



***Faith Christian Academy***

Faith  
Christian  
Academy  
Parent-Student Handbook

**Founded: 2007**

**Educational Philosophy:** The educational philosophy of Faith Christian Academy is dependent upon the Bible to provide the viewpoint for interpreting any subject or school activity.

**Purpose:** It is the purpose of the school to provide an excellent academic education with a Christian world-view.

**Accreditation:** The school is accredited through the Georgia Accrediting Commission.

**Associations:** Our school is a member of the American Christian Schools, International, and the Georgia Association of Private and Parochial Schools (GAPPS), and the Georgia Independent School Association.

**School Year:** The school year consists of 180 days of instruction divided into four, nine week quarters.

**School Colors:** navy blue, white, and gold **School Mascot:** eagle

**Administrative Offices:**

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Waynesboro, GA 30830

706-554-1577

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**Mission Statement:** Faith Christian Academy partners with Christian parents to provide a Biblically integrated education which equips students to embrace Biblical truth, to strive for academic excellence, and to exemplify Christ-like servanthood in homes, churches and communities. Faith Christian Academy serves students in grades K3-12.

**Vision Statement:** The vision of Faith Christian Academy is to equip students with faith, knowledge, and wisdom to advance the Kingdom of God through the vocations for which they are called by God.

In an environment of quality academics and strong, loving discipline, students will demonstrate the ability to minister to others through faith and love, apply the Word of God throughout their daily lives, and delight in the God-given gift of learning.

**School Governance:** Faith Christian Academy is an independent school, owned and operated by Faith Christian Academy, a non-profit organization. The school board sets the policies and program for the school, appoint and contract administrative and teaching personnel, and employ persons as necessary with the recommendation of the school principal. The ultimate authority for governing and operating the school is the board of directors.

# ACSI's (American Christian Schools International)

## Statement of Faith as adopted by Faith Christian Academy

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Faith Christian Academy Board of Directors holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

## I. Admissions

### ***A. Admission Policies and Procedures***

Faith Christian Academy desires to admit those students whose parents or legal guardians seek a quality, Christian education for their child. We recognize that a partnership must be in place between the school and the family in order to foster the growth of the child physically, academically, and spiritually. All students must reside with a custodial parent or legal guardian. FCA's biblical role is to work in conjunction with the home to encourage and enable students to mature as

Christ like individuals. Although a parent may personally believe differently, while enrolled at Faith Christian Academy, students are expected to exhibit the qualities of a Christ-like lifestyle espoused and taught by the school in accordance with our Statement of Faith. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the mission and values of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

The curriculum at Faith Christian Academy is tailored to meet the needs of average to above average students. Students seeking admission must provide a recent report card and achievement test scores. FCA cannot provide enrollment to students whose educational, social, and physical needs cannot be met by our current programs and staff. All new students are on academic probation for the first quarter of the school year to insure that the child is succeeding in the classroom. Academic and disciplinary records for admission will be requested from the previous school or parents.

**NOTICE OF NON-DISCRIMINATORY POLICY:** Faith Christian Academy admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in admission of its educational policies, scholarship programs, athletic and other school administered programs. Faith Christian Academy believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled or who manifest a behavior that impedes this school's philosophies or policies.

## ***B. Enrollment for New Students***

1. Every student's parent must submit a completed application and pay the registration fee. Copies of report cards and achievement test scores should be submitted at this time. 2. An admissions test may be given to students seeking enrollment.

3. Parents and students will schedule an appointment with the principal. During the interview, the principal will review the school's philosophy, curriculum, and guidelines.

4. Parents will be informed of acceptance within one week of the interview. 5. A student's registration and enrollment is only complete when a parent furnishes the school office the following documents:

a. **Postdated checks/payment authorization (ACH) must be on file for the upcoming school year**

b. Copy of certified birth certificate

c. Copy of social security card

d. Certificate of immunization. Form 3231 is required for all students attending a Georgia school.

e. Certificate of ear, eye, dental screening (Form 3300)

f. Report card with proof of promotion

g. Latest standardized test scores

h. Academic and conduct record from former school

### ***C. Selection Process***

Students will be selected for acceptance based on the following guidelines: willingness to learn and to succeed academically, open to hearing the message of the Bible, and willingness to abide by school code of conduct.

Students who have been suspended or expelled from other schools, who have used illegal drugs, or are coming directly from a drug treatment program cannot be accepted at Faith Christian Academy. The school reserves the right to dismiss any student with or without cause.

### ***D. Re-enrollment***

Registration for current families begins March 1. Registration opens to the public at Open House in mid-March. Current families have priority of acceptance during the re-enrollment period.

## **II. Student Safety and Health**

### ***A. Morning Drop-Off***

1. Parents of K-3 and K-4 students must park their vehicles and walk their children into the building.
2. Students in K-5 and above grades must be dropped off in front of the school buildings between 7:40 and 8:00 a.m. You may not leave your car unattended in the drop off and pick up areas. If you need to leave your car, you may park in the spaces provided.
3. Students are to remain in the designated area under teacher supervision before classes start.
4. If students arrive after 8:10, they are considered tardy and a parent must sign the student in at the office.

### ***B. Afternoon Pick-Up***

1. School will be dismissed at the following times: K-3 through 5th grade starting at 2:45 and 6-12<sup>th</sup> grades at 3:10. After school and before care is available for all grades.
2. At dismissal, students are to wait in their classrooms until their name is called over the intercom.
3. Students who are in in the classroom at 3:20 will be sent to after school.
4. No student is to leave the school grounds without prior written approval of the parents or guardian and approval of the office.
5. Parents who wish to pick up students prior to the end of school must do so at the

school office by signing out the student. A staff member will then call the child to the office.

### ***C. Leaving Classrooms***

No student may leave the classroom without the permission of the teacher. Students in the upper school should have their planners signed in order to leave the classroom.

### ***D. Visitation of Classrooms***

Parents are welcome to visit the classroom, but prior arrangements must be made with the teacher. All visitors to the school must sign in at the front office. Parents or grandparents may have lunch with their student and are asked to call the office to provide notice for the teacher.

### ***E. Insurance***

Catastrophic insurance is carried by the school. Supplemental insurance is offered for purchase at the start of the school year.

### ***F. Emergency Phone Number and Medical Release Form***

An emergency contact form will be sent home at the start of school. One emergency phone number in addition to parent number must be on file in the office. Parents must also complete the Medical Release Form in case physicians are needed to perform emergency treatment if it is impossible to locate parents/guardians.

### ***G. First Aid and Medication***

The school administers first aid treatment only. In the event of serious injury, emergency medical treatment will be sought and parents will be contacted immediately.

**Absolutely no medicine will be administered without the medication and the written directions for administration by the parent or a physician. Please complete the Medication Authorization Form if your child requires medication during the school day.**

If your child has headaches and needs medication (ibuprofen, Tylenol, etc.), you may send a bottle with your child's name on the label and it will be dispensed from the office as needed. **This is a state law.**

### ***H. Student Illness and Injury***

In the interests of the health of every child, parents are required to keep their child home when he or she is ill. If a child has a fever above 100.5, rash, vomiting, excessive nasal discharge, or diarrhea, the child must stay at home. We request for a child to be

symptom free for 24 hours before returning to school.

When a child becomes ill at school, we contact parents or someone listed on the emergency contact form. The child is held in the school office until a listed adult comes.

In the event a child is injured at school, we follow these steps:

1. Give immediate first aid and send a note home with an explanation.
2. If injury appears serious, contact parents immediately.
3. Call paramedics if necessary.

