn under a uniform top.

## Pants and skirts

All students should wear khaki or navy pants, shorts or skirts. These may be purchased from the store of your choosing. Shorts and skirts should be knee length.

## Shoes

Students should wear athletic shoes to school each day. This would include all shoes with a soft sole suitable for running and they should either lace up or close with Velcro. Please do not wear Crocs or sandals.

# Policies & Procedures

## Additional dress code policies

While belts are not normally required, if slacks cannot fit properly without a belt, one will be required. Hats and caps may be worn only outside or in the gym after school hours.

Boys' hair should be worn above the eyebrows and off the collar of the shirt.

## CURRICULUM OFFERINGS

The following subjects are taught at all grade levels:

1. Bible
2. Reading/Language Arts
3. Math
4. Science
5. Social Studies / History

In addition, the following are taught at various grade levels:

1. Phonics is taught in grades K-2.
2. Grammar is taught in grades 2-6.
3. Spelling is taught in grades 1-6.
4. Handwriting is taught in grades K-6

Weekly and biweekly classes may include:

1. Spanish
2. Art
3. Physical Education
4. Music
5. Enrichment
6. Library

On occasion, guest speakers share their expertise or experiences with the children.

## DISCIPLINE

Discipline is necessary for the welfare of the student as well as the entire school. Teachers are given the liberty of making and enforcing classroom regulations that fall within the guideline of the handbook. FCA expects full cooperation from the students and the parents.

# Policies & Procedures

It would be impossible to make rules to govern every type of infraction. However, our students are to observe the following general items of conduct:

1. Respect the authority of all school and church staff as well as all adults on our campus. Students are expected to address adults by “ma’am” and “sir”. (I Peter 5:5-6, Hebrews 13:17).
2. Respect the ears of others. Vulgarity, profanity, and distracting talk have no place in a school environment.
3. Respect the bodies of others. Horseplay is out of order at all times. Keep hands and feet to yourself. This includes no fighting or abuse of another student.
4. Respect the property of others. Willful destruction of property will not be tolerated. Damaged property, whether intentional or accidental, must be repaired or paid for by the student or parent.
5. Students are expected to conduct themselves as Christians ladies and gentlemen while in school. They should exemplify Christian unselfishness and kindness in their dealing with faculty and with fellow students.
6. Proper conduct with the opposite sex will be emphasized at FCA. Couples are not allowed to be alone in any part of the school campus, hold hands, have arms around each other, or have physical contact.
7. Most importantly, students are to have an appropriate attitude at all times. They are to respect authority without being critical and finding fault. Attitude is a measure of a person’s spiritual life. A good attitude is a fundamental characteristic of the Christian life. Therefore, a destructive, critical and cynical attitude is detrimental to Christian fellowship and cannot be allowed at FCA. It is understood that the school may take the appropriate action in dealing with any student concerning his or her conduct or attitude.

## Standards of Conduct

1. Students are expected to refrain from participating in worldly activities such as swearing or indecent language; possession or use of alcoholic beverages, drugs or tobacco; involvement in the occult; gambling; stealing; pornography; premarital sex; homosexuality; wearing of certain apparel that would support the gay lesbian, or homosexual lifestyles or other perverted lifestyles.
2. Students are expected to refrain from harassment, fighting, violence, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form; promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang related items, or any divisive activism.
3. Students are expected to maintain Christian standards in courtesy, kindness, honesty, morality, and dress.

Students are expected to abide by these standards throughout their enrollment, whether at home, school, or elsewhere and regardless of whether or not school is in session. Students found to be out of compliance or harmony with Faith Christian Academy’s Standards of Conduct will be subject to administrative withdrawal. Whether or not a student has made personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards. Attendance at Faith Christian Academy is a privilege, not a right.

Enrollment as a student at Faith Christian Academy does not guarantee re-admission or continued enrollment. The school reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the school’s best interest to allow admission or continued enrollment.

