



FAITH CHRISTIAN ACADEMY
HANDBOOK

HISTORY

Faith Christian Academy began as a preschool-day care facility in 1977. The following year kindergarten was added. Subsequent grades were added each year until the sixth grade was reached. After repeated requests from parents, it was decided to add the seventh and eighth grades. The school has remained at that level with no plans at present to add high school grades. Faith Christian Academy is a ministry of the First Apostolic Church. The Pastor serves as director over all staff.

ADMISSION POLICIES

Faith Christian Academy is not equipped to accept special needs students. Certain allowances may be made on an individual basis depending upon need and staff assessment.

Kindergarten students must be 5 years of age by Sept 1 or have been evaluated by staff to meet qualifications. A transitional kindergarten class is offered for students who miss the cut-off date as long as they are 4 years at the time of enrollment. Children of church members will be given priority over other applicants. Returning students are given priority over new applicants.

In most instances, placement testing will be done for students transferring from another school. Placement will be at the discretion of the administration. If test results are below our standards, the option of placement in a lower grade may be offered.

The church and school has a racially nondiscriminatory policy and, therefore, will not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin

It is recommended that all parents attend the Parent orientation night before school.

WITHDRAWAL POLICIES

A student may be withdrawn for any reason with a written 7-day notice. Likewise, the school has the right, for any reason, to ask a student to withdraw, also with a 7- day notice. This provision is separate and apart from suspension or expulsion under the school's discipline policies. Refunds of registration and or tuition will not be made.

REGISTRATION

There is a fee due at time of registration, or for continuing students by **JULY 1**. If this deadline is not met, the student's place will not be held and we will make room for those on the waiting list.

TUITION

Tuition is an annual charge that is divided for your convenience into ten monthly payments. Each monthly payment is due on the first of the month. If payment is not received by the 5th, there will be a \$25 late charge. Some families have special circumstances that will need approval from Pastor for modified payments. Even if you

notify the school that your tuition will be late, a late charge will still be due. If your check is returned by your bank. You will be asked to pay a fee of \$25. If making payments for the year you must make a total of 10 payments. For example, if you pay in August your last payment will be in May. If you start in September, your last payment is in June. Payments are not month to month and there are no refunds of Tuition or Registration.

If, at the end of the school year all remaining tuition, registration, and after-school program fees or other charges are not current, a final report card will not be issued until paid in full. **Eighth grade students will not be allowed to participate in graduation or the activities following the ceremony.**

ARRIVAL AND DEPARTURE

When entering the school parking lot please follow the arrows and come in under the carport. When leaving, please follow the arrows out. . Please drive slowly and watch for children—they are not watching for you. **The fire department asks that you not park in front of the gate to the playground.**

	Daily Schedule	Half- Day Schedule
Transitional Kindergarten	8:30 to 12:00	8:30 to 11:30
Kindergarten	8:30 to 12:00	8:30 to 11:30
First & Second Grade	8:30 to 2:30	8:30 to 11:30
Third through Eighth Grade	8:30 to 3:00	8:30 to 12:00

Students are not to arrive at school before 8:15 A.M. unless you have made arrangements for the extended day program. We ask that students be picked up no later than 15 minutes after dismissal time. If your children walk home, they must leave school at dismissal time. If you want your child to meet at the front of the school, please send a note to the teacher. If students are not picked up by 15 minutes after dismissal time they will be entered into after school care, and you will be charged. If your Kindergarten or T.K. student stays for hot lunch, they are to be picked up by 12:30. If they are not picked up at that time they will be entered into after school care, and you will be charged.

Please do not ask the afternoon staff to let your child back into their classrooms after the teacher is gone. Students are reminded repeatedly to take home the correct books, papers, etc. and they must learn to be responsible for their own work.

EXTENDED DAY PROGRAM

Our extended day program is approved on a case-by-case basis with each parent. The latest pickup is available at 5:00 pm. Your child must be picked up no later than 5:00 pm. There will be a late charge assessed after that time of \$15 per each quarter hour.

TELEPHONE CALLS

Use of the office phone by students is discouraged. After permission from a staff member, a student may go to the office and request to make an emergency call home. Neither a student nor a teacher may be called out of class to receive a phone call. A message may be left in case of necessity. We prefer that students do not bring a cell phone to school.

MEDICAL GUIDELINES

The staff will not be allowed to administer any medication to any student for headaches, fever, or other reasons without parents' written authorization, which will be kept on file in the school office. The school cannot provide medication for student's use. If you would like to have medication made available for your child, please label it with the student's name and instructions for dispensing and bring it to the principal with signed authorization and detailed instructions.