## ***I. Emergency Drills***

### **1. FIRE DRILLS**

Fire drills are conducted throughout the school year in accordance with city, county, and state regulations. Evacuation maps are in each classroom. Students should follow the teacher's direction and exit the building quickly and quietly.

### **2. TORNADO DRILLS**

Students should kneel quietly on the floor facing a designed wall with their heads covered. This drill should be done in a serious, orderly fashion.

### **3. SECURITY DRILL**

Security drills may be conducted several times during a school year.

## ***I. INCLEMENT WEATHER and TEXT ALERTS***

If severe weather occurs while school is in session, the office sends out an emergency text. **Please subscribe to our text alerts through remind.com by texting @fcael to 81010.**

## **III. Office Procedures**

### ***A. Absences and Make-up Work***

1. Upon returning to school after any absence, **students need to bring a written excuse from their parents for each period of absence**, whether it is for one day or several days. Georgia state law requires attendance in school and the state requests enrollment or attendance information concerning students. Grades K-5, students may submit this excuse to their teacher who will file it with the office. Upper school students should bring their excuse to the front office where they receive an admit slip. Admit slips are signed by each teacher and turned in the following day. A child must have a written note for an absence to be excused.

2. To be counted present a child must be in attendance for one-half of the day. He must attend until 11:30 a.m. or arrive by 11:30 a.m. to be counted present for the day.

3. **School policy requires retention of a student in the same grade the following year if that student is absent more than eighteen days.** Any student who is denied promotion because of the attendance policy may appeal provided 75% of the absences have been excused absences. The school board will make a final decision.
4. **After the tenth absence of school, the administrator will notify parents by letter.** In addition, a conference may be requested. Students who are absent for an extended period of time may be withdrawn. Reasonable means of notifying the parent will be made.
5. Make-up work may be requested following the second day of absence. Please notify the office by **9:00 a.m.** to give the teacher adequate time to prepare the work. You may pick this up in the office between **3:00 and 3:15 p.m.**
6. If a student is absent, he/she is still responsible for missed assignments. If a student is absent the day prior to a test or quiz and it was announced prior to his absence, the student should be required to take the test. If the student was ill and unable to study, the parent should write a note and ask for permission to make up the test at a convenient time. Making up work is the responsibility of the student, not the teacher. Students have three days for each absence, but no more than 10 days, to make up any work missed due to excused absence.
7. Teachers in middle and high school will track attendance for each class. **Parents of high school students who miss more than 10 days of a class will be contacted by the teacher. If a student misses a high school class 15 times or more, credit cannot be earned for the course.** Students may appeal to the Board of Directors if extenuating circumstances exist. Student drivers may have driving privileges revoked for chronic absenteeism.
8. **The teacher will notify the office and a parent conference will be scheduled to be determined whether the student can receive credit for the class.**
9. Prior approval must be requested by parents for absences due to any reason other than illness. Please notify the office in writing if your family is planning a trip or vacation. Arrangements must be made with the teachers by the student for make-up work before a planned absence.

## ***B. Tardiness***

A student is considered tardy if he or she is not in the building by 8:10. After 8:10, the student must report to the office (accompanied by a parent) for an admission slip and sign in as tardy. Parents are encouraged to have their child tschool on time.

Elementary: Nine times tardy in a nine week period will count as one absence and will result in a parent conference. Disciplinary action will be taken to correct excessive tardiness. When a student is tardy nine or more times, that student does not qualify for the



perfect attendance award.

Middle school and high school: Students who are tardy to class will have the following consequences per semester:

Tardy three times: 2 demerits

Tardy six times: 5 demerits and detention/parent conference.

Tardy seven times: loss of driving privilege for 14 days. **Any student who is tardy to class (unexcused) seven times or more during the semester cannot exempt an exam, regardless of grade.**

### ***C. Signing Students Out of School/Student Drivers***

Students leaving campus for any reason during the school day must be signed out of the office by a parent or legal guardian. Please send in a note at the start of the day to alert teachers and office to early pick up. Students are responsible for making up any missed work.

**Students who drive to school must complete a student driver form in the office and obey the rules listed on the form. Student drivers are not permitted to leave school during the school day unless they have written permission from their parent or guardian. Students may not be excused from school to run errands, pick up lunch, etc. If students have a gap between a dual enrollment class and an FCA class, they are expected to stay in study hall or in class. Students are not to remain in their cars in the parking lot. They are to immediately enter the school.**

A student must attend the school until 11:30 to be counted as present. Records are kept in the office regarding signing in and out of school.

### ***D. Student Records and Withdrawal***

The school maintains a permanent file on each student. Upon written request from another school system or by the parent, transcripts or student records are provided free upon request. All tuition accounts and fees must be paid prior to release of student records.

Per the enrollment contract, parents are responsible for the full year's tuition after registering their child. Any request for withdrawal is handled by the school board. Parents must submit a letter to the board through the front office stating the reason for the withdrawal. A member of the board will contact the parent. Please note that the board meets on a monthly basis. Records will not be released until financial obligations are met.

### ***E. School Calendar***

The school calendar is available on the school website: [fcaynesboro.org](http://fcaynesboro.org).

### ***F. Office Communication***

Please check your child's folder for communication from the office. Additionally, please check student planners daily and initial to indicate that you have reviewed the information.

### ***G. Tuition Payments***

All fees are payable regardless of attendance. All initial fees are non-refundable. Upon acceptance to Faith Christian Academy, each family will register for a payment plan. The school budget is based upon enrollment at the start of the year. At the start of the school

year, each family is required to provide the school office with post-dated checks for the remainder of the year's tuition, according to the payment plan. Each monthly tuition check will be deposited on the tenth of each month. **Any appeal to this policy must be made in writing.**

A charge of \$25.00 is made for a returned check. Report cards will be held in the office for any accounts which are not current for any reason, including lunch payments. They will be issued to the parent when payment is made. An account that is delinquent past one month will result in all services being suspended. **Students' records will not be released to another school until all financial obligations are met.**

### ***H. Lunch Payments***

Faith Christian Academy has contracted with a local restaurant to provide hot lunch for student purchase several days a week. Lunch includes an entrée, side, dessert, a juice or milk. Parents will receive a lunch menu. Please return your child's lunch menu with payment for lunch or prepay your child's lunch account. Charging of lunches is not allowed. There is a microwave for student use with teacher supervision.

If a child forgets his/her lunch, he will be provided with a lunch. Payment for the lunch should be paid the next day.

### ***I. Lost and Found***

All personal belongings (coats, sweaters, lunch boxes, notebooks, etc.) which are brought to school must have your child's name for identification and proper return.

**PLEASE LABEL.**

All unclaimed items are put in the Lost and Found in the school office. Students and parents may look for anything lost when the school office is open. Any unclaimed/non-labeled clothing still unclaimed at the end of the school year will be donated.

### ***J. Telephone***

**The office telephone is reserved for staff only.** In the case of illness or emergency, the office secretary will call the student's parents.

### ***K. Authorization for Student Pick-Up***

Students are dismissed only to those on the emergency contact form. Parents should notify the office if there is any change in regular pick-up.

### ***L. Change in Emergency Contact Information***

If you should change your address, telephone number, family doctor, family status, etc., please inform the school office and teacher within five days. It is essential that you keep the school informed of any changes so we can effectively handle any emergency that may occur.