# Policies & Procedures

## Disciplinary Action

The following chart illustrates the various reasons that discipline would be administered:

	<b>Administered By</b>	<b>Reasons for Disciplinary Action</b>
<b>Mild</b>	Teacher	Tardiness, talking out of turn, chewing gum, failure to return signed tests, disobedience, classroom disruptions, disrespect, food and drink in class, gossip, horseplay, etc.
<b>Moderate</b>	Teacher and/or administration	Damaging school property, repeated disobedience or disrespect, improper language, lying, etc.
<b>Serious</b>	Administration	Fighting, smoking, flagrantly abusive language or disrespectful conduct, cheating on any test or assignment, abuse of technology, stealing, skipping class or leaving school without permission, student pranks, repeated dress code violations or behavior problems, threatening a teacher or other student, etc.
<b>Severe</b> <b><u>Results in Expulsion</u></b>	Administration with advice and approval of school board	<p>Possession, abuse, selling or supplying of drugs, prescription or otherwise.</p> <p>Possession, consumption, supplying or selling of alcohol.</p> <p>Repeated discipline violations that resulted in suspensions.</p> <p>Failure of parents to cooperate with school's disciplinary methods.</p> <p>Assault or battery of a teacher or staff member.</p> <p>Sexual misconduct, pornography, or other serious moral offenses</p> <p>Possession of weapons, making threats against another student or against a staff member, making bomb threats.</p> <p>Theft</p>

# Policies & Procedures

The preceding chart is not all-inclusive. The administration and school board have the right and authority to determine the severity of an offense and the appropriate manner of dealing with each offense.

If a student in any way threatens to harm another student, faculty or staff member, **no consideration will be given to the excuse that the student was “just joking around”.**

## Property Searches

The school reserves the right to search lockers, backpacks, purses, cell phones and personal effects during the year to ensure the safety of all students.

## Confiscation of Property

Items that detract from the educational process may be confiscated and held as long as the administration deems necessary. **This includes cell phones and iPods.**

## Cell Phones at School

Cell phones should not be brought to school. However, if a child needs the phone for after school purposes and must bring it to school; it should be given to the teacher on duty immediately upon arrival at school. The student may collect the phone at the end of the school day. If the student fails to voluntarily turn in the phone, it may be confiscated by the teacher which will be held until the parent can come to school and retrieve it.

## Demerit System

Faith Christian Academy uses a demerit system to track discipline problems. **Students receive a conduct grade based on the number of demerits they have received.** In addition, each demerit carries with it a specific disciplinary action designed to discourage the student from future behavior problems. Each offense receives a minimum of 1 demerit although serious offenses can and will be assigned more than one demerit.

1 Demerit	=	Warning
2 Demerits	=	Loss of privilege per classroom teacher.
3 Demerits	=	Additional loss of privilege per classroom teacher.
4 Demerits	=	1 day of in-school suspension.
5 Demerits	=	1 day out-of-school suspension (student given zeros on all grades that day).
6 Demerits	=	3 days out -of- school suspension (student given zeros on all grades for those days).
7 Demerits	=	Expulsion from Faith Christian Academy.

Demerits reset at the beginning of each new quarter.

Parents are informed of each demerit and will be asked to sign the demerit form.

# Policies & Procedures

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## OTHER POLICIES

### Special Education Services

FCA is not equipped to provide special education services at this time.

### Field Trips

Students go on occasional field trips. Because all field trips are planned to enrich classroom learning and help provide students with a broad curriculum, all students are encouraged to participate in each field trip. Parents with concerns or suggestions are encouraged to schedule a conference with the classroom teacher. Parents are always the final authority for their children in these decisions. From time to time assignments may need to be made for those students not participating so that grade objectives for a particular subject will not be missed.

We welcome and often need parent participation in field trips. Teachers are grateful for those who are willing and able to help with transportation and supervision in the lower elementary grades. From time to time, participation of parents and other family members will be limited because of the nature of the trip. Upper elementary and middle school classes will make parents aware of those trips where help is needed.

On occasion, we may need to ask parents to help provide transportation for field trips. Parents must complete an information form, provide proof of insurance, and have a valid Alabama driver's license. The parents must also have working seat belts for the number of children being transported. Every vehicle occupant must wear a seat belt at all times. Teacher expectations for student behavior in the vehicle will be made clear to volunteers as well as students. We ask that all volunteers enforce the teacher's expectations at all times.