Any student having any food allergies must not participate in our hot lunch program. It is the parents' responsibility to monitor your child's foods, snacks, etc. We do not and cannot monitor your child's food intake.

Any student with a communicable illness must be temporarily excluded from school while or ill or contagious. This includes, but is not limited to conjunctivitis (pink eye), impetigo, etc.

The school has a "no-nit" policy on head lice. If at regular inspections, students are discovered to have head lice, they will be excluded from school, not just until treated, but until ALL nits are removed from the hair. Students will be re-inspected upon returning to school.

ABSENCES AND TARDINESS

Regular attendance and promptness at school is of critical importance in maintaining good grades. To encourage students to be at school every day possible, as well as on time, we have instituted the following policy:

If there are either 5 unexcused absences or 5 unexcused tardies in any quarter, the student will not receive honor roll recognition.

Classification of Absences

1. Excused absences are given for sickness, medical appointments and a death in the immediate family.
2. Unexcused absences are given for any reason other than the above.

If an absence does occur, a written note must accompany the child's return. The student needs to turn the note into their teacher. It would also be appreciated if doctor or dentist appointments could be scheduled at times other than school hours as much as possible.

If students are absent on a test day, they must return to school prepared to test. (Teacher discretion will be used to determine the student's preparedness). Tests missed will be scheduled on the day of student's return or at the teacher's option. During absence, homework may be requested for the child's benefit. These assignments must be picked up after school. If you call before noon the teacher will try to have it ready by dismissal

on the afternoon of the absence. If the call is not received before noon, work cannot be picked up sooner than after school on the day following. If you do not make a special effort to pick up the missed work, it will be sent home with the student when they return. They must then complete it and turn it in.

If an absence is foreseeable, the parent should request work which will be missed. The request must be made as many days in advance of the planned absence as the student will be gone, as it requires time for a teacher to prepare the assignments. For example, 1 day absent=1 day notice; 1 week absent=1 week notice. Students must have all work completed and be prepared to test when they return to school.

A practice of tardiness is detrimental to character development. It is also a hardship on students and teachers already prepared to begin class. Therefore, only absolutely necessary tardies will be considered occasionally. After three tardies students will receive a 30 minute detention.

If students must leave school before the end of the day, this will be considered a tardy on their records; either excused or unexcused. Please do not go directly to the classroom to remove your student. Go to the office and ask a staff member to bring the student to you.

If you are aware in advance that your student must leave early, please send a note to the teacher so that assignments can be completed and the student can be ready to leave without disruption to the class.

GRADING SCALE

The following scale will be used to grade all quizzes, tests and final exams:

96 – 100	A	77 – 79	C
94 – 95	A-	74 – 76	C-
90 – 93	B+	71 – 73	D+
86 – 89	B	68 – 70	D
83 – 85	B-	65 – 67	D-
80 – 82	C+	0 – 64	F

FAILING GRADES

If, at the end of the school year a failing grade has been earned, students may be required to attend summer school. Repetition of the grade may also be required. If any grade has previously been repeated, a student will not be asked to repeat again. In this case, students will be asked to attend summer school.

DEFICIENCIES

Three weeks before the end of each quarter a deficiency notice will be sent home for every student who is danger of receiving an unsatisfactory grade on the report card. This will allow time to attempt to bring up the grade.

PARENT ORIENTATION (BACK-TO-SCHOOL NIGHT)

Parent orientation will be held on Thursday evening of the first week of school. This meeting is to inform you of each teacher's procedures and policies. It is extremely important that you attend.

PARENT-TEACHER CONFERENCES

At the end of the first quarter the school schedules parent-teacher conferences which all parents are asked to attend. In addition to this, parents are encouraged to schedule conferences as needed. Also, teachers may request additional conferences with parents in an effort to keep them informed of classroom circumstances which need attention. Parents are asked to follow a chain of command when arranging conferences. A problem should first be discussed with the teacher, then with an administrator. If you have a concern, arrange to discuss it with your child's teacher before it becomes a serious matter. Please call the school office to arrange for an appointment.

REPORT CARDS

Report cards are issued every quarter. If you have any concern regarding your child's progress, you may call the office for an appointment anytime throughout the year. There will be a scheduled parent conference after the first quarter, at which time the report will be given to the parents. Report cards will be sent home on the Friday following the end of each quarter for the remaining quarters. A final report card will not be issued if the school bill is not current.