## **IV. GENERAL POLICIES AND PROCEDURES**

### ***A. Field Trips***

Faith Christian Academy encourages the use of field trips to enhance a student's educational experience. When a teacher schedules a field trip, he or she notify parents of

the trip. The permission slip must be signed and returned in order and any fees must be paid in order for the child to participate.

If a student does not attend the field trip, he or she will be provided an alternative assignment.

Attending a field trip is a privilege. Students are expected to abide by all Faith Christian Academy policies while on the trip. Field trip privileges may be revoked for disciplinary reasons.

Generally, school vehicles will be used for field trips. If a parent is permitted to drive any child other than his/her own child on a field trip, the parent driver must provide proof of insurance to the office prior to the field trip. Driver background checks may be conducted.

## ***B. Student Pictures/Senior Pictures***

Each fall the school will hire a photographer to take individual and class pictures. Parents will be provided with information regarding purchase of these pictures. The individual pictures will be used in the school yearbook. Senior pictures will be taken in the fall in drape or tuxedo.

In the spring, individual pictures and family pictures will be taken. K5 students and seniors will have cap and gown portraits taken.

Parents will have the opportunity to purchase these pictures as well as the school yearbook.

## ***C. Chapel and Special Speakers***

Chapel services are conducted regularly with local pastors and youth pastors as our guest speakers. All speakers must be approved through the office. Chapels are held weekly and participation in chapel is part of a student's Bible class grade. **Students are expected to attend and will receive a grade for attendance in their Bible classes.**

## ***D. Lunch and Snacks***

Students may purchase a hot lunch from the school or bring a lunch from home. Students should not bring food in glass containers. Elementary students may not bring drinks containing caffeine.

**Elementary students are expected to sit with their grade level.**

Students may bring a snack to eat during designated snack/break time. Students may not have any snacks or drinks at their desks other than bottled water during the class day.

## ***E. Discipline***

*“Train up a child in the way he should go, and when he is old, he will not depart from it.” Proverbs 22:6*

The Bible indicates that parents are responsible for the training and discipline of their children. The staff at Faith Christian Academy recognizes that parents have the primary role for disciplining their children.

During the school day, the teachers and administrators at Faith Christian serves as the parents' representatives in the discipline process. Students are expected to maintain a biblical attitude of respect and obedience toward school authority. Parents are asked to support the administration. The partnership between teachers, administrators, and parents succeeds when all parties work together regarding student behavior.

**At the back of the handbook is the Faith Christian Academy Student Code of Conduct. Please review the code with your child.**

1. Elementary students

**In the lower school (grades pK-5)**, the teacher is primarily responsible for classroom discipline. He or she creates a Classroom Management Plan which explains the classroom rules and consequences. The Classroom Management Plan will be sent home during the first week of school. Disciplinary consequences may include a time out, silent lunch, restriction from recess, or writing an apology letter. **FCA does not permit any kind of corporal punishment.**

If a formal warning in the classroom does not curb improper behavior, or if student behavior warrants an immediate consequence, the student will be sent to the office. If a student is sent to the office, a note will go home with child to alert the parent to the situation and the parent should sign the note and return it. A parent may be called if the situation warrants.

If a child is sent to the principal a second time, or if a serious breach of the code of conduct is made, the parents will be called in for a conference with the principal and/or board. Additional disciplinary action may be taken.

2. Upper school students

**In the upper school (grades 6 and up)**, disciplinary consequences take the form of demerits. A demerit is a formal warning which leads towards definite consequences. A demerit may be issued by teachers and administration for improper conduct. **Demerits** will be issued for violation of the Student Code of Conduct.

The teacher completes the demerit form for infractions of two demerits or fewer, and sends it home with the student. It should be signed and returned the next day. Failure to return the demerit form will result in a call home and an additional demerit. Once the demerit is signed, it should be sent to the office. The Student Code of Conduct indicates the number of demerits received for infractions. Infractions greater than two demerits will only be issued by the office in consultation with the teacher. Accumulation of demerits during a quarter will be dealt with as follows:

- 5 demerits: lunch detention or after school detention
- 10 demerits: after school detention and conference with parents, probation
- 15 demerits: one day suspension, conference with parents, probation
- 20 demerits or more: three day suspension, meeting with the school board

A student may be placed on probation due to discipline difficulties at any time if misbehavior continues. **At the end of a quarter, students who are not on probation have their demerits reduced to zero for the next quarter.**

Students who are not prepared for class will receive a notice from the teacher. The notice, printed on a **green sheet of paper**, must be signed by the parent and student and returned the next day. Accumulation of these green sheets will result in parent conference. **Green sheets are not demerits.**

### 3. Detention

Detention will be assigned when a student reaches 5 demerits. For a first offense, a lunch detention may be assigned. After school detentions are served from 3:00-3:45 in assigned classrooms. One day's notice will be required in assigning detentions. Detentions are not designed for the convenience of the student or parent schedule. Failure to serve an assigned detention will result in an additional detention and a parent conference.

### 4. Suspension

Faith Christian reserves the right to suspend or expel a student for misconduct or compromising activity occurring on or off campus.

Academic penalty: A student's quarterly grade will be dropped one point for each day of out of school suspension.

Daily work must be made up by the student during the suspension period. Students will receive a zero for any missed quizzes or tests.

Students may not attend any school functions during the suspension period. A parent conference must occur before a student will be readmitted following a suspension.

## **V. DRESS CODE**

The Board of Directors and Administration at Faith Christian Academy desires to develop a dress code which will be a standard for modest dress and general appearance for students which will be a testimony to the Christian atmosphere of our school and enhance student learning.

Parents are primarily responsible for enforcing the dress code. Parents should be familiar with the dress code. Parents may be called for non-compliance of the dress code and a student will be held out of class until the dress code issue is resolved. Discipline will be administered for dress code issues as outlined. Students and faculty are required to identify with, dress in accordance with, and use the facilities associated with their biological gender.

### ***A. Hair***

Boys should have a neatly trimmed haircut, cut above the top of a dress shirt collar and around the ears. This means that hair should not be longer than the student's jaw line. Hair may not hang below the eyebrows so that it obstructs vision. No shaved or partially shaved hairstyles. Extreme hairstyles are unacceptable. Facial hair should be neatly shaved, if applicable.

Girls should also wear their hair in styles which do not detract from the learning process. Makeup should be used in moderation. Hair color should not detract from learning environment and natural colors are preferred.

### ***B. Hats***

Hats are not permitted on campus during school hours except on spirit days.

### ***C. Jewelry and tattoos***

Boys are not permitted to wear earrings. Girls are not permitted to wear more than two earrings per ear. Piercings are not permitted anywhere other than in the ear. No students are permitted to wear spiked jewelry, tattoos, or other visible piercings.

### ***D. Boys' clothing***

Boys should wear pants or shorts to the knee which fit on the natural waist. If pants or shorts have belt loops, a belt should be worn and the shirt should be tucked in. All shirts should have sleeves.

### ***E. Girls' clothing***

Girls should wear pants or skirts/shorts to the knee. **Tight pants and leggings/jeggings are not permitted** unless the shirt comes to mid-upper thigh. All girls should wear tops or dresses with sleeves. Low cut shirts are not permitted. Ripped/torn jeans which expose skin above the knee are not acceptable. **Formal wear for school events must be fingertip length, have straps, no exposed midriff, no open backs and no plunging neckline or slits above mid-thigh.**

### ***F. Footwear***

Students may wear sandals or shoes with socks.

Students must wear sneakers for PE .

### ***G. Additional guidelines***

No clothing may be worn which portrays activities which emphasize violence, obscenity, drugs, or alcohol. FCA will allow non-violent depictions of firearms associated with hunting or military/patriotic displays on clothing.