### Parties

Faith Christian Academy celebrates the holidays that are in keeping with Christian beliefs. Activities surrounding these holidays are conducted in a manner that is Christ-centered. The Academy will be sensitive to cultural interpretations where they do not conflict with the Christian message of the holiday. Parents should not bring siblings to class parties.

Birthdays are a special day for your child. You may furnish a special snack for your child's class during his/her snack or lunch period, but please keep the celebration confined to that time period. Birthday invitations for outside parties will only be distributed to the whole class. If you wish to invite an individual child, you will need to do this on your own.

### School Pictures

School Pictures will be taken twice during the school year. Individual pictures are made in the fall and will be used in the yearbook. Class pictures are made in the spring.

# Policies & Procedures

## **Immunizations**

The State Immunization Law requires all children in our school to have a Certificate of Immunization signed by your doctor or the Health Department on file in our office. Children cannot be admitted to school if the required forms are not on file. These forms are due before school begins.

## **Illnesses**

We believe in providing a physical environment that is safe, clean, healthy, and oriented to children. For the benefit of all children, a child who has experienced the following symptoms should be kept home:

- Fever within the previous 24 hours
- Vomiting and/or diarrhea
- Any symptoms of the usual childhood diseases (i.e., scarlet fever, German measles, mumps, chicken pox, whooping cough, etc.) If your child contracts any of these while attending school, please notify the administrator.
- Common cold in sneezing or coughing stages
- Sore throat, croup, or lice
- Any skin infection, boils, ringworm, impetigo, staph, or any unexplained rash
- Pink eye or other eye infection

Any infectious condition (such as pink eye) must be treated before returning to school. Children must be accompanied by a note from a doctor stating when it is safe to return to school.

As a general rule, no teacher or volunteer is to administer medication to a child. Exception: If your child requires medication for life-threatening conditions such as allergies, bee stings, etc., the prescription can be kept in the school and administered when medically necessary. An authorization form must be signed by the child's parent and physician. Teachers may administer over-the-counter medications (such as Tylenol, Benadryl, etc.) to children only with written consent from the parent/guardian.

Elementary children go outside or to the gym daily. A child who is too sick to go outside is too sick to be at school. Teachers will not keep a child inside during playground/outside time. To do so would cause undue stress on the entire classroom. If a child is unable to participate in P.E. or recess he/she must have a note from their parent or guardian excusing them from participation.

## **Medical/Emergency Forms**

Emergency forms are kept on file in the office. In case of illness or injury, the forms are used to notify and advise you or the person(s) designated by you of the child's status. It is extremely important that the information be kept current with correct phone numbers.

If your child is injured while at school, first aid will be administered. Teachers as well as staff members are certified in CPR and first-aid. If treatment by a doctor is needed, we will make every effort to contact you and/or the doctor you have designated to treat your child. In the event of an emergency, we will make sure that your child receives the necessary emergency treatment until we can reach you. Authorization for emergency treatment is completed at the beginning of the year and is kept on file in the office.

# Policies & Procedures

The school will only release your child to the people you have identified on your registration card. If an emergency occurs and someone other than those persons you have identified on the release must pick up your child, we must hear from you by phone or note. In addition, the person picking up your child must furnish us with picture identification.

## **Emergency Procedures**

Faith Christian Academy has scheduled spontaneous fire and tornado drills. All classes have an escape map and emergency procedures posted in their rooms. In case of damage to the church building due to fire or tornado, all Academy children will be transported to the land directly across Gorgas Street (owned by Faith Temple).

## **Inclement Weather**

In case of severe weather, Faith Christian Academy will be closed any time Alexander City Schools are closed. Please listen to your radio or television for this information. If the administration feels our school needs to be closed at any other time, every family will be notified by phone.

## **Other Regulations**

- Please do not allow your child to bring dolls, games, or toys to school without permission from the teacher. This generally results in hurt feelings or a broken or lost toy. This includes trading cards and any electronic devices, etc.
- Gum chewing will not be allowed on school grounds.
- Students should not exchange gifts at school.
- We welcome parents to visit their child's classroom. We ask that visits be scheduled in advance with the classroom teacher.