HONOR ROLL

All students in first through eighth grades will be eligible for the Honor Roll if they maintain a quarterly average of 83%. However, an F grade in any subject or two D grades will eliminate eligibility. Also, five unexcused tardies or five unexcused absences in a quarter will prevent honor roll recognition.

Students may be eligible for the Presidents Award for Educational Excellence at the end of each year. The criteria are:

- fourth grade and above
- 94% (A-) over-all for the entire school year
- 85th percentile on the S.A.T. test in reading or math

TEST PACKETS

In grades 1 through 8, all quizzes and tests will be sent home each week with a cover sheet outlining the student's progress for the preceding week. Please inspect these packets carefully. You should have a good idea of what your student's quarterly grade will be in each subject by viewing these tests each week. There should be no surprises when the report card is issued. Please sign the packet and return it to school the NEXT day.

ACHIEVEMENT TESTS

As part of an ongoing effort to evaluate student progress, Stanford Achievement Tests are given in April. The S.A.T. is a nationally formed standardized test which is administered every year. The testing covers a three-day period. If any portion of the test is missed there is no make-up.

STANDARDS OF CONDUCT

Faith Christian Academy believes in a program of discipline that is Biblically sound. Love is the first priority of the system. Our teachers must feel a calling to this ministry and desire to be of help to the child's growth to maturity. Love, then, includes correction when necessary. The priority of this school is a good learning environment for all students. However, behavior problems can create difficulties for all involved. Parents will always be notified regarding school discipline of students. The following guidelines will help our school be a place conducive to learning for all students:

- A. Christians should treat everyone with respect and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to teachers or staff, complaining, gossiping, etc. will not be permitted.
- B. In order to accomplish the goals of teaching manners, morals, proper study habits, and respect for authority, the following guidelines are established:
 - Students are to enter classrooms quietly, and prepare for class
 - Students are to raise their hands and receive permission before speaking or leaving their seats.
 - Students are to be polite and attentive when the teacher is talking
 - Students are to answer respectfully.

No student is to be in the classroom unless the teacher is present

No gum chewing is allowed on the school premises.

Lessons are to be prepared on time and done neatly according to proper form.

- C. Students are to refrain from cursing and using the Lord's name in vain, and from vulgar and slang or racially derogatory expressions. Any foul language addressed toward any staff member or other student will be cause for immediate expulsion.
- D. Cheating in any form will not be tolerated.
- E. Stealing is a serious offence that will be dealt with accordingly. This includes borrowing without permission.
- F. Vandalism, including writing on or defacing desks is not permitted.
- G. Certain items are not allowed at school. These include, but are not limited to illegal drugs, tobacco, knives and firearms or any item that could be used as a weapon. The possession of any such items will result in immediate expulsion.
- H. The school reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item. The search may be conducted without the student's or the parent's permission. Registration of the child at Faith Christian Academy constitutes parental consent to such searches.
- I. Students are not to intentionally engage in physical contact with other students except when appropriate as determined by the school. Touching members of the opposite sex, as well as pushing, shoving, hitting, kicking, scratching, etc. is not permitted.
- J. Parents are asked to not approach another student on the playground or elsewhere to reprimand them. It is inappropriate for you to correct a student other than your own child. If you feel another student has mistreated or wronged your child, the proper approach is to speak with the staff concerned and allow them to handle the problem.

Disciplinary Procedure

1. Student may be asked to leave the classroom from time to time when behavior is disruptive. If the class is on the playground, a period of time-out may be called, and a demerit will be earned. When more serious problems arise, there could be a suspension at the administration's discretion.
2. After two suspensions the student will be expelled.
3. Faith Christian Academy does not administer corporal punishment in any form.
4. Any quizzes or test given during a student's suspension or expulsion will earn no credit and cannot be made up.

DEMERIT SYSTEM

The school uses a demerit system as a form of discipline for first grade through eighth grade. When there is an infraction of a school rule, or homework assignments not turned in on time, a student will earn a demerit. A home phone call will be made, and a note will go home. Parents will also be informed on the test-packet coversheet each week.

After three demerits are issued, the student will be required to attend one hour of detention. This detention will take place on the next day after the third demerit is earned. If the third demerit is earned on Friday, detention will take place on Monday. There will be no exceptions made for extracurricular activities.

On the rare occasion of a third detention (nine demerits), there will be a one-day suspension. No tests or quizzes can be made up while suspended.

Some serious infractions such as cheating, fighting, harming another student, etc. are grounds for immediate detention on the next school day.