All clothing should be respectful of the entire school family and appropriate for the entire school campus.

Clothing with violent images or statements is prohibited. The responsibility to interpret and enforce the school dress code belongs to the school administration. Disregard for the authority of the administration in these matters will result in immediate disciplinary action. Respectful disagreements may be submitted to the administration or board through the appropriate channels.

Depictions or slogans that promote controversy are not welcome, as they shift focus away from Christ and our educational mission.

Any shirts with questionable printing or suggestive slogans on them will not be permitted. Students must avoid frayed clothes, excessively baggy clothes, and overly tight clothes. No clothing should expose the midriff at any time. Pajama bottoms may only be worn for spirit days. Students may not wear bulky jackets or coats inside the classroom. Students may not wear any clothing which has writing on the backside.

### ***H. PE***

Students in grades 6 and up must dress out for PE. They are required to wear a t-shirts and loose fitting shorts or pants. Shorts should come to mid-thigh. Students change back to school clothes after PE. Students must wear sneakers. Students receive a grade for dressing out for PE. Students in grades 6-12 will be issued a gym locker. All belongings should be locked in this locker.

Students in the lower school should wear sneakers for PE for safety reasons. They should keep a pair of sneakers at school if they do not regularly wear sneakers.

### ***I. Dress Code Infractions***

Parents of students in the lower grades will be contacted for dress code violations. Students in grades 6 and up will be issued a warning for dress code violations in first period. If the dress code infraction cannot be remedied at school, the student may be sent home. Repeated infractions will result in demerits and/or parent conference.

## **VI: Parent Communication**

### ***A. Daily Planner/Student Folders***

Students in grades 4 and up maintain a daily planner which is distributed at the start of the school year. Parents are required to check the daily planner for homework assignments and notes from the teacher or office. **Teachers will check planners each morning for a signature.** Parents are required to initial the planner to indicate they have reviewed the information.

Students in grades PK-4 maintain folders which should be checked daily by the parent. Parents are required to initial the daily folders and are encouraged to communicate with the teacher through the folder.

### ***B. Weekly Papers***

Each Monday or Tuesday, teachers send home tests and quizzes to be signed and returned the next day. Students in the upper school may have multiple packets to be signed and returned. Tests and quizzes should be sent home with a cover letter indicating any upcoming news for parents.

Teachers should indicate in their Classroom Management Plan the consequences for students who do not return tests and quizzes in a timely manner.

### ***C. Quarterly Progress Reports and Report Cards***

Dates for progress reports and report cards are on the school calendar.

Progress reports are sent home mid-quarter. Report cards are issued quarterly. All progress reports and report cards must be signed and returned.

### ***D. Parent/Teacher Conferences***

We are vitally interested in your child's progress and encourage you to attend scheduled conferences. Additionally, please call the school office to set up a time before or after school if you require a parent conference.

### ***E. Online Grading***

The school uses an online grading system, to keep parents, students, and teachers in constant communication. Parents are encouraged at the start of the year to sign up with provided access codes and to monitor student progress. Teachers are required to update their grades on a weekly basis.

### ***F. Email and Text Communications***

Parents are required to provide an email address with the school at the start of the year for communication from the school. Parents are also encouraged to sign up to receive updates via text. Please see the office for more information on these free services.

## **VII. General Grading Policy**

At the start of the school year, teachers will send home a Classroom Management Plan. This document will explain how grades are derived.

**Students should have the assurance that their personal grades will not be openly discussed in the classroom. Anything that is graded is confidential.**

### ***A. Grading Scale***

The following grading scale is used:

90-100: A

80-89: B

74-79: C

70-73: D

69 and below F

Faith Christian has four, nine-week grading periods. Report cards are issued at the end of each grading period. Progress reports are issued mid-quarter.

An incomplete ("I") on a report card must be satisfied within ten school days following the issuance of the report card. After ten days, the incomplete will be changed to an "F." Exceptions may be granted only with administrative approval.

### ***B. Honor Roll***

Students (grades 1 and up) who have all "A's" as a yearly average will be recognized as being on the "A" Honor Roll. Students with "A's" and "B's" will be recognized as being on the "A-B" Honor Roll. This does not include handwriting.

### ***C. Homework and Quizzes***

Homework is an integral part of a child's learning process. It teaches responsibility and good work habits. Homework will be given on a daily basis with less on Wednesday to encourage attendance at the mid-week prayer meeting of the student's church. Students in the upper school should still expect homework on Wednesdays, especially in math and



language. Homework allows teachers to minimize classroom drill-work and to focus on developing critical thinking skills, presenting new material, and supervising hands-on learning activities.

At the completion of the homework, make sure your child has all of his/her work in a consistent place, ready for school the next day. This will train your child to be organized and ready for the next day and will start the day off in a calm manner.

In the elementary school, each teacher has a policy in place for incomplete homework.

In the upper school, parents are notified of incomplete homework assignments by signing a **green sheet** of paper notifying the parent of the missing work. Accumulation of green sheets will result in parent conference with the teacher. A missed homework assignment will result in a zero; however, a student will receive ONE HOMEWORK PASS per quarter per class. A green sheet will still go home, indicating that the student is receiving this pass and not a zero. Additionally, the lowest quiz grade of each quarter will be dropped.

### ***D. End of Year Academic Awards***

At the end of the school year, Faith Christian Academy recognizes K5 graduates in cap and gown.

Grades 1 and up are recognized at and end of year Honors Day

Assembly. Awards at Honors Day are as follows:

**Perfect Attendance:** (K-and up) Must be present 180 days and **tardiness cannot exceed 9 times**

**Principal's List:** Student whose yearly average in each class was an A

**Honor Roll:** Student whose yearly average in each class was an A or B

**Eagle Award:** This award is given to an elementary student in each grade level who demonstrates good conduct, has leadership qualities, is respectful and responsible and who would represent our school well. The recipient is chosen by the teacher.

**President's Awards:** Recognition in grades 5, 8, and 12 for outstanding academic achievement.

**Academic and Athletic Letters:** Awarded to high school students who have a 3.5 GPA or participate in a varsity sport.

**Academic Excellence Award:** Highest GPA in each subject (high school only)

**Only students whose financial accounts are paid in full will receive certificates at Graduation or Honors Day Programs.**

### ***E. Add/Drop Policy***

Students may not change a class after the first week of the semester. After the first week, students are committed to completing the course, whether it is an elective or an academic course. STUDENTS ARE ONLY PERMITTED ONE dual enrollment drop.

### ***F. Promotion/Retention Policy***

Any high school student who fails two or more classes of any core course (Bible, English, math, science, or social studies) may not be permitted to enroll in Faith Christian Academy in the fall until sufficient credits have been earned. The administration may

prescribe additional course work. The cost of any make up classes and texts are the responsibility of the student's parents. **Any senior who is fails a required class for the first semester will be required to retake that course during the second semester.**

Middle school students who fail two core classes for the year will be retained. Students who fail one core class must repeat that class the following year or may successfully complete additional coursework at the discretion of the administration and the teacher. **Students must maintain a C to be promoted to the next level of math.**

At the elementary level, students who fail one or two core classes must repeat the grade. Students may also be retained due to standardized test scores or at teacher recommendation.

### ***G. Standardized Testing***

During the spring, students in grades K and up will be administered a battery of standardized tests to evaluate reading, mathematics, spelling, language, science, social studies and research skills. The purpose is to note progress from one year to the next and identify individual strengths and weaknesses when compared with other students nationwide in the same grade and same age. Parents will receive a copy of their child's scores.