## **Weapons**

Guns, knives, and any other object that could be considered a weapon are NOT permitted on the premises. Failure to abide by this policy may result in prosecution.

## **Parent-Teacher Conference**

One day during each school year is set aside for parent-teacher conferences. These days are scheduled on a teacher workday (see calendar for specific days). Giving the entire school day for this purpose demonstrates its importance. A vital ingredient in a Christian education is communication and relationship between parent and teacher. Teachers will schedule these mandatory conferences. Also, a parent or a teacher may request a conference at any time during the school year. If possible, these conferences should be scheduled during the school day. Communicate with the teacher or call the school office to set up an appointment.

Teacher-requested conferences will be used to communicate about your child, encourage you as a parent, and educate about our philosophy, vision, and mission.

# Policies & Procedures

## Differences

Questions and complaints inevitably arise even in a well-run school. It is important that these be handled biblically and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers (i.e., any attitude, action, or communication, including, though not limited to, clearly defined sin). It is desired at FCA that all problems, from the smallest to the greatest, be handled as outlined below.

Complaints or problems will be considered in no other way than prescribed below, unless they involve a specific disciplinary action taken by the board itself.

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. (Remember, both of you desire the good of the child and should not be in an adversarial position.)
2. If the question at issue is not resolved to the satisfaction of both parties, both persons will meet with the administrator to pursue a mutually agreeable solution.
3. If still unresolved, the matter is presented to the FCA School Board. The board will call upon the parties involved as seems warranted, all in the spirit of reconciliation. All school board decisions are final.

The principle underlying this procedure is clear. Solve each complaint with the person(s) directly involved at the lowest level possible. Move the matter up the chain of submissions, only as necessary, to the level where it can be resolved.

Students, who have concerns, complaints, or problems they do not want their parents to handle, should act in accordance with the procedure outlined above. Students (and parents) should know that concerns, complaints, and problems will not be validated by the petition method. Any such petition will be discarded immediately.

# Policies & Procedures

## Faith Christian Academy Tuition and Fees Overview

Annual Fees	Amount	Due Date
Application Fee	\$25 per student	At the time of application
Registration Fee	\$150 per student	June or upon acceptance
	\$175 per student	After July 1
Field Trip Fee	\$30 per student	September

Book Fees	Amount	Due Date
K4	\$50 per student	July
K5	\$125 per student	July
1 <sup>st</sup> – 6 <sup>th</sup> grades	\$175 per student	July
7 <sup>th</sup> – 8 <sup>th</sup> grades	\$200 per student	July

Monthly Tuition		
Regular Rate		Faith Temple Member
\$300.00	K4 - K5	\$270.00 monthly
\$325.00	1 <sup>st</sup> - 8 <sup>th</sup> grades	\$292.50 monthly

Subsequent Child Discounts	
2 <sup>nd</sup> child	15%
3 <sup>rd</sup> child	25%
4 <sup>th</sup> child	40%

Tuition will be paid monthly beginning August 1 and ending May 1.

There will be a tuition discount for those families with more than one child enrolled in Faith Christian Academy. This discount rate is illustrated in the chart above.

Tuition is due on the 1<sup>st</sup> of each month and late after the 10<sup>th</sup> of each month beginning August 1. Any payment received after the 10<sup>th</sup> of each month is subject to a \$30 late charge. An additional fee of \$5 per day will be charged for each subsequent day your account falls delinquent past the 10<sup>th</sup>.

### Admissions Policy and Procedure:

1. All K-4 students must be 4 years old and K-5 students must be 5 years old before September 1<sup>st</sup>.
2. Submit completed application forms with the \$25 application fee.
3. Entrance exams will be scheduled for the student(s).
4. The Faith Christian Academy School Board will interview the parent(s).
5. Written notification is given of acceptance or denial of application.
6. Registration fee is due upon acceptance.
7. Records of previous schooling and testing received and confirmed in the school office.
8. Medical forms and blue slips must be on file in the school office before school begins.