Detention will be from 3:15 p.m. until 4:15 p.m. Students are required to bring work to be completed during the session. If they have no outstanding homework or other assignments to work on, the classroom teacher will assign work to be done. Students will begin each new quarter with a clean slate.

DRESS CODE

Realizing that we want to create and maintain the best possible image for our school, and that a dress code for school should reflect oneself respect, pride, good judgment, and awareness of dress appropriate to place and action, the following dress code is in effect. Good personal hygiene is to be practiced. Clothing is to be clean and in good repair. These dress regulations will apply to all functions unless otherwise instructed by the principal.

Girls: Jumpers or skirts must be worn and be a modest length. This length needs to be below the knees. Blouses must have sleeves and a collar and will be always tucked in. There are no logos allowed on shirts. Shorts may be worn under skirts, but they must not be longer than the skirt. Red, white, black, or navy-blue leggings may be worn. No sweatpants or other pants are to be worn under dresses. No dangling earrings of any sort may be worn only studs. No other jewelry may be worn. No fashion accessories, such as belts, scarves, hats, etc. are to be worn with the uniform. No make-up will be allowed. Students must have no visible tattoos, temporary or permanent. Hair must be kept away from eyes. Shoes must be buckled or tied and firmly enclose the foot. Red, white, black, or navy-blue socks are to be worn. **Shoes should be all black.** No cowboy boots, please. Sweatshirts or sweaters that are worn over the uniform are to be solid red, white or navy blue with no logos or slogans.

Boys: Long pants will always be worn during school hours. These pants are to have no holes in the knees and not to be oversized to the extent of bagging. Skinny leggings pants are not allowed. All shirts must have sleeves and a collar and must always remain tucked in. No logos on shirts please. Hair must be cut in a conservative, traditional style. It must be short enough to not over-lap the collar or eyebrows. Hair cannot be artificially colored or streaked. No shaved heads, ponytails, earrings, etc. are to be worn. Students must have no visible tattoos, permanent or temporary. Shoes are to be tied or buckled and firmly enclose the foot. Red, white, black, or navy-blue socks are to be worn. Shoes should be all black. No cowboy boots, please. Sweatshirts or sweaters that are worn over the uniform are to be solid red, white or navy blue with no logos or slogans.

UNIFORM

The uniform for girls consists of a jumper or knee length skirt in navy blue. One brand available is French Toast. No culottes, or shorts are allowed. The blouse can be a polo shirt, turtleneck, or button-down blouse with a collar in either long or short sleeve. No collarless tee shirts are to be worn. The color can be white, navy blue, or red. Socks are to be red, white, black, or navy blue.

The uniform for boys is navy blue pants with a belt. The shirt may be a polo shirt, turtleneck, or button-down shirt with a collar in either long or short sleeve. No collarless tee shirts are to be worn. The color can be white, navy blue or red. Socks are to be red, white, black, or navy blue.

P.E. UNIFORM

Girls: Full-cut navy blue culottes or a navy-blue skirt or skirt you purchase thru school, and a gray tee shirt are to be worn. Students also need a navy tee shirt. Athletic shoes must be worn.

Boys: Navy blue sweatpants and a gray tee shirt are to be worn. Students will also need a navy-blue tee shirt. Athletic shoes must be worn.

PERSONAL PROPERTY

All outerwear, backpacks, lunchboxes, P.E. uniform, etc. are to be labeled with the student's name. We ask that personal listening devices, electronic games, sports trading cards, toys, etc. not be brought to school. Some items may be approved for "show and tell" days, and certain games may be brought to school to share on rainy days with the teacher's permission.

LUNCH AND SNACK

A hot lunch program is available for students. If the hot lunch is not purchased, students are to bring a sack lunch. If you prefer that your student not purchase items from the snack bar, please refrain from sending money to do so. Students do not have access to the kitchen, refrigerator, or microwave. Grades 7 and 8 eat lunch at 11:10 A.M. and all other students eat at 12:00.

PICTURES

School pictures are taken in October. Uniforms will be worn on picture day. A school yearbook will be available for purchase at the end of the school year.

PLEDGE

Because a love for our country is important to the character development of students, the Pledge of Allegiance will be recited every morning in each classroom. Students are asked to stand and be respectful during this time.

CHAPEL

Each Friday at 8:45 A.M. we have chapel. Each class will take turns in performing. Parents are welcome to attend.

SAFETY DRILLS

There will be a fire drill each month as required by the Federal Fire Marshall, as well as earthquake drills as required by law.

Updated 08/22