### ***H. Examinations***

Exams are given to the students in grades 6-12 at the end of each semester in all core classes. **All students, except seniors with an A average and limited tardies, are required to take exams at the end of the first semester.**

Exams are graded as follows:

- 6<sup>th</sup> grade students: exams count as a double test grade for the current nine weeks.
- 7<sup>th</sup> grade and above: exams count as one seventh of the semester grade.

The semester grades are averaged together to obtain the year end grade.

**Students in the 7<sup>th</sup> grade and above are exempt from final exams if they have an A average in the class and have no more than six unexcused tardies per semester.**

### ***I. Textbooks and Chromebooks***

**All textbooks, including consumable workbooks, are the property of the school and are issued to the student on a loan basis. Students are to treat all textbooks with care—no defacing of any books, including consumable workbooks.**

**All hardback textbooks must be covered throughout the school year.**

All textbooks are returned during the last week of school or at time of withdrawal with reasonable wear due to normal use. Excessive damage to textbooks will be charged to the students. If a textbook is damaged or lost, the student is charged 100% of the cost of the book during the first year of use, and the charge will be prorated thereafter.

Parents are responsible for all damages caused by their child to school property whether accidental or intentional. Students should purchase Chromebook insurance during the first week of school. Students may not write on Chromebooks or cases.

## **VIII. Student Information**

### ***A. Changing Classes***

Students in grades 6 and up may change classes. The teacher should accompany the class to the hallway and observe that students go directly to class. Students should be quiet in the hallway while changing classes. Students who are not seated at the second bell will be counted tardy.

### ***B. Lunch Time***

Students have their lunch in the lunchroom or in the pre-K classrooms. Trash should be disposed of properly during lunch time and tables should be wiped down. All students are expected to help keep the lunchroom clean.

### ***C. Restroom Procedures/Hall Passes—Upper School***

Upper grades should be able to use the restroom during the time between classes. If a student needs to use leave the classroom during class time, he or she should have a hall pass signed (teacher initials the student planner).

### ***D. End of Day Dismissal***

At the end of the school day, students will remain in their classrooms until their name is called over the intercom. They should then report immediately to the car line. All students report to after school at 3:20 or go directly to a teacher's classroom and remain there under direct supervision.

### ***E. Lockers***

All lockers are the property of Faith Christian Academy and are subject to inspection by school officials without notice or prior consent. Students may put a lock on their locker, but they must be prepared to open the locker if instructed.

### ***F. Student Publications***

All publications produced by students may be subject to approval by the administration.

### ***G. Flower Policy***

Special holiday flowers need to be delivered to the student's home. Our office cannot accept deliveries on behalf of students other than for birthdays.

### ***H. Bible Version for the Classroom***

Faith Christian Academy recognizes the King James Version as the translation normally used in the classroom for grades K-5. Some textbooks may use the New King James Version, the New International Version, and the English Standard Version. These translations are acceptable for classroom use. All students should have a physical copy of the Bible for Bible class.

## ***I. Pledges***

Faith Christian Academy begins the day with pledges to the American flag, the Christian flag, and the Bible. Students are expected to recite the pledges and stand at attention during the pledges and prayer time.

## ***J. Physical Education and Athletics***

Students are required to participate in physical education at Faith Christian Academy, recognizing that a student's physical well-being is as important as his or her mental well-being.

Students in the elementary grades must adhere to teacher guidelines during physical education and recess. Students must wear appropriate footwear when on outdoor equipment. No flip-flops on equipment.

Students in the upper school receive physical education as part of their graded curriculum. Students are graded on participation, dressing out, and quizzes /tests on covered material regarding health and athletics.

If your child is ill, you must send a note with him or her if you do not want your child to participate in PE for the day.

Students who participate on our athletic teams must maintain a C average in their classes. Students must always represent a Christ-like character during practice and during games. Students who are on disciplinary probation will be suspended from athletic participation. Parents are responsible for picking children up from after school practices on time.

## ***K. Electives***

Students in the upper school are permitted to select an elective. Once a student selects an elective, the student may only change the elective within the first week of school if class size permits.

## ***L. Electronic Devices Policy***

Students are not allowed to use any electronic communication or gaming device at school during the school day. AirPods are NOT permitted inside the building unless a student is using them for a dual enrolled/GAVS class (grades 10-12 only). They are not to be used outside of that classroom.

Electronic devices include cell phones, radios, cameras, camcorders, CD players, Ipods, MP3 players, electronic games, Apple watches/Android watches, and laser pointers. If a student uses one of these devices during the school day, the device will be confiscated and returned only to the parent.

Cell phones are remain in the student locker or backpack during the school day. They ARE NOT permitted in the hallway between classes. Teachers who see a cell phone during class OR in the hallway will ask the students to place them in a bin for the duration of the period or return them to the locker. Upon a second offense, these items will be confiscated and demerits will be issued.

## ***M. Computer Use Policy and Library Use Policy***

Chromebooks may be used for completing class projects, research, or as part of the classroom curriculum. The computers are not to be used for emailing, chatting, or game playing (other than those as part of classroom activities under teacher supervision).

A student is never permitted to download or install files on the computers. Students are not permitted to use personal jump drives on school computers.

Policies:

1. Students who are using the internet are doing so with teacher supervision.
2. Should a student open a questionable site, he/ she will immediately turn off the monitor and contact the teacher.
3. Students never reveal personal information about themselves or others over the computer.
4. Students do not transmit any material which violates any state or US regulations.
5. Students do not use the computers for commercial activities, watching TV or movies, or purposely seeking any internet site which promotes violence, pornography, gambling, etc.
6. Students will not use offensive or abusive language on the computer.
7. Students will not tamper with the school computer system or individual computers in any way.

Students who misuse the computers or violate the above policies are subject to parental notification, revocation of computer privileges, detention, or suspension/expulsion, depending on the circumstances.

## **IX. Curriculum**

A. Teachers at FCA biblically integrate our curriculum. Instruction in all studies should reveal God as the Creator.

**Elementary School:** Classes include Bible, math, English, science, social studies, and physical education. Students have opportunities to participate in music and art projects.

**Upper School:**

Students must complete 6 credits each year. Students are not permitted to take more than one study hall unless they are involved in a work study or dual enrollment program. In addition to core classes, students may take an elective which will vary from year to year. In high school, students are required to take 2 years of a foreign language

**Community Service:**

Additionally, students are required to perform community service in order to graduate. Students in grade 9-12 are required to complete at minimum 6 hours of community service each year. Community service verification forms are in the office. Students who have not completed community service will not be eligible to be exempt from exams. Qualifying community service work requires the student going outside of their usual daily contacts. Students will receive multiple community service opportunities throughout the year.

**X. High School Requirements** In grades 9-12, the student must complete 25 Carnegie Units (credits) for graduation. To be promoted to the next grade level, a student must earn a minimum of 5 credits per year.

**College Track** -Faith Christian Academy utilizes the high school curriculum requirements for the University System of Georgia:

Carnegie Unit Requirement	In specific subject area
4 units of college-prep or honors English	Literature (American, English, World) integrated with grammar, usage, and advanced composition skills
4 units of college preparatory mathematics	Algebra I, Geometry, Algebra II, and a fourth year of advanced math
4 units of college preparatory science	physical science and/or Physics, Biology, Chemistry and a fourth science. Two courses must have a lab component.
4 units of college preparatory social science	World Geography and/or World History, American History, Civics/Government, and a fourth social science
2 units of the same foreign language	Latin I, Latin II
1 unit of physical education	one semester of physical education, one semester of health
1 unit of computer/keyboarding	one semester of keyboarding may be completed in middle school
3 units of Bible	as offered each year
2 or more elective units	SAT prep required in 11 <sup>th</sup> grade year

**Foreign Language requirement:** Students planning to enter or transfer into a University System of Georgia institution or other postsecondary institution must take two units of Latin. Many out of state schools require or prefer 3 or more courses.

**Honors Graduation Requirements:** To receive an honors diploma, the students must meet the following requirements:

- 4 classes or more which meet the HOPE rigor requirements (AP classes in core courses, advanced math (Algebra II or higher), advanced science (Chemistry, Physics), or advanced foreign language courses. No less than a C in any of these classes.
- 4 Honors classes (with no less than a C in any of these)
  - Cumulative average of 3.0 GPA. All honors classes will be weighted by .5 to determine GPA. All AP and core DE classes (English, math, science, social sciences) will be weighted by 1.0 to determine GPA.
- Community service hour requirements must be met.

## **XI. High School Course Registration**

### ***A. General Information***

Registration for the upcoming school year begins in the spring of the previous school year. Students should complete the Course Selection Form and return it, signed by a parent, in a timely manner.

The courses offered in this handbook cannot be guaranteed. A course may or may not be available based on teaching personnel, student enrollment, and scheduling patterns. The courses listed, however, are expected to be offered next year considering staff and enrollment projections.

### ***B. Dropping Classes***

While we ask that students and parents select appropriate classes according to their preferred program of study, we know that some students may not succeed in particular areas of study. Students may drop a course and add another to accommodate this situation. On occasion, such needs may exist when different levels of courses need to be changed. (Example: Advanced English to English, AP English to English) These types of changes are required. Class preference changes, on the other hand, will not be allowed after the first week of school.

Students who drop a class will be assigned another class in its place. The academic appropriateness and availability will determine class selection. The procedure for dropping a class after this time consists of a conference with the administration and completion of a "Student/Parent Course Change" form (approval requires a signature by the student, teachers involved, parents and the principal). The form **MUST** be turned in to the office. Schedule changes will **NOT** go into effect until all these steps are completed. Dual Enrollment students who drop a course must follow the sponsoring college's procedure to determine the grade. Dual Enrollment classes cannot be added.

### ***C. Advanced Placement Program***

Advanced placement courses give qualified students the opportunity to do college-level work while still in high school. These courses are available to students who meet the following requirements: recommendations from previous teachers, qualifying PSAT scores, and a high motivation level. Upon completion of an AP course, students take a nationally administered examination in May. The cost of the AP exam is between \$90-100. Based on their score, students may receive college credit or advanced standing for each course taken. Credit is determined by the college and the College Board. Courses are available through Georgia Virtual School.

### ***D. Dual Enrollment Program***

The dual enrollment program is designed to offer students the opportunity to broaden their learning in areas of specialization. Students must apply for the Dual Enrollment program through Augusta Technical College or East Georgia State University. They must attend classes at the Waynesboro campus or online. Only juniors or seniors may apply for these classes in core courses: English, Algebra, Social Studies, and Science. Only seniors may apply for vocational classes if they have completed their required core courses. **Students must apply and be accepted through the Dual Enrollment program in the spring prior to enrollment. Students may not add Dual Enrollment classes mid-year. Only one drop permitted for DE or GAVS.**

#### **Students must:**

- **Be 16 and able to drive to and from class (if applicable)**
- **Attend a MANDATORY meetings for DE students which are held each semester**
- **Have an A average in the previous year's class at FCA to take DE in that subject and an overall GPA of 3.0.**
- **Maintain a C or higher in core classes at FCA and in Dual Enrollment classes in order to stay in the program**
- **Be self motivated and organized.**
- **Be admitted to Augusta Tech.**
- **Complete all appropriate application paperwork by March 31.**

Students earn high school and college credit upon successful completion of the course.

The purpose of the dual enrollment program is to challenge students beyond the high school classroom while earning high school and college credit. The Dual Enrollment Program is not for everyone. Only students with an A average in a core courses will be permitted to take DE classes. The following classes will be offered:

Juniors: English 1101/1102. Online Computer 1000, College Algebra, Psychology 1101, History 2111. Students may take TWO classes each semester, schedule permitting. Those juniors who have not taken an AP class are recommended to start with ONE DE class first semester.

Seniors: English 1101/1102 or American Literature, College Algebra, Pre-Calculus, Online Computer 1000, Political Science/Economics, Psychology. Students may take up to THREE classes each semester.

All DE classes must work within the student's FCA schedule and are subject to change.

### ***E. Georgia Virtual School***

**Georgia Virtual School**



GAVS offers high quality high school courses in a variety of areas for Georgia students. It provides students who are exceptionally motivated to take courses not offered at FCA. Classes are offered online and are available 24 hours a day. Courses are taught by certified teachers and are graded by the GAVS instructors. Students complete their coursework in the library. Students must complete an application for GAVS. A complete list of available classes may be found at [www.gavirtualschool.org](http://www.gavirtualschool.org). Students must register for these classes by Mar. 15 for the upcoming year.

### ***F. Work Study/Work Based Learning***

FCA offers credit for students in 11<sup>th</sup> and 12<sup>th</sup> grade who participate in Work Based Learning. Students may earn .5 credit for each class period at work per semester with a maximum of 3 class periods. Students must enroll in an approved program and agree to abide by the guidelines listed in the handbook. Students must apply for the Work Based Learning program by Apr. 30 for approval for the following school year.

### ***G. Eighth Grade Course Credit***

If a student takes Algebra I, Physical Science, or a foreign language in the eighth grade and meets the course requirements for high school credit, the course may be counted for credit towards graduation. The grade in the class/es will not count toward the student's cumulative grade point average as a high school class. The student must take and pass the final exam in order to receive high school credit.

### ***H. Academic Probation***

A student may be placed on academic probation for a variety of reasons: newly transferred, pattern of homework problems, failure to cooperate with faculty or work to his potential. Any student is on academic probation if he or she earns D/F in end of quarter grades. Students may not participate in extracurricular activities *until the student shows an improved grade*. Athletes on athletic probation will practice but not participate in games or travel with the team until they are no longer on academic probation. Students placed on academic probation must understand that continuance in their negative pattern is serious and could jeopardize their placement at FCA.

### ***I. Summer School and Failed Courses***

FCA does not offer summer school programs. If students need additional coursework for graduation, they may earn credit through Georgia Virtual School or Abeka Academy as negotiated through the office. Students may not take summer Dual Enrollment classes for high school credit. If a senior fails any class during the first semester, he/she must repeat that class during the second semester. Diplomas will not be issued unless the senior passes all required classes

### ***J. Grade Point Average and Class Rank***

The GPA is obtained by converting the numerical grades of a student's courses into a point value system. The high school courses taken during grade levels 9 -12 grades are factored in the cumulative GPA. Courses taken prior to the ninth grade which are considered to be high school courses (Algebra I, Physical Science or a foreign language, etc.) are not figured in the GPA. Each numerical grade is assigned a number value. The numerical value is multiplied by the number of credits attempted to determine points earned. The total of points earned is then divided by number of credits attempted to determine GPA.

90-100: 4.0

80-89: 3.0

74-74: 2.0

70-73: 1.0

0-69: no credit

### ***H. Weighted Classes***

The following classes are awarded an accelerated weight value in calculating the GPA: AP and Core DE classes are weighted 1.0. Technical DE classes (agribusiness, welding, automotive, etc.) are not weighted.

Honors classes are weighted .5.

**For HOPE scholarship computation, only core classes are counted and weights are removed. Students may access their HOPE eligibility through their Georgia Futures accounts.** Weights are used to determine student ranking.

## ***I. Additional Requirements***

### ***GRADUATION***

Faith Christian Academy holds a graduation ceremony in May for seniors. All seniors are expected to attend the graduation ceremony and diplomas are issued at that time. Per Georgia Accrediting Commission guidelines, Faith Christian Academy is committed to a four year high school experience which permits students to prepare for college and career. Students may not pursue early graduation.

### ***CREDIT REQUIREMENTS***

Each full year class counts as one Carnegie Unit (CU). Each semester long class counts as .5 CU. Underclassmen must take at least 3 CUs (6 classes) a semester. Seniors must take at least 2 CUs a semester. Students may not take more than 4 CUs a semester. Seniors are required to take at least TWO classes on campus at FCA during both semesters of their senior year. Appeals to this policy must be made in writing to the school board.

## **XIII. Athletics**

We have been created spirit, soul, mind, and body. FCA desires to use athletic competition to teach not only the sport, but also self- control. We will work to instill unity through team play, obedience through the player-coach relationship and disciplined commitment through required practice. Above all, we will strive to develop players whose character and play

glorify God.

FCA's athletic program has three stated goals to aid us in our primary objective: the character development of our students.

1. Provide a program where students can develop physically, spiritually, emotionally, intellectually, and socially.
2. Provide a quality athletic experience for the participants through practice or games.
3. Assist all students in developing skills and knowledge for a lifetime of fitness and sports enjoyment while giving qualified athletes assistance in continuing their athletic endeavors beyond the high school level.

**In order to accomplish these goals, the coaches and athletic staff need the support of the parents. We ask that the parents, students, and coaches remember the following:**

Good sportsmanship is expected from everyone at FCA. The coaches and players are expected to and are held accountable for representing FCA with dignity. We expect the same high standards of behavior from the parents. Certain behaviors are considered INAPPROPRIATE AND UNACCEPTABLE:

1. Berating, humiliating or taunting of our coaches or players.
2. Berating, humiliating or taunting of our opponent's coaches, players or spectators.
3. Berating and harassment of game officials.
4. Profane remarks directed at any coach, player, spectator, or official.

The School and Athletic Department have the right to remove or refuse admission to persons who exhibit such behaviors.

## Levels of Competition:

***Junior Varsity/Middle School*** - This level is an opportunity to be introduced to a sport and to begin to learn basic skills necessary for success in the activity. We will not cut at this level as long as it is possible to schedule games and retain coaches to accommodate the number of athletes we have coming out for the team. At this earliest developmental stage we want all players to have an opportunity to compete in games as long as they participate in practices. We may create intra-squad games and mini-games at half times of varsity contests to give all players an enjoyable playing experience. This is a developmental level although we do compete against other schools in competitive contests where a score is kept. Grades: 6 and up.

***Varsity (High School)*** - At this level we are playing against other teams with the expectation that we will be putting our most competitive team on the court. There will be many opportunities during the season for all students to contribute in game situations, but there is no expectation of a certain amount of playing time. The best players will play. Coaches are up front about this at the season's beginning and ask all students trying out for a Varsity team to make sure they can operate under this set of expectations. Not all players get the same playing time. The nature of athletics and competition means we try to put the best team on the court or field. It is the coach's job to decide on who the most qualified players are, so the team gets its best chance at success. Part of any player's maturation process includes putting one's personal desires aside for the betterment of the team. Grades: 8 and up, 7<sup>th</sup> grade for tennis with parental consent. Students enrolled in high school who successfully complete a varsity season may earn an athletic letter.

## Parent-Coach Communication

Parents, teachers, and coaches are some of the most important role models in a child's life and clear communication between these individuals is essential. The guidelines listed below are intended to clarify school expectations for this relationship.

### ***Communication parents expect from coaches:***

1. Expectations the coach has for your child and the team.
2. Location and times of all practices and games given at the start of the season
3. Team requirement: i.e. practices, special equipment, out-of-season training.
4. Procedures to follow should your child be injured during participation.
5. Disciplinary action that may result in your child being denied the right to participate.

### ***Communication coaches expect from parents:***

1. Notification of any illness or injuries or missed practice.
2. Notification of any medical limitations or medications that could affect student's health. i.e. asthma and asthma medications.
3. Prompt pick up at the conclusion of practices and games.

### ***Appropriate concerns to discuss with coaches:***

1. Treatment of your child, emotionally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

As you have seen from the above list, certain things can and should be discussed with your coach. If you have a concern, express it at the appropriate time and place. Please do NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both parents and coaches. Meetings of this nature do not promote resolution. Listed below is the FCA procedure for addressing any concern you may have regarding your child's athletic experience. We ask that you use the following procedure until you feel the issue is resolved.

1. Have your child speak to the coach. Sometimes the coach is unaware of your child's concern or feelings. Also, it is important that we teach our students how to communicate with adults in a mature manner.
2. Arrange an appointment to speak with your child's coach about appropriate concerns. Our coaches will respond to you as quickly as possible.
3. Arrange an appointment with the principal, the coach, athlete and parent in order to reach a solution. It is important that all parties involved have a clear understanding of the other's position.
4. We should all be willing to follow Matthew 18:15 -18 in our dealings with each other where we believe a wrongdoing has taken place.

Being Removed From A Team: Those individuals who are removed from a team for disciplinary reasons will not be given credit for participation in that sport.

### ***Commitment to the Team***

FCA expects all members of the team to commit to team practices and team participation. **A student who drops the team mid-season will not be permitted to participate on sports teams at FCA for the following athletic season**, regardless of the school year. The exception to this rule is for a documented medical excuse or for disciplinary actions.

## **Transportation**

Athletic teams will be transported by FCA van as indicated in the game schedule. Coaches accompany athletes. The coach will provide the front office with maps to the schools and/or fields. Students must sign in and out of the van.

Students may be released to their parents following the game only if the coach is informed in advance of the trip AND parents sign out the student.

Students are NOT allowed to depart with another parent unless the coach has **received prior written notification from the student's parent(s)**.

Inasmuch as the administration and coaching staff at FCA assume supervisory responsibility for your son or daughter on athletic trips away from school, we feel it is important that students and parents fully understand the rules that govern such trips. A trip is a continuation of the school day and, as such, students participating on these trips are subject to the rules and regulations that govern our school while they are on campus.

## **Parent and Student Responsibilities**

- Physical Form: Each child **MUST** have a physical on file if he or she desires to participate in sports at FCA. Sports physicals must be turned in by Sept. 30 for the winter/spring season. Students who desire to participate in cross country **MUST** have their physicals submitted by the start of school.
- Varsity players **MUST** maintain a C average in order in their core classes to participate in competitive sports at FCA.

Seasons:

### ***Cross Country***

Summer: Start Date for Practices (Varsity)

August 17 Season begins

October 17 season concludes

### ***Basketball/Cheerleading***

Week of October 23—basketball tryouts

Week of Nov. 1—basketball practice begins

Week of Feb. 15--season concludes

### ***Tennis***

Week of Feb. 21—tennis tryouts

Week of Feb. 27-tennis practice begins

May 5th—Tennis season concludes

## **XV. FAITH CHRISTIAN ACADEMY CODE OF CONDUCT**

The goal of discipline is Christian character development, through the application of principles from God's Word. This is accomplished through teaching obedience, respect, and responsibility. Where there is love, discipline, and joy, students can achieve academic excellence and develop their God-given talents. Students are expected to conduct themselves in such a manner that exemplifies Jesus Christ. In every area of our school, the students are expected to maintain the highest Christian standard.

**All teachers have authority over all students.** *"But everything should be done in a fitting and orderly way" (1 Corinthians 14:40).* For the discipline policy to be effective, every student must be liable to the same regulations and penalties. Therefore, no student will be excused from the consequences of disciplinary action. Parents will be notified when disciplinary action takes place. If a parent conference is requested, the parents will be notified.

The administration reserves the right to enforce disciplinary measures when, in their judgment, the health and welfare of an individual student or the community are best served. Any conviction in court subjects a student to possible disciplinary action, including dismissal. School regulations apply during all school functions, whether on or off campus. **FCA reserves the right to discipline or dismiss any student who is involved in an activity on or off campus that reflects in a negative way on the school.**

### ***CHRISTIAN SCHOOL ATTENDANCE IS A PRIVILEGE***

Attendance at Faith Christian is a privilege with certain responsibilities. One responsibility is to maintain a consistent standard of behavior both at school and away from school which will reflect the student's commitment to Christ and respect for Christian education. Therefore, any illegal behavior, involvement with tobacco, drugs, alcohol, unwholesome language, gambling, cheating, fighting, stealing, lying, disrespect, and accumulation of detentions, immorality, unwholesome behavior, or sexual misconduct may result in the student's immediate suspension or expulsion from Faith Christian Academy.

### ***HONOR CODE***

As a member of the FCA community, I pledge to be a person of integrity. **I will neither give nor receive unauthorized assistance in any academic exercise.**

Explanation of the Honor Code:

Faith Christian Academy's mission is to educate the whole person according to the gospel values of Jesus. Students are expected to conduct himself/herself with integrity and to uphold the Honor Code. Though not exhaustive, the following represent examples of actions which violate the Honor Code. Violations of the honor code will result in a zero for the assignment and demerits will be issued.

1. **Cheating:** Copying work or giving your own work to another; unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing

materials; giving or receiving information regarding a test before, during, or after the test.

2. **Plagiarism:** Representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit.
3. **Falsifying data / citations:** Buying, selling, giving, or receiving term papers, notebooks, or the like, from any source, including the Internet.
4. **Fabricating academic documentation** (e.g., letters of reference).
5. **Abuse of school property or property of others**
6. **Lying to an administrator or teacher** during investigations of academic dishonesty.

## ***SEXUAL HARRASSMENT***

FCA is committed to maintaining an academic environment in which all individuals treat each other with honor and dignity. Sexual harassment is a form of sexual discrimination. FCA desires to maintain a learning environment conducive to the spiritual and academic growth and development of students enrolled. FCA prohibits any form of sexual harassment and sexual violence. It is a violation of this policy for any student, employee, or volunteer of FCA to harass a student, employee, or volunteer through conduct or communication of a sexual nature as defined by this policy. It is also a violation of this policy for any student, employee, or volunteer of FCA to be sexually violent to a student, employee, or volunteer. Furthermore, teasing and/or joking will not be accepted as an excuse for sexual harassment or sexual violence. FCA will investigate all formal and informal complaints that are either verbal or written concerning actions or statements which may constitute sexual harassment or sexual violence. Disciplinary actions will follow for any student, employee, or volunteer who sexually harasses, is sexually violent, or intimidating toward a student, employee, or volunteer of FCA. FCA also reserves the right to discipline any student, employee, or volunteer for sexually related statements or conduct that does not constitute sexual harassment or sexual violence but are still inappropriate in nature.

## ***GUIDELINES FOR STUDENT BEHAVIOR***

At the beginning of the year, the teacher will send home his/her classroom management plan. This plan provides the guidelines for student behavior in the classroom and consequences for inappropriate behavior. Teachers will strive to use positive reinforcement in the classroom. The teacher is the first line of discipline in any classroom setting. In case of a disagreement, parents and students are to follow Matthew 18:15-16. The parents should go directly to the teacher if they have a concern. If the teacher does not resolve the concern, the parent should then contact the principal.

The principal is responsible for the discipline of students in all settings where a

teacher has referred a student to the office. The principal may utilize parent conference, work assignments, detentions, suspensions or other appropriate measures. The staff at Faith Christian Academy does not use corporal punishment. Teachers and staff are to be shown respect, both as a Christian mandate and as common courtesy. Likewise, staff will treat students with respect and fairness. If a student feels that a teacher has been disrespectful or unfair, the student should first go to the teacher. If necessary, the student or parents should then go to the principal.

Students must treat each other respectfully. Verbal abuse or harassment of another student is incompatible with Christian love.

***CONSEQUENCES FOR INAPPROPRIATE STUDENT BEHAVIOR*** Students should be sent to the office immediately for the following offenses: Drugs, alcohol, tobacco use, vaping, fighting, sexual misconduct, profanity/inappropriate language directed at another, weapons to school, continued disobedience/defiance, making a threat, stealing, vandalism, or any behavior which goes beyond the scope of classroom management or affects the safety of others. **These behaviors will result in immediate disciplinary action, including suspension or expulsion. These behaviors are prohibited anywhere on school campus, including vehicles, or while on a school sponsored activity off-campus.**

**Disciplinary action will result from the following behaviors:** cheating/plagiarism, disrespect and disobedience, disturbing class, dress code violation, public display of affection, tardiness, horseplay, littering, inappropriate language, including taking the Lord's name in vain. Depending on the specific offense, these violations may result in demerits issued by the teacher (two demerits) or by the office (five demerits) for middle and high school students.

**Elementary Classes** (grades K-5): If a formal warning in the classroom does not curb improper behavior, or if student behavior warrants an immediate consequence, the student will be sent to the office. If a student is sent to the office, a note will go home with child to alert the parent to the situation. If the child is a danger to himself or to others during a time out period in the office, the parent will be notified and will be required to pick up the child if the situation warrants. If a child is sent to the principal a second time, or if a serious breach of the code of conduct is made, the parents will be called in for a conference with the principal and/or board. Additional disciplinary action may be taken.

**Middle/High School** (grades 6 and up): Disciplinary consequences take the form of demerits. A demerit is a formal warning which leads towards definite consequences. A demerit may be issued by teachers and administration for improper conduct. **Demerits** will be issued for violation of the Student Code of Conduct.

*Two demerits* will be issued by the teacher for disturbing class, horseplay, tardy three times, minor dress code violation after warning

*Five demerits* will be issued by the teacher/administrator for cheating, continued disrespect and disobedience, repeated offense of dress code, electronic device use, excessive tardiness, lying to a teacher, vulgarity/profanity, failure to follow directions. **This list is not exhaustive and the administration reserves the right to issue demerits for behavior not on this list.**

**When a demerit is issued, the parent/guardian must sign and return the demerit. The teacher submits the signed demerit to the office.**



Accumulation of demerits will be dealt with as follows:

- 5 demerits: After school detention
- 10 demerits: After school detention and conference with parents, probation
- 15 demerits: One day suspension, conference with parents, probation
- 20 demerits or more: Three day suspension, meeting with the school board

A student may be placed on probation due to discipline difficulties at any time if misbehavior continues. Students placed on probation will not be permitted to attend extracurricular activities and a conference with the athletic director will determine sports eligibility. **At the end of a quarter, students who are not on probation have their demerits reduced to zero for the next quarter